



Piedmont Virginia Community

Section VIII – Human Resources/Personnel Policy

VIII – 9.0 Children and Visitors in the Workplace

Policy #:	VIII – 9.0
Effective:	December 2024
Revised:	December 2024
Responsible Dept:	Human Resources

1. Purpose

This policy establishes guidelines for children and visitors not enrolled in the Piedmont Virginia Community College (PVCC) and not participating in a program sponsored by PVCC or conducted by other organizations on PVCC property.

2. Policy Statement

PVCC is committed to creating a safe and welcoming environment for its community members. Visitors to campus are welcome and encouraged. PVCC has established guidelines governing the presence of children and visitors on campus to provide an environment conducive to study and work that promotes children's safety on PVCC property.

General Guidelines

- a. The workplace and learning environment may not be used in lieu of childcare or when a child is too ill to attend school or daycare. In the case of an unforeseen emergency, children may be permitted to temporarily accompany the responsible adult to the workplace only with the permission of the instructor or supervisor.
- b. Brief visits to a PVCC employee's workplace may be permitted with the supervisor's permission. If a PVCC employee fails to obtain supervisor approval for the visits, the supervisor may ask the visitor to leave PVCC property. Continued visits from unpermitted or disruptive visitors could result in disciplinary action for the PVCC employee.
- c. Children must always be accompanied by and under the supervision of a responsible adult.
- d. Children and visitors may not disrupt the learning or working environment. Any child causing a disruption must be removed immediately by the responsible adult. Any visitor causing a disruption may be asked to leave PVCC property. Failure to vacate PVCC's property could result in PVCC police escorting visitors off of the property.
- e. Visitors are not permitted in the classroom, including laboratories, without the permission of the instructor.

Prohibited Areas

- a. Children and visitors are prohibited from all testing centers and PVCC's exercise room.
- b. Children and visitors are generally prohibited from all potentially hazardous areas, including:
 - i. facility shops, scene shops, mechanical rooms, confined spaces, or food preparation areas;
 - ii. any area, indoors or out, containing power tools or machinery;
 - iii. laboratories or specialized work areas that may contain hazardous materials;
 - iv. any other high-risk areas (rooftops, construction zones, etc.)
- c. Children and visitors are not permitted where confidential, sensitive information is stored/present. Visitors are not permitted in Faculty/Staff lounges or in areas where PVCC records, property, documents, or equipment could be damaged or stolen.

Reporting Obligations and Liability

- a. If an unforeseen emergency should arise, requests for permission to temporarily allow children to accompany a responsible adult to the classroom or workplace must be made in writing to the instructor or supervisor. The responsible adult must obtain written approval before the child is permitted in the classroom or workspace.
- b. Anyone observing a child unattended on campus should notify PVCC Campus Police, who will attempt to identify the parent, guardian, or other responsible adult. All PVCC employees are mandatory reporters and obligated to report any incidence of child abuse or neglect. (More Information can be found at this link: [Reporting Child Abuse and Neglect](#).)
- c. Anyone observing a visitor or child causing a disruption should immediately notify PVCC Police.
- d. Employees and responsible adults who bring children to PVCC campuses or worksites are solely responsible for ensuring the child's safety and appropriate behavior at all times.
- e. PVCC is not liable for injuries to children or visitors who are present on its premises in violation of this policy. All liability, including financial responsibility for damages or injuries, rests with the employee or responsible adult bringing the child to the workplace.

3. Applicability

This policy applies to children under the age of 14 and visitors who are not enrolled in PVCC and are not participating in a program sponsored by PVCC or conducted by other organizations on PVCC property, including camps, clinics, workshops, and all other activities. This policy does not apply to general public events where parents or guardians are invited and are expected to supervise minors or to events where parents or guardians are explicitly required to accompany their children.

4. Definitions

Child(ren): person(s) under the age of 14 who are not enrolled at PVCC.

PVCC Property: all buildings, facilities, and other property owned or controlled by PVCC, including but not limited to classrooms, administrative buildings, parking lots, athletics fields and facilities, and vehicles. Disruption: behavior that interferes with students' or employees' participation in academic,

work, extracurricular, or other PVCC-related activities, or impedes the orderly operation of PVCC activities.

Employee: any individual who receives compensation, including through a third-party vendor, from PVCC.

Responsible Adult: parent, legal guardian, or other person 18 years of age or older to whom the parent or guardian has given temporary responsibility for providing the care and management of a minor child.

Visitor: any individual not enrolled in or employed by PVCC and not participating in a PVCC-authorized program or activity.