



DOUGLAS COLLEGE POLICY
OFF-CAMPUS ACTIVITY INVOLVING STUDENTS

Policy Name: Off-campus Activity Involving Students	Responsible Owner: Vice-President, Academic & Provost	Effective date: April 26, 2016
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A. PURPOSE

This Policy is designed to ensure a systematic and consistent process for the planning, organization and oversight of Off-campus Activities involving students. The identification, assessment and mitigation of foreseeable risks are paramount to the process.

This policy outlines the elements involved in risk analysis, assigns responsibility for approval of Off-campus Activities, and ensures that such approval is granted in accordance with Douglas College (the “College”) policies and procedures and in accordance with the College’s ability to manage risks.

B. SCOPE

All Off-campus Activities involving students that are organized, led or supervised by Douglas College Employees or otherwise sanctioned by Douglas College.

C. DEFINITIONS

- 1. Group Leader:** a College Employee who is responsible for planning and administering an Off-campus Activity.
- 2. Off-campus Activity:** any Activity involving students in which at least part of the Activity occurs Off-campus, including field trips, field schools, research, practicum, clinical, co-op or work experience placements, student exchanges, conferences, seminars, extra-curricular activities that involve the formal representation of the College by student representatives, such as collegiate athletics, and off-site discipline-based events.



3. **Off-campus Activity Plan:** a document that provides planning and preparation details related to the activity, and serves as the official record of an Off-campus Activity undertaken by the College.
4. **Responsible Administrator:** the Dean / Director / Manager to whom the Group Leader(s) reports.
5. **Risk:** A situation involving exposure to danger, harm, injury or loss.
6. **Risk Assessment:** a document in which the Group Leader(s) and Responsible Administrator assess the overall level of risk in an Off-campus Activity.
7. **Risk Register:** a document that identifies specific risks that may arise during an Off-campus Activity and describes detailed mitigation plans to reduce the levels of all risks associated with the activity.
8. **Vice-President:** Vice-President, Academic and Provost.

D. POLICY STATEMENTS

1. Douglas College recognizes that Off-campus Activities contribute to a student's learning and citizenship by providing students with opportunities to expand their knowledge and broaden their experiences.
2. Douglas College encourages and supports off-campus activities that provide clear benefits to students, and are planned, approved and administered in ways that minimize risk and promote the preparedness, safety and well-being of all participants.
3. Douglas College recognizes the importance of respecting a high degree of employee autonomy in tailoring off-campus activities to meet the goals of a course, program or project offered by the College. The Vice-President may establish procedures to carry out this policy.
4. Primary responsibility and accountability for meeting the College's standard operating procedures to assure safety in an Off-campus Activity are delegated by the Responsible Administrator to those in positions of authority closest to the activity, often the Group Leader(s).
5. All participants have a responsibility to prepare themselves in advance of an Off-campus Activity, to avail themselves of related training as reasonably provided, and to conduct themselves in a safe manner while engaging in an Off-campus Activity.
6. All students participating in an Off-campus Activity have a responsibility to familiarize themselves with the risks of the activity and to make informed decisions concerning their participation.
7. An Off-campus Activity that has the potential to expose participants to risks that are greater than those likely to be typically encountered in regular travel to/from campus and in regular experiences on campus requires the completion of a Risk Register.
8. An Off-campus Activity will not be approved if risks to student and/or employee safety have not been satisfactorily addressed.
9. An Off-campus Activity may be cancelled at any time if the Group Leader(s), Responsible Administrator or Douglas College believes that risks to student and/or employee safety are or have become unacceptable.



E. PROCEDURES

1. Responsible Administrators and Group Leaders will refer to the Standard Operating Procedure (SOP) for Off-campus Activities Involving Students.
2. Responsible Administrators and Group Leaders will refer to the Standard Operating Procedure (SOP) for Emergencies Occurring during Off-campus Activities.
3. Responsible Administrators and Group Leaders will refer to the Standard Operating Procedure (SOP) for Volunteer Drivers where necessary.
4. Every Off-campus Activity requires the completion of a Risk Assessment and an Activity Plan in advance of the activity.

F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- [Standard Operating Procedure for Off-Campus Activity Involving Students](#)
- [Standard Operating Procedure for Emergencies Occurring During An Off-Campus Activity Involving Students](#)
- [Standard Operating Procedure for Volunteer Drivers](#)
- [Risk Assessment Tool for Off-campus Activity](#)
- [Activity Plan for Low Risk Off-campus Activity](#)
- [Activity Plan for Medium or High Risk Off-campus Activity](#)
- [Health & Safety Policy](#)
- [Standards of Students/User Conduct](#)
- [Standards of Conduct Involving College Employees](#)
- [Accessibility to College Programs, Courses and Services for Persons with Disabilities](#)

G. RELATED ACTS AND REGULATIONS

- [Worksafe BC Occupational Health and Safety Regulation](#)

H. RELATED COLLECTIVE AGREEMENT CLAUSES

- [Collective Agreement between Douglas College and the Douglas College Faculty Association; Article 10.08 Health and Safety;](#)
- [Collective Agreement between Douglas College and the B.C. Government and Service Employees' Union \(BCGEU\); Article 25 Safety and Health](#)