



## OFF-CAMPUS ACTIVITY INVOLVING STUDENTS

Policy Name: Off-Campus Activity Involving Students	Responsible Owner: Vice President, Academic and Provost	Effective date: 2016 Apr
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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

**Group Leader** A College Employee who is responsible for planning and administering an Off-campus Activity.

**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~~ activities that involve the formal



representation of the College by student representatives, such as collegiate athletics and off-site discipline-based events.

**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.

**Responsible Administrator:** The Dean, Director or Manager to whom the Group Leader reports.

**Risk:** A situation involving exposure to danger, harm, injury or loss.

**Risk Assessment:** A document in which the Group Leader and Responsible Administrator assess the overall level of Risk in an Off-campus Activity.

**Risk Register:** A document that identifies specific Risks that may arise during an Off-campus Activity and describes detailed mitigation plans to reduce the level of all Risks associated with the activity.

## D. POLICY STATEMENTS

1. Douglas College recognizes that Off-campus Activities contribute to a student's learning by providing students with opportunities to expand their knowledge. (Douglas College Policy Manual - 9(o)-6.7(g)2.6(as)-1.3(P1(k))0. th)16.1(ei)2.8(4.8b.8(4.1(c



## E. PROCEDURES

See [Standard Operating Procedures](#) on DC Connect (for internal users)

Emergencies Occurring During Off-campus Activity Involving Students  
Off-campus Activities Involving Students  
Volunteer Drivers

## F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

See [Forms](#) on DC Connect (for internal users)

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