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## OFF-CAMPUS STUDENT TRAVEL AND ACTIVITIES POLICY

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Adopted: February 22, 2016

Effective: August 1, 2016

### 1. BACKGROUND

As part of its educational mission, Dawson College values and promotes the development of students' civic engagement, intercultural relations and greater awareness of the physical, natural, social and cultural world.

In the pursuit of these goals, and in the normal course of college-related life, students engage in academic work or participate in a wide range of activities that take place at locations away from the college's campus. Some of these activities may be directly related to an individual's formal academic study, program or research. Other activities, such as athletics team travel and recreational and social events organized or sponsored by the college, relate to the out-of-classroom experiences of students.

The safety and well-being of college members participating in these activities is a paramount concern.

### 2. PURPOSE

- 1) To set standards that enable safe student experiences off-campus, nationally and internationally;
- 2) to increase the level of awareness of health and safety issues for participants with regard to off-campus activities;
- 3) to ensure due diligence of the college in identifying and managing the risks inherent in all off-campus activities; and
- 4) to ensure that college-sanctioned activities incorporate specific measures to mitigate risk and facilitate emergency response to students and employees travelling off-campus.

### 3. POLICY

#### A. Principles

- 1) The safety of all participants in any college off-campus activity must be taken into account when the activity is being planned.
- 2) The college and its members have a shared responsibility in assessing and appropriately addressing safety issues concerning off-campus activities.
- 3) The primary responsibility for safety during off-campus activities is delegated to those persons in positions of authority closest to the activity.
- 4) The college and its members have a responsibility to monitor and maintain a record of the planning and conduct of off-campus activities undertaken by members.

## **B. Definitions**

**“Activity Coordinator”** is the Dawson faculty or staff member who has organized or coordinated an off-campus college activity or, if there is no such person, the Person in Authority.

**“Critical incident”** is an incident involving one or more participants or activity leaders that requires a priority response. A critical incident includes, but is not limited to, serious injuries, assaults or fatalities involving participants or activity leaders. A critical incident also includes incidents that jeopardize the continuation of the off-campus activity, such as significant political or civil unrest and environmental or natural disaster.

**“Off-Campus Activity”** means any activity that takes place away from Dawson College’s physical campus and is:

- undertaken by a student to fulfill an academic requirement at the college; or
- officially organized by the college; or
- paid for in whole or in part from college funds, including without limitation, third party research or other funds administered by the college.

**“Off-Campus Activity Leader”** is the Dawson faculty member, staff member or other person authorized by the Person in Authority who acts as the direct report for activity participants and leads the off-campus activity "on the ground." This individual may be the same individual as the Activity Coordinator.

**“Off-Campus Activity Associate Leader”** is the Dawson faculty member, staff member or other person authorized by the Person in Authority who assists the Off-campus Activity Leader in supervising an off-campus activity "on the ground" and may replace the latter in the event of his or her incapacity.

**“Participant”** means any individual, including students and authorized volunteers, taking part in an off-campus activity.

**“Person in Authority”**

- In the case of an activity that is pedagogical and educational in nature, the Person in Authority is the Academic Dean, who may delegate authority to a manager.
- In the case of an activity that involves athletic teams, para-academic activities or leisure, the Person in Authority is the Director of Student Services, who may delegate authority to a manager.

**“Student”** means an individual enrolled in a program of study or registered in one or more credit or non-credit course at Dawson College.

### **C. Scope**

Except as otherwise provided herein, this policy applies to all academic and non-academic student activities held off the main premises of Dawson College that are organized or sponsored by the college or any of its units.

Examples of activities covered by this policy include, but are not limited to:

- travel studies trips;
- field trips, whether occurring during or outside regularly scheduled class time;
- physical education trips;
- team sports;
- conference/festival attendance;
- exchange programs.

Examples of activities not covered by this policy include, but are not limited to:

- learning activities such as internships, clinical placements, or extracurricular assignments for students to visit specified sites where a student acts independently of a group excursion;
- activities sponsored or organized by student clubs or associations affiliated with the Dawson Student Union, except when such activities are formally sponsored by, or are organized with the direct participation of Dawson College;
- activities organized by third parties and advertised at Dawson College;
- activities organized solely by a student or group of students.

If unsure about whether this policy applies to a specific off-campus activity, members of the college community should contact a Sector Dean or the Director of Students Services for clarification.

### **D. Policy statement**

The College will take reasonable steps to support and promote the health, safety and security of participants in off-campus activities and travel.

All requests to conduct an off-campus activity must be submitted to the Person in Authority responsible for the trip and be approved before any financial commitment is made and any student is recruited.

All off-campus activities involving travel within Quebec but outside metropolitan areas or travel outside Québec require a risk assessment with appropriate documented risk mitigation and final approval from a Person in Authority before commencing the activity. Guidelines for assessing and mitigating risks are in the attached Procedures and Guidelines.

Participants involved in an off-campus activity must be advised of the known and reasonably foreseeable risks inherent in the activity, and they must acknowledge that they consent to the assumption of these risks. All participants in an off-campus activity that takes place off the island of

Montreal must complete a *Consent and Acknowledgement of Risk Form* before being allowed to participate in the activity.

If a critical incident occurs that affects the health and safety of participants, it will be responded to in accordance with the *Incident Response*.

At the discretion of the college, the *College Emergency Operations Centre* may be activated to assess the implications of critical incidents, determine how to handle the situation and make recommendations for either managing the increased risks or assisting participants in removing themselves from the situation.

Should participants choose to leave an off-campus activity in progress for personal reasons, the college will not be responsible for any risks and costs incurred after they leave the activity.

**E. Revision of this policy**

This policy will be reviewed at least once every five years. Such a review may lead to a revision of the policy. The Director General's Group is responsible for approving any revision of the policy.

**F. Related document**

Procedure and Guidelines for off-campus Student Travel and Activities