

**PROCEDURES AND GUIDELINES FOR OFF-CAMPUS STUDENT TRAVEL AND ACTIVITIES**

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## 1. INTRODUCTION

These Procedures and Guidelines are designed to assist in the planning and safe execution of off-campus activities. While these procedures provide requirements and parameters for a number of particular situations, it should be recognized that no set of procedures can address every possible contingency. The persons responsible for an activity should assess the proposed activity according to the applicable circumstances.

Academic and non-academic divisions of the College may establish additional procedures consistent with these procedures as necessary (e.g., Physical Education outdoor education, International Development Office, Student Services, etc.).

All College-sanctioned off-campus activities must incorporate, at a minimum, the following elements to protect the well-being of students, manage risks, and support, where appropriate, a positive learning environment:

- 1) An approval process in place for the off-campus activity within the relevant unit and authorization by the appropriate Person in Authority as identified in the policy;
- 2) Compliance with the college policy for procuring and paying for the services of a travel agency or other service provider;
- 3) An identification and an assessment of risks associated with the activity;
- 4) A process for selecting students to participate in the activity;
- 5) A student code of behaviour for the activity that is linked to the Dawson Code of Conduct, if it is not the Code of Conduct itself;
- 6) Risk management resources to enable student travellers to identify, be informed of, and manage the risks associated with the activity;
- 7) An emergency response process;
- 8) A refund policy.

## 2. 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 of 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.

### **3. ROLES AND RESPONSIBILITIES**

**3.1 Person in Authority** is responsible for:

- a) approving the nomination of the Activity Coordinator and the Off-Campus Activity Leaders;
- b) ensuring that all Activity Coordinators are aware of and comply with the provisions of this policy;
- c) approving the risk assessment and mitigation documentation for the off-campus activity (*Safety Planning Record*);
- d) advising the Activity Coordinator to cancel the activity or revise the plan if an activity is deemed to entail unmanageable risk. The Person in Authority shall ensure that a new *Safety Planning Record* is submitted for the modified activity;
- e) ensuring that the College’s financial directives and procedures are followed;
- f) establishing a procedure for the secure collection and safekeeping of travel payments;
- g) arranging insurance for teachers travelling with students outside Québec;
- h) in cases where authority has been delegated to a manager, ensuring that incidents are reported to the Academic Dean or Director of Student Services, as appropriate, in a timely fashion so that necessary action can be taken;

- i) providing all necessary support to the Activity Coordinator and participants in the event of an incident or an emergency;
- j) assessing whether continuing the activity entails unmanageable risk and should therefore be terminated, in the event that a critical incident or event occurs;
- k) receiving and reviewing the *Post-Activity Incident Report Form*;
- l) ensuring that information about challenges and hazards that are encountered and incidents that occur during an off-campus activity is communicated so that these are taken into account in the planning of future activities.

**3.2 Activity Coordinator** is responsible for:

- a) respecting all College policies;
- b) designing the off-campus activity and planning the travel itinerary;
- c) making a preliminary determination of the risk level of the activity (*Safety Planning Record*);
- d) contacting a local travel health clinic to determine if there are any vaccinations and medical precautions required or recommended for the country and regions to be visited if appropriate;
- e) preparing information documents for the organization and functioning of the activity;
- f) establishing and maintaining contact with local suppliers of travel services, if appropriate;
- g) establishing and maintaining contact with the travel agency during the organization of the activity, if appropriate;
- h) determining the selection criteria for participants and recruiting them;
- i) approving the participants or requesting approval from the Person in Authority;
- j) obtaining written waivers and consent forms from all the participants in the activity;
- k) collecting copies of participants' travel papers (passport, visa, permanent resident card, study permit, vaccinations, proof of medical insurance, etc.), if appropriate;
- l) providing orientation and training sessions to ensure that each participant is aware of the risk, their responsibilities and safety issues;
- m) providing orientation sessions to assist participants in dealing with the adjustment to a new culture, if appropriate;
- n) providing the Person in Authority with copies of all pertinent documents concerning the trip and the participants;
- o) establishing a clear chain of responsible leadership that is communicated to and understood by all participants;
- p) ensuring that the needs of participants with medical conditions and disabilities are considered in the activity plan;
- q) developing a safety and communication plan, as appropriate;
- r) ensuring that critical incidents are reported immediately to the Person in Authority;
- s) providing participants an opportunity for post-activity debriefing and completion of the Feedback/Evaluation Forms;
- t) ensuring that the *Post-Activity Incident Report* is completed by the Off-Campus Activity Leader and submitted to the Person in Authority if a critical or non-critical incident has occurred;
- u) submitting a report on the off-campus activity within three weeks of the activity's completion, if a report is deemed necessary by the Person in Authority.

**3.3 Off-Campus Activity Leader** is responsible for:

- a) understanding and complying with all College policies;
- b) understanding and complying with all relevant components of this policy;
- c) assisting the Activity Coordinator with the preparation and organization of the activity;
- d) participating in orientation and training sessions provided for participants;
- e) ensuring that the trip is undertaken as planned or that appropriate adjustments are made in the face of unforeseen circumstances;
- f) ensuring implementation of the risk-management procedures established by the Activity Coordinator;
- g) ensuring that the participants use the appropriate safety equipment and follow appropriate safety procedures as necessary;
- h) communicating with the travel agency, guides and other local service providers, as appropriate;
- i) conducting ongoing risk assessment during the off-campus activity and reporting any new hazards to the Person in Authority;
- j) addressing any safety concerns that arise in the field;
- k) conducting on-site briefings for participants as needed when new safety issues or changes of plan arise;
- l) dealing with any emotional or psychological distress issues during the off-campus activity;
- m) supervising the travel group and intervening in the case of a participant's misconduct;
- n) maintaining scheduled contact with the Person in Authority (or delegate), as necessary;
- o) immediately informing the Person in Authority of all critical incidents (NOTE: non-critical incidents are to be reported in the *Post-Activity Incident Report*);
- p) reporting incidents in a timely fashion so that Dawson College can take appropriate action;
- q) providing an opportunity for participants to give post-activity feedback and complete the Feedback/Evaluation Form, if deemed necessary by the Person in Authority, and conveying the results to the Activity Coordinator;
- r) completing a *Post-Activity Incident Report* at the conclusion of the off-campus activity and submitting it to the Activity Coordinator.

**3.4 Off-Campus Activity Associate Leader** is responsible for:

- a) understanding and complying with all College policies;
- b) assisting the Activity Coordinator with the preparation and organization of the activity;
- c) participating in orientation and training sessions provided for participants;
- d) supporting the Activity Leader in all activities;
- e) assisting the Activity Leader in maintaining the security and well-being of participants;
- f) acting on behalf of the Activity Leader when she or he is absent;
- g) assisting the Activity Leader in the supervision of the group and intervening in the case of a participant's misconduct;
- h) informing the Activity Leader of any incident or any safety hazard that might affect the activity.

### 3.5 Participants

Each participant is responsible for:

- a) understanding and complying with all relevant College policies;
- b) acknowledging and being familiar with the risks of the off-campus activity;
- c) providing written acknowledgement and consent to participate in the activity;
- d) providing emergency contact information;
- e) in the case of a person with a medical need or disability, bringing to the attention of the Activity Coordinator any special needs requiring accommodation;
- f) attending preparatory briefings, orientation sessions or training sessions;
- g) providing evidence of a satisfactory state of health, immunization status, and health insurance, prior to undertaking the activity, if required;
- h) in the case of international travel, possessing a valid passport with an expiration date longer than the one required by the destination country and preferably one that is more than six months after the date of the scheduled return to Canada, obtaining a travel visa where applicable, possessing a valid permanent resident card or study permit, if appropriate, and informing the Activity Coordinator of any potential obstacles that could affect his or her ability to cross borders (e.g. dual citizenship, criminal record, etc.);
- i) making copies of important personal documents and entrusting them to the person designated as an emergency contact;
- j) using the appropriate protective equipment and following the appropriate safety procedures as necessary;
- k) acting in accordance with the rules and regulations of Dawson College including, but not limited to, the Student Code of Conduct as well as the laws of the countries visited;
- l) acting safely and in a responsible manner and exercising good judgment to prevent harm to self and to others;
- m) informing the Off-campus Activity Leader of any significant changes in health, or of any concerns in this regard;
- n) promptly advising the Off-Campus Activity Leader, the Activity Coordinator, the Person in Authority, or any other Dawson College official of any concern that appropriate safety preparations have not been made, or that an off-campus activity is not being conducted with due regard to safety;
- o) immediately reporting any incidents or newly identified hazards to the Off-Campus Activity Leader;
- p) providing post-activity feedback informally or, if requested, by completing a Feedback/Evaluation Form;
- q) submitting any required course assignment, if applicable.

### 4. APPROVAL PROCESS

In order to ensure that the Off-Campus Activities are within the scope of Dawson's mission, that safety issues are addressed and that proper institutional procedures are followed, Off-Campus Activities must be authorized in advance by the appropriate Person in Authority.

To request authorization, members of the faculty or staff must complete a ***Travel Request Form***, along with the required documents and information, and submit the request to the appropriate Person in Authority for approval. This request must be submitted to the Person in Authority responsible for the trip, and be approved, before any financial commitment is made and before any student is recruited.

A travel proposal request will normally contain the following items:

- name of the faculty/staff members making the proposal;
- pedagogical objectives, if appropriate;
- a tentative itinerary;
- a preliminary risk assessment;
- cooperating organizations or institutions abroad, if applicable;
- activities to assist in cultural orientation;
- student selection process;
- a proposed budget (including instructors' expenses, tuition revenue, and the cost to students, including fees, expenses for items such as insurance, and payments to outside services providers).

**Where an Off-Campus Activity is an integral part of an academic course, it must be approved in time to meet the deadlines for staffing and course scheduling.**

#### **4.1 Expedited approval**

A unit of the College may determine certain off-campus activities which may be pre-approved. For these activities, the Activity Coordinator is required to notify the College no later than two (2) working days before the activity occurs using the form in Appendix XX (form under development).

## **5. RISK ASSESSMENT**

The extent of advance planning, preparation and approvals required prior to embarking on an off-campus activity is commensurate with the level of risk associated with the activity and with the category and experience of the participants. Repetition of an activity in the same or a similar setting with the same Activity Coordinator may require a lower level of detail in the advance planning, but the level of detail needed in the briefing and training of participants must always take into account their level of experience.

Risk assessment requires the exercise of good judgment, based on expertise and experience, and, where necessary, consultation with suitably qualified individuals. Risk assessment is a process that involves:

- identifying hazards associated with the activity, (for example, hiking in remote, mountainous terrain, travelling in a developing country);
- analyzing the risk related to each of the hazards (for example, time to return to a safe place (vehicle or building), distance from the nearest established medical service, or lack of phone reception or 911 coverage in a remote area); and



- determining how to manage the risks effectively.

Dawson College has a duty to exercise reasonable care in protecting its students from foreseeable harm, particularly in events where the college has significant control. The college and its academic departments are responsible for planning and implementing field trip experiences for students that will not place the students in harm's way and expose the college to liability. Listed below are definitions of relevant liability terms<sup>1</sup>:

**Negligence** - *Failure of one who owed a duty of care to another to fulfill that duty, resulting in injury to the party owed the duty of care.* Negligence can occur both by doing something that a reasonable, prudent person would not do in a particular situation or from failure to do what a reasonable, prudent person would do in a certain circumstance.

**Duty and risk** - *Duty to students to discover and correct any unreasonable dangerous condition or to warn of its existence.*

**Duty to warn/educate participants** - *A duty to warn participants of known hazards and prepare students for the foreseeable hazards they might encounter during the activity.*

**Duty to use reasonable care** - *A duty to provide reasonably safe conditions for participation in an activity.*

**Assumption of risk** - *The college does not ensure the student's safety during an activity.* In many situations, students assume the obvious and inherent risks associated with an activity that cannot be eliminated by the exercise of reasonable care. Each student is required to act in a responsible and appropriate manner. Each student is required to refrain from behaviour that may pose a risk or harm to him/her or others.

Negligence or failure to exercise reasonable care in planning and supervising an academic field trip can potentially result in personal injury or property damage. While it is impossible to eliminate all risks associated with off-campus activities, advance planning can help minimize the risks to the students, activity coordinators and leaders, and the College that might result from issues such as lack of supervision, failure to enforce policies or rules, failure to provide proper or well-maintained equipment, and an unsuitable activity site.

Off-campus activities can pose manageable (low risk and moderate risk) or unmanageable risk to the participants. **For each new off-campus activity, the Activity Coordinator must undertake a risk assessment (*Safety Planning Record*). The result of the risk assessment must be communicated to and be approved by the person to whom the Activity Coordinator reports, a Dean or Director.**

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<sup>1</sup> These definitions are drawn from Southern Illinois University, *Field Trip Guide: Faculty and Staff Guide to Liability, Insurance and Risk Management Issues*, 2012; <http://pvcaa.siu.edu/common/documents/field-trip-guide-and-form.pdf>.

## **5.1 Manageable risk**

### **5.1.1 Low risk**

Any activity that takes place within a metropolitan area in Québec and entails hazards no greater than those encountered by the participants in their everyday lives is low risk. Minimal planning and preparation are required for such activities and an organizational unit may opt to pre-approve some of these activities in accordance with article 4.1.

Examples of low-risk activities include but are not limited to:

- field trips within the Montreal region
- athletic team and club events

This definition does not include off-campus 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.

### **Procedure for low-risk activities**

Where possible, the site of an off-campus activity should be visited in advance by the Activity Coordinator to evaluate potential risks, such as physical hazards, etc., and to minimize, through effective planning, any risks associated with the location. In the case where a site visit is not possible, it is necessary to make a thorough analysis by reviewing available information.

All off-campus activities of a pedagogical nature which have associated student fees must be clearly identified as having a fee in the timetable. In addition, the course outline distributed at the beginning of the semester must provide detailed information about the activity including the date, time, location and means of transportation. In the first week of the term, the instructor must discuss with students in appropriate detail any risks associated with the off-campus activity, expectations for behaviour during the trip and the consequences of misconduct, as well as relevant safety information. This information must be reviewed again during the two weeks prior to the start of the activity.

No later than one week before the activity, the Activity Coordinator must submit to the Person in Authority and Dawson Security complete information about the activity, including a detailed final itinerary and transportation plan. The Activity Coordinator must also provide these same offices the names of all participants and emergency contact information. It must also include the name and cell phone number of at least one college employee accompanying the students.

Reputable and suitably insured public carriers (bus company, commercial airline, etc.) must be used for transportation during an off-campus activity (see article 11, Purchasing travel services). Public transit (e.g., regularly scheduled trains or buses) is also an appropriate means of transportation for some types off-campus activities. When travel arrangements are provided by the College, all participants must use them unless they have received prior authorization to use an alternate means

of travel. With regard to the use of rental vehicles for transporting students during low-risk off-campus activities, please refer to article 6.

When travel arrangements are provided by the College, off-campus activities are deemed to begin and end on campus or, when longer travel is involved, at the bus terminus, train station or airport. When field trips are organized so that students meet at the site, the off-campus activity shall begin and end at the activity site. In these instances students are responsible for their own transportation to and from the field trip site.

The Activity Coordinator must immediately report any critical incidents to the Person in Authority/Dawson Security and must submit a *Post-Activity Incident Report* within three weeks of the conclusion of the activity (see article 12).

### 5.1.2 Moderate risk

An activity is deemed to be moderate risk if it:

- has the potential to expose participants to hazards that are greater than those likely to be encountered in their normal everyday lives; or
- takes place outside Québec.

Potential risks may be associated with the activity itself, travel, the environment or the site. Risks include, but are not limited to:

- health;
- safety;
- natural hazards;
- political instability;
- issues relating to the nationality and/or citizenship of participants.

### Travel and health advisories for travel outside Canada

Unforeseen events and circumstances such as natural disasters, medical epidemics and political unrest can lead to the posting of travel advisories by Foreign Affairs, Trade and Development Canada (FATD). Country Travel Reports are available on the website of FATD, [Country Travel Advice and Advisories](#). They include information on security and safety, health, and entry requirements. If an unstable condition exists in a country, the Travel Report will contain information about this and will advise Canadians to avoid travel to the country or to a particular region of the country, and/or to leave the country or region.

When a FATD Advisory recommends that Canadians not travel to an affected area until such time as the Advisory has been lifted, it is College policy to endorse that recommendation. **Travel Advisories must be taken into account as part of the risk assessment procedure for travel outside Canada and must be included in the *Safety Planning Record*. In some circumstances, a Travel Advisory may result in a proposed activity being deemed to entail unmanageable risk.**

If an advisory is posted after the initial Safety Planning Record has been approved, the Activity Coordinator must inform the Person in Authority so that the Safety Planning Record can be reassessed. If the travel is classified as entailing unmanageable risk, the off-campus activity must be modified appropriately.

The list below indicates the current relevant categories of Foreign Affairs, Trade and Development Canada (FATD) warning and advisories.

### Level One

Exercise normal security precautions	Exercise a high degree of caution	Avoid non-essential travel	Avoid all travel
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There are no significant security concerns.

### Level Two

Exercise normal security precautions	Exercise a high degree of caution	Avoid non-essential travel	Avoid all travel
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There are identifiable security concerns; travellers should be alert and vigilant to their surroundings.

### Level Three

Exercise normal security precautions	Exercise a high degree of caution	Avoid non-essential travel	Avoid all travel
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There are specific security concerns; travellers should reconsider their need to travel at this time.

### Level Four

Exercise normal security precautions	Exercise a high degree of caution	Avoid non-essential travel	Avoid all travel
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There is an extreme risk to personal safety; Canadians should not travel at this time.

Levels 3 and 4 (Avoid non-essential travel and Avoid all travel) constitute official Government of Canada Travel Advisories. **Dawson College will not authorize student trips in regions under official travel advisories.** The assessment will be made during the elaboration of the project and be reassessed up until the time of departure by the Person in Authority.

### Procedure for moderate-risk activities

The Activity Coordinator must notify the Person in Authority of plans to offer a moderate-risk off-campus activity by first requesting permission to proceed with a risk assessment. When conducting the risk assessment, the Activity Coordinator must seek advice from expert sources as required, including, for example, a travel health clinic and the warnings issued by the FATD. If an activity is deemed to have an unmanageable risk, the activity will need to be modified to eliminate the unmanageable risk or the activity will be cancelled.

Once the activity is approved, and following the procedures for purchasing travel services, the Activity Coordinator will establish and maintain contact with the travel agency during the

organization of the activity. As with low-risk activities, moderate-risk off-campus activities of a pedagogical nature which have associated student fees must be clearly identified as having a fee in the timetable. In addition, the course outline distributed at the beginning of the semester must provide detailed information about the activity including the date, time, location and means of transportation. In the first week of the term, the instructor must discuss with students in appropriate detail any risks associated with the off-campus activity, expectations for behaviour during the trip and the consequences of misconduct, as well as relevant safety information. This information must be reviewed again during the two weeks prior to the start of the activity.

The Activity Coordinator will also prepare participants for the off-campus activity by providing orientation and/or briefing, including special preparations for participants with disabilities or medical conditions. If travel outside Québec is involved, students must provide all required pre-departure documents such as a record of their state of health, proof of supplementary health insurance, and emergency contact information, and additionally, for travel outside Canada, permission for a minor to travel outside Canada, proof of immunization, and copies of passport, visa, permanent resident card, and study permit, as appropriate.

With regard to the use of rental vehicles for transporting students during moderate-risk activities, please refer to article 6.

For travel outside Canada and the United States, no later than two weeks before the activity is scheduled to begin the Activity Coordinator must notify the Person in Authority of any changes to the FATD travel advisories.

The Activity Coordinator must immediately report any critical incidents to the Person in Authority/Dawson Security and must submit a *Post-Activity Incident Report* within three weeks of the conclusion of the activity (see article 12).

### **Exchange programs**

The International Development Office (IDO) facilitates the student exchange program. Dawson College students have the opportunity to participate in international study, internship and cultural exchange programs at a partner college or university, and international students have the opportunity to come to Canada and attend courses at Dawson College.

The International Development Office (IDO) is responsible for the following:

- establishing the terms of agreement between Dawson and the host organization;
- establishing criteria for the selection of exchange students;
- preparing the agreement to be signed by the exchange student and the host organization, covering matters such as confidentiality of information, remuneration, code of conduct, and evaluation of the student;
- offering orientation sessions to the student;
- assisting the student in obtaining travel funding;

- establishing criteria for choosing appropriate student accommodation, particularly where homestay hosts may be involved;
- establishing a process for students to report incidents.

### **5.1.3 Refusal to participate in unsafe activities**

All participants have a responsibility to exercise judgment and common sense with respect to their own safety, taking into account their own capabilities and the circumstances at the time. Coupled with this responsibility is the right to refuse to participate in an activity under certain circumstances.

Any participant who is concerned that appropriate safety preparations have not been made, or that an off-campus activity is not being conducted with due regard to safety, has an obligation to bring the concern to the attention of the Off-Campus Activity Leader, Activity Coordinator, the Person in Authority, or any other Dawson official.

Every student has the right to refuse, for legitimate reasons and without fear of penalty, to participate in any portion of an off-campus activity that he or she feels may endanger his or her health or safety or that of another person.

Should a student be concerned about safety issues, after completing all prescribed pre-departure briefings and trainings, he or she must bring this concern to the attention of the Activity Coordinator. The Activity Coordinator has an obligation to assess the concern and, if warranted, to work with the student to address it through additional preparation or by modifying the plan for the proposed activity.

Should the concerns arise in the field, the student must immediately bring his or her concerns to the attention of the Off-Campus Activity Leader who will assess the concern and, if warranted, either allow the student to complete the activity in an alternative way or excuse the student from the specific activity without academic penalty.

If not satisfied with the accommodation, the student may appeal the decision through the normal academic appeals process (see ISEP, [Academic Grievance and Grade Review Procedures](#)).

## **5.2 Unmanageable risk**

After completing a risk assessment and reviewing the characteristics of the participants, including their number and level of experience, the circumstances and the resources available, a Person in Authority may deem the activity to entail an unmanageable risk.

Activities that might involve unmanageable risk include, but are not limited to:

- war zones;
- high medical risk areas;
- natural disaster areas.

**The Activity Coordinator is expressly prohibited from proceeding with an off-campus activity that the Person in Authority has deemed to have an unmanageable risk. In such a case, the Activity Coordinator will have an opportunity to decide whether the activity should be abandoned altogether or if it should be modified to eliminate the unmanageable risk.**

## **6. USE OF VEHICLES**

The use of private vehicles for transporting students during off-campus activities is prohibited except in emergency situations. The use of rental vehicles for transporting students may be permitted only under exceptional circumstances and requires the prior authorization of the Person in Authority.

### **6.1 Drivers**

All drivers of vehicles rented for transporting students during off-campus activities must consent to provide a driving record (*dossier de conduit*, available from the Société de l'assurance automobile du Québec, <http://www.saaq.gouv.qc.ca/saaqclit/en/public/drivingrecord/index.php>) which meets the following conditions:

- a valid driver's licence that is appropriate for the class of vehicle;
- no more than one driving offence committed in the past two years;
- no more than three demerit points in the past two years.

If a trip is over four hours one way, there must be at least two drivers, and no one may drive more than four hours at a time; no one may drive more than eight hours in one day.

### **6.2 Rental vehicles**

The largest vehicle allowable for rental is an 8-passenger van. The rental of 12- and 15-passenger vans is prohibited.

When renting vehicles for off-campus activities, Activity Coordinators are responsible for ensuring full insurance coverage, including collision, comprehensive and liability. The minimum third-party liability insurance coverage is \$2,000,000. All drivers, whether employees of the College or not, should be listed on the rental contract.

## **7. STUDENT RECRUITMENT, BEHAVIOUR, PERMISSIONS AND ORIENTATION**

### **7.1 Student recruitment**

The selection of participants in an activity is critical to its success. Each activity has its own characteristics and the selection criteria will vary accordingly. In general, students selected should be open-minded, patient, cooperative, respectful, willing to follow instructions, and flexible, and be in good or, at least, stable health. Students who have violated the Student Code of Conduct in the past, including misbehaviour during previous off-campus activities, may be excluded from participation in the activity. For each activity, a set of minimum selection criteria must be developed and, in the event

that the activity is oversubscribed by qualified candidates, additional selection criteria must be established.

Examples of possible selection criteria include:

- successful completion of specific courses;
- attitude and aptitudes;
- ability to meet the physical challenges of the trip;
- participation in certain activities;
- grades;
- students' statements/responses on the activity application form;
- letter of intent.

During the period of recruitment of students, it is important to inform them of the context in which the activity will take place, their responsibilities and obligations, and the risks that are inherent in the activity. Students must also be informed about the expenses they will be expected to cover when participating in the activity. In compliance with article 5.02 of Bylaw 2B, *Student Fees for Admission, Registration and Instructional Services*, the fees for a travel studies course may not exceed \$3500.

For travel outside Québec but within Canada and for travel outside Canada, all participating students will be required to have the appropriate travel documents and to show proof of sufficient insurance, valid for the duration of their travel. See article 9.1, Health and travel insurance, for the required and recommended types of insurance coverage.

## **7.2 Student code of behaviour**

Students are expected to conduct themselves in accordance with accepted standards of social behaviour, to respect the rights of others, and to refrain from any conduct that is harmful to themselves or others. Participants in off-campus activities are reminded that during such activities they are seen by others as representatives of the College, of Québec and of Canada. Participants in off-campus activities of an academic nature are expected to behave so as to maximize the academic benefit of the activity and to bring credit to the College.

During off-campus activities participants continue to be subject to the Dawson College Student Code of Conduct and other relevant college policies, and are subject to the laws, customs and sensibilities of the host country and institutions. A student who violates these general standards of conduct may be subject to administrative sanctions and/or disciplinary measures. These measures include, but are not limited to, the following:

- being sent home at the participant's own cost;
- exclusion from participating in other off-campus activities;
- suspension from the college;
- expulsion from the college.

In a case where a participant is to be sent home for disciplinary reasons, the Activity Leader will, when possible, inform the Person in Authority of the circumstances and obtain authorization to



proceed. The participant who is being sent home is responsible for paying for the necessary travel arrangements.

## Foreign laws

When travelling or living in a foreign country, students must:

- **Respect that country's laws and culture.**
- **Respect local dress codes.** In many countries, appropriate attire for both sexes is very important and may even be legislated. Penalties for disobeying local laws can be severe.
- **Be especially respectful of religious sites**, such as temples, mosques, churches and synagogues. Many religious sites are off limits to foreigners or people who are not members of that faith. Students should ask permission before taking photographs of religious artifacts, buildings or local people.
- **Never take photographs of military facilities**, a harbour where naval vessels are docked or industrial installations such as oil refineries. A student's camera could be confiscated, and the student could even come under suspicion of espionage.

## Judicial process outside Canada

The legal systems of other countries can be very different from that in Canada, and ignorance of the law is no defence when a crime is committed. While in a foreign country, students are subject to its laws and regulations; a student's Canadian citizenship offers no immunity from prosecution. Students should not assume that the legal system of another country is the same as in Canada; "innocent until proven guilty" is not a universal principle. If a student is accused of a crime, he or she may be detained for an indefinite period, with no opportunity for bail, pending a trial and verdict. In certain countries, the student may not have a right to legal representation or to a trial in his or her own language.

Some countries do not recognize or respect religious freedom; freedom of association, speech or the press; or equality of the sexes. For instance, guilt by association is often presumed, and a student could be charged simply for being in the company of a person suspected or found guilty of a crime. Even if a student is an innocent bystander at a riot or demonstration, she or he could be considered a participant and be rounded up with those involved.

## Alcohol and drug use abroad

Students should follow the same laws and safety rules for drinking and drug use abroad that they would in Canada. Participants of legal age in the country being visited should consume alcohol responsibly and all participants must not use illegal drugs. While recreational drugs may be readily available in some countries, their purchase, consumption, import and export are prohibited almost everywhere. Buying and using drugs, even in countries where such practices are common, can entail health risks and lead to criminal charges, heavy fines and long prison sentences. If a student breaks the law in another country, he or she is subject to that country's judicial system.

[For more information, see <http://travel.gc.ca/travelling/health-safety/drugs>.](http://travel.gc.ca/travelling/health-safety/drugs)

### 7.3 Permissions, waivers and emergency contacts

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 therefore complete in full, sign and date an appropriately worded *Consent and Acknowledgement of Risk Form* before being allowed to participate in the activity. Other forms may be developed specifically to meet the needs of individual off-campus activities, following consultation with the College's legal counsel.

Where a participant in an activity is a minor, all documents requiring the signature of the participant must also be signed by the parent(s) or legal guardian confirming their agreement to the participation of the minor in the activity. A participant who is a minor may only leave an activity in progress with the express written permission of a parent or guardian, which permission must be communicated directly to the Off-Campus Activity Leader. A participant who is a minor may elect not to return with the group following the completion of the activity provided that he or she has the prior written permission of a parent or guardian.

Participants must provide emergency contact information in the event that a serious situation arises during an activity.

### 7.4 Orientation and training

Student participants in an off-campus activity must be provided with appropriate orientation and briefing prior to embarking on the activity. The briefing should be tailored to the nature of the activity and the experience of the participants, and must be presented by individuals with the requisite level of knowledge and expertise.

Participants in an activity must be given advance information about the activity, the travel plan, the chain of leadership and any safety procedures that have been established. The scope and timing of the delivery of such information should reflect the nature of the activity and the experience of the participants. Orientation materials should include the trip destination and purpose, a travel itinerary, information about rest and meal stops, lodging and transportation information, appropriate clothing or gear and the established rules and protocols specific to the activity. Materials should also include a summary of activities and physical requirements for participants. In addition, there should be a list of any known or unusual circumstances that would require advance preparation or equipment and any known unique hazards. The information will normally be provided by the Activity Coordinator, whether through oral briefings or in writing. Participants who so request should have the opportunity for a face-to-face briefing.

It may be appropriate or necessary for the Activity Coordinator to call upon the services of an external consultant or agency to provide training sessions. Participants must take all required training (e.g. first aid), or show proof of competence by presenting current certifications, before they may participate in the activity.

It is important to recognize that in some situations participants will be plunged into a foreign environment where the values, cultural codes and ways of behaving might be quite different from those in Canada. In order to ease the process of cultural adjustment and adaptation, the Activity Coordinator must provide a cultural orientation program to help participants prepare for the new environment and the kinds of cultural situations they might expect to face.

## **8. SUPERVISION OF PARTICIPANTS**

The College shall ensure adequate supervision for the students involved in the off-campus activity. The number of activity leaders for the trip and their competency level shall be based upon the number of students and their range of skill levels and the nature and duration of the activity.

- for low-risk activities, there will be at least one activity leader for every 15 students, or portion thereof;
- for moderate-risk activities, there will be at least one activity leader for every 10 students, or portion thereof; regardless of the number of students participating in a moderate-risk activity, there will be at least two activity leaders;
- for low- and moderate-risk activities where the transportation is by rented bus, at least two activity leaders will travel in each bus;
- for coeducational activities, it is preferable to have activity leaders of both sexes.

Depending on the nature of the activity and the country in which it takes place, one or more activity leaders should have the emergency and basic language skills appropriate for that setting (first responder, wilderness and remote first aid; fluency in Spanish for Latin America; etc.).

## **9. HEALTH AND SAFETY**

### **9.1 Health and travel insurance**

When travelling outside Québec, persons holding a valid Health Insurance Card are eligible to receive healthcare services covered by the Québec Health Insurance Plan. However, in most cases, the Régie de l'assurance maladie (RAMQ) reimburses only part of the cost. (For further information, consult <http://www.ramq.gouv.qc.ca/en/citizens/temporary-stays-outside-Québec/health-insurance/Pages/services-covered.aspx>.)

RAMQ coverage of travellers outside Québec:

- the RAMQ issues reimbursements for professional services at amounts not exceeding Québec rates, even if the insured person paid more;
- travellers outside Québec but within Canada are not required to pay for hospital services they receive, because their cost is paid in full by the RAMQ under an interprovincial agreement;
- for travellers outside Canada, the RAMQ reimburses at pre-set rates the cost of hospital services received as a result of a sudden illness or an accident.

Some services received outside Québec are not covered by the RAMQ. These include:

- any medical services not covered in Québec;
- services rendered by a health professional other than a doctor, a dentist or an optometrist;
- emergency transportation, by ground or air;
- the cost of bringing a person back to Québec;
- drugs purchased outside Québec, even if prescribed by a physician (before leaving Québec, persons who regularly take prescription drugs can ask their pharmacist whether they may obtain the drugs they will need during their absence).

**All students participating in an off-campus activity that involves travel outside Québec must provide proof of out-of-province medical insurance.** The Activity Coordinator must consult an insurance specialist to determine the best coverage for the type of travel to be undertaken.

The following types of insurance are required or recommended:

Type	Required/recommended	Inclusion
<b>Emergency medical insurance</b>	<b>Recommended inside Canada Required outside Canada</b>	<ul style="list-style-type: none"> <li>• Emergency medical care</li> <li>• Hospitalization fees</li> <li>• Laboratory tests and X-rays</li> <li>• Emergency prescription drugs</li> <li>• Ambulance service including air ambulance</li> <li>• Emergency flight back to Canada if medically necessary (MedEvac)</li> <li>• Subsistence allowance</li> <li>• Emergency dental treatment</li> <li>• Repatriation of deceased</li> </ul>
<b>Travel accident insurance</b>	<b>Recommended</b>	<ul style="list-style-type: none"> <li>• Death, dismemberment, loss of sight, or complete and irrecoverable loss of speech or hearing</li> </ul>
<b>Cancellation and interruption insurance</b>	<b>Required for air travel</b>	<ul style="list-style-type: none"> <li>• Before departure</li> <li>• After departure</li> </ul>
<b>Baggage and personal effects insurance</b>	<b>Recommended</b>	<ul style="list-style-type: none"> <li>• Loss of, or damage to, baggage and personal effects</li> <li>• Delay of baggage and personal effects</li> <li>• Document replacement</li> </ul>

## 9.2 Travel health and immunization

When travelling abroad, there is a risk of contracting a number of illnesses that can be prevented by vaccination or medication. Immunization may be required for travel outside Canada depending on the travel destination, length of stay and whether or not routine immunizations are up-to-date.

The Activity Coordinator must contact a local travel clinic to determine if there are any vaccinations required or recommended for the country and regions visited. In certain cases, a certificate of vaccination may be required to obtain a visa or be eligible to enter a country. In the case where

immunizations are required or recommended, participants must visit a [travel health clinic](#) at least eight weeks before the departure date, or earlier, if the vaccination protocol so requires. Participants who refuse to be immunized must sign a waiver indicating that she or he was informed of the requirements.

Further information about vaccination and travel is available at <http://www.voyage.gc.ca>. Appendix XX (document forthcoming) lists a number of diseases for which vaccinations might be recommended or required, depending on the travel destination.

Standards of safety and hygiene in other countries may differ from those in Canada. While some diseases can be prevented through immunization, others require extra precautions. Participants may need to take preventive medications and adjust their behaviour to reduce risk.

Examples of precautions to take to avoid health risks include:

- Eat only food that has been well cooked and is still hot when served. Avoid uncooked foods (like shellfish and salads) and food from street vendors. Fruits and vegetables that can be peeled are usually safe to eat.
- Avoid all unpasteurized dairy products, including ice cream.
- Only drink and use ice made with purified water or commercially bottled water in sealed containers. Carbonated drinks are usually safe.
- Brush teeth with bottled water.
- Wash hands with soap under warm running water for at least 20 seconds, as often as possible, before eating or drinking. This is one of the best and easiest ways to prevent illness while travelling.
- Use alcohol-based hand sanitizers if unable to wash hands.
- Avoid swimming, wading, bathing or washing clothes in polluted or contaminated water.
- If travelling to areas where malaria exists, consult a health care provider or travel health clinic for an individual travel health assessment and be sure to take anti-malarial medication as prescribed.
- Reduce the risk of infection to rabies, brucellosis, leptospirosis and certain viral hemorrhagic fevers by avoiding close contact with wild, captive or domestic animals in any area where infection is being reported or is likely.
- Reduce the risk of infection to diseases transmitted through blood, such as hepatitis B, hepatitis C and HIV infection by avoiding unprotected sex, sharing needles and other equipment for drug use, any medical or cosmetic procedure that penetrates the skin (including acupuncture, piercing and tattooing) and, except in an emergency, blood transfusions and organ transplants.
- Wear shoes to prevent penetrating wounds and avoid direct contact with soil in locations where infections such as tetanus are reported or likely to occur.

### **9.3 Participants with particular health considerations**

Students with particular medical needs or a disability must inform the Activity Coordinator of any special needs that require accommodation or awareness.

A participant who suffers from a chronic health condition or disease, such as, an allergy, asthma, diabetes, epilepsy, must take the necessary precautions to travel safely and minimize risks. For example, in a case where a strong allergic reaction could endanger a participant's life, it is incumbent on that person to have in place a mechanism, if he or she should be incapacitated, for another person to react promptly and inform medical authorities. In such cases, the student should wear a medical alert bracelet and carry an Epi-pen, or equivalent. If a student uses syringes for controlling a medical condition such as diabetes, he or she should take more than enough to last for the entire trip and carry a medical certificate explaining that the syringes are for medical use.

#### **9.4 Participants with disabilities**

Dawson College is committed to facilitating the integration of students with disabilities into the community and encourages members of the community to exercise, wherever possible, creativity and flexibility in responding to the needs of students with disabilities. Planners and participants who have questions concerning risk and accommodation issues relating to participants with disabilities should consult the AccessAbility Centre for advice.

#### **9.5 Safety briefings**

The Activity Coordinator is responsible for ensuring that all students receive a general safety briefing before field activities commence. The level of detail may be modified for short trips, but any day trip or extended field activity will be prefaced by a discussion of the general field safety guidelines. All students will receive site-specific safety briefings when appropriate.

#### **9.6 Emergency preparedness**

Activity Coordinators will discuss with their students what will occur in the event of accidents and other emergencies. Each site is unique and Activity Coordinators should have emergency response information and procedures for each location. All emergency plans must be reviewed and filed with the Person in Authority for that activity.

Before an off-campus activity begins, the Activity Coordinator must:

- determine how to contact help most quickly;
- discuss with students what will happen in the event of an emergency;
- advise students of their freedom of action in the event of an emergency;
- place the first aid kit(s) in an accessible location and share that information;
- determine who has first aid training and communicate that information to the group;
- review or renew first aid training.

#### **Emergency kit**

A basic emergency kit is important for any activity that takes place outside a metropolitan area. In order to handle minor injuries and unexpected situations, an emergency kit brought from Dawson College should contain a First Aid kit, candles, matches, flashlights, spare batteries and a satellite phone. The person responsible for the emergency kit should have current first aid training; the first aid supplies should be sized according to the group.

## 10. TRAVEL DOCUMENTS

Travel inside Québec or outside Québec but within Canada generally requires no additional travel documents other than the student's consent and acknowledgement of risk form and health insurance card; a photo identification card issued by a government authority as well as a Dawson student ID card may also be required. The consent form for travel outside Québec will also provide proof of supplemental medical insurance and contact information for each student in case of emergency.

For Canadian citizens who travel outside Canada, a passport is the only reliable and universally accepted travel identification document, and it proves that the student has a right to return to Canada. The passport must have an expiration date longer than the one required by the destination country and preferably one that is more than six months after the date of the scheduled return to Canada. It is the responsibility of the participant in the activity to obtain a passport.

Many countries also require visas for entry or for extended stays. A visa is an official document giving permission from a foreign authority to enter a country. Visas are issued by [foreign government offices in Canada](#). Requirements, fees and processing times vary, depending on the country and type of visa required. The Activity coordinator must consult the FATD [country travel advice and advisories](#) for visa information about specific destinations.

*Registration of Canadians Abroad* is a free service offered by Foreign Affairs, Trade and Development Canada that keeps travellers connected to Canada in case of an emergency abroad, such as an earthquake or civil unrest, or an emergency at home. It is recommended that each participant register using the [online registration form](#) prior to departure.

### 10.1 Minors travelling abroad

Persons under 18 years of age are considered minors and need appropriate documentation to travel abroad. Aside from the documents indicated above, the following items may be required:

- a [consent letter](#) confirming that the minor has permission to travel abroad from parents or guardians who are not accompanying them. (A consent letter is not a legal requirement in Canada, but it can simplify travel for Canadian minors, as it may be requested by immigration authorities when entering or leaving a foreign country or by Canadian officials when re-entering Canada.)
- supporting identification, such as a birth certificate or citizenship card;
- other legal documents, such as divorce papers, custody court orders or a death certificate (if one parent is deceased).

The Activity Coordinator must check with the nearest embassy or consulate of each country on the planned travel itinerary about additional entry requirements, and check the FATD [country travel advice and advisories](#) for other laws and regulations affecting minors.

## 10.2 Nationality and legal issues affecting student travel

The Activity Coordinator must also consider a number of issues that might affect a student's ability to travel through or to certain countries, or to return to Canada.

Each participant is required to inform the Activity Coordinator of any potential obstacles that could affect his or her ability to cross borders (e.g. citizenship, criminal record, etc.). These issues include, but are not limited to, the following:

Nationality or citizenship of a participant:

- **Foreign student:** A foreign student who travels outside Canada during his or her studies must have a valid passport or travel document, a valid study permit in order to return to study in Canada, and a valid visitor visa, if so required.
- **Refugee status:** An individual in Canada with protected-person status must use a refugee travel document for travel outside Canada. This document allows the person to travel anywhere except the country the person is a citizen of or the country of claimed persecution.
- **Permanent resident:** A Canadian permanent resident, that is, a person who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen, needs to show her or his permanent resident card when travelling to Canada in order to prove their permanent resident status.

Criminal record:

- If a student has a criminal record, no matter the severity or the date of the offence, he or she may be refused entry to the United States. The student may also experience problems when travelling through U.S. airport facilities. A pardon for an offence issued by Canadian authorities is not recognized under U.S. law for the purpose of entry into the U.S. If a student has a criminal record, her or she should contact one of the [USCIS](#) ports of entry by telephone well in advance or contact the [Embassy of the United States of America](#) or one of its consulates.

## 11. PURCHASING TRAVEL SERVICES

**Travel services must be purchased for all off-campus trips except when public transit is a practical means of getting to the destination or when the Person in Authority has given his or her express permission to make alternate travel arrangements.**

The College must be transparent in its procurement processes and, as such, must ensure that its Bylaws are followed, particularly Bylaw Number 10 on Procurement. The key element of this Bylaw is article 6, which outlines the type of tendering process required (verbal quotations, written invitation, public tender, etc.) depending on the expected level of expense and the type of expense (goods or services).



In situations where there is an insufficient number of available suppliers, the Person in Authority must seek the authorization of the Director General to waive the rules detailed in clause 6.03 of Bylaw 10 regarding the threshold for competitive and directed bids for services.

### 11.1 Procedure

1. Establish parameters to be communicated to the bidders.

Some examples:

- destination(s);
- dates and whether or not they are flexible;
- departure/arrival times;
- transit times/number of stops;
- approximate number of participants;
- desired activities;
- quality of accommodations;
- number of participants per room;
- meals to be included;
- preferred mode(s) of transportation;
- need for guides;
- modes and terms of payments;
- travel agent registered with [CATA](#) (Canadian Association of Travel Agencies) and with the Québec Government and the *Office de la protection du consommateur*;
- covered by civil responsibility insurance of at least \$5,000,000.

2. Provide the information to the College’s purchasing agent who will begin the tendering process.

	Less than \$10 000	\$10 000 and more but under \$85,000	\$85,000 and above
<b>Tendering process</b>	Contract Negotiation Form or purchasing department	Written invitation to tender	A public call for tenders
<b>Number of service providers</b>	None required	At least three (3)	n/a

3. As stipulated in Bylaw 10, Concerning Procurement, article 7, the Quality Assessment Committee (composed of three members) establishes selection criteria and their weight.

Some examples:

- price;
- adherence to established criteria;
- transit times.

4. Select the lowest cost provider that best meets the established criteria.

5. Complete the [Contract Negotiation Form](#) and include:

- tendering information;
- list of students with student numbers;
- list of employees accompanying the group;

The Contract Negotiation Form must be signed by the Person in Authority responsible for the activity.

6. Make payments using the [Cheque Requisition Form](#) and include:

- Contract Negotiation form and attached documents;
- signature of the Person in Authority.

## 12. REFUNDS OF ACTIVITY FEES

Off-campus activities frequently require extensive planning on the part of faculty, the Office of International Development and Student Services. Since commitments for flights, hotels, and travel organizations are frequently made months in advance of a trip, it is essential that students be aware of these financial commitments when signing up for an activity. Likewise, the College is sensitive to extenuating and unforeseen circumstances that arise in students' lives that could make it impossible for a student to meet the travel commitment.

Each off-campus activity that requires students to pay fees must have a refund policy. The Activity Coordinator must explain the refund policy to all participants before they make any financial commitment.

No refunds will be issued in the following cases:

- When a student fails to withdraw from an off-campus activity but does not participate in it;
- When, after an off-campus activity has started, a student withdraws from it, or is sent home for disciplinary reasons. Moreover, in the latter case, the participant will be required to pay any additional transportation costs that are incurred.

### **Trip interruption and cancellation insurance**

Students who participate in off-campus activities that involve air travel must purchase trip interruption and cancellation insurance.

## 13. REPORTING AND FEEDBACK REQUIREMENTS

### 13.1 Reporting incidents during the activity

#### **Personal injuries**

In the case of any serious personal injury, the Off-Campus Activity Leader must first seek assistance from the appropriate emergency response agencies at the location of the incident. The Off-Campus Activity Leader must then report the incident to the Person in Authority/College Security as soon as possible.

### **Damage or loss of property**

In the event of other incidents or accidents resulting in the damage or loss of property, the Off-Campus Activity Leader must first notify the appropriate authorities at the location of the incident and then report the incident, in a timely fashion, to the Person in Authority.

### **Other incidents**

In the case of any other incident, participant misconduct or circumstance that might affect the scheduled travel itinerary or well-being of the participants, the Off-Campus Activity Leader must notify the Person in Authority as soon as possible.

### **13.2 Post-activity incident reporting**

If any critical or non-critical incidents occur during the course of the off-campus activity, the Off-Campus Activity Leader must complete a *Post-Activity Incident Report* within three weeks of the completion of the activity. The Post-Activity Incident Report is to be filed with the Person in Authority. It will be assumed that in not filing a Post-Activity Incident Report, the Off-Campus Activity Leader is certifying that he/she is not aware that any critical or non-critical incidents occurred. The purpose of this reporting process is to ensure that the circumstances that gave rise to the incident can be taken into account by anyone who is planning subsequent activities of a similar nature or in the same area.

The College has an obligation to take steps to avoid recurrences of health and safety incidents during subsequent operations of the same or similar off-campus activities. To this end, the Academic Dean and the Director of Student Services have the obligation to circulate as appropriate information about health and safety issues that arise during off-campus activities. The College will maintain a database of such incidents that may be consulted by anyone planning an off-campus activity, and circulate information bulletins when issues of general concern come to its attention.

### **13.3 Post-activity feedback/evaluation**

For major travel activities, whether in Québec, Canada or elsewhere, participants should be given the opportunity for providing feedback and/or evaluation of off-campus activities, if deemed appropriate by the Person in Authority. This serves the important function of alerting activity organizers and leaders to any concerns, safety or otherwise, which arose during the course of the activity. Informal feedback may be gathered verbally either in one-on-one meetings or in a group debriefing session. The Activity Coordinator may elect to solicit formal written feedback by inviting all participants to complete a Feedback/ Evaluation Form or a similar form designed to meet the needs of a specific activity.

## **14. REVISION OF THESE PROCEDURES AND GUIDELINES**

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