

POLICY PROCEDURE OFF CAMPUS STUDENT ACTIVITIES

Procedure Number: A-5.23-1

Approval Body: Northern Lights College Policy Committee

Sponsor: Vice-President Finance and Corporate Services

Next Full Review Date: 2030

Effective Date: June 2024

1 Process

All off-campus activities and travel involving students must follow the risk assessment process outlined below.

If the off-campus activity and travel involves one individual, that individual is responsible for following the risk assessment process. If the activity involves a group, the group leader is responsible for following the risk assessment process, taking into consideration the group as a whole. In most cases, there will be a person of authority, such as a faculty or staff member, who is the group leader and assessor. In cases where there is not, one of the student participants will act as the leader and assessor. The assessor will:

1.1 Assess the Risk

Use the *Risk Assessment Matrix for Off-Campus Activities Involving Students* to assess the risks based on the category of student traveling, the kind of activity they will be doing, where they are traveling, and the method of transportation. The final Risk Level will be the highest risk level identified in **any** of the areas assessed.

As appropriate to the activity, approval requests may include additional detailed information regarding location, duration of travel, the activity being performed, and strategies to manage identified risks.

1.2 Complete the Off-Campus Risk Management Checklist

Complete **one** the Off-Campus Risk Management Checklist based on the assessed risk level identified in the Risk Assessment Matrix (Low, Medium, High or Extreme).

Please note that some of the checklist items may be in progress during submission.

Be sure to attach any planning forms and documents the approver may require in order to confirm that the required actions have been sufficiently completed.

1.3 Obtain Approval of the Risk Assessment and Checklist

Submit *Risk Assessment Matrix of Off Campus Activity Involving Students* and the *Off-Campus Risk Management Checklist* to the appropriate Risk Level Approval outlined in 1.3.1

Obtain approval of the risk assessment. This is not intended to be an approval of the merits of the off-campus activity and travel. It is to verify that the risk assessment has been performed appropriately and that the planning of the off-campus activity and travel may proceed.

1.3.1 Risk Level Approvers

Assessed Risk Levels have an assigned Risk Level Approver as shown in the following table:

Risk Level	Risk Level Approver
Low-Risk	No approval required, instructor or staff submit completed forms to the Vice President Finance and Corporate Services for filing
Medium-Risk	Dean/Director
High-Risk	Area VP
Extreme-Risk	Senior Executive

1.3.2 Approver's Response

- the approver may ask the assessor to revisit and resubmit any portion of the assessment if they conclude that it was not appropriately or adequately completed
- the approver may seek advice from others, such as Vice President Finance and Corporate Services, when deciding whether or not to provide approval; also, if the approver feels it necessary, he/she may escalate the level of approval required to a higher authority within the appropriate faculty, department or unit, and ultimately to the President
- the approver may require specific risk management strategies be developed and implemented
- the approver may choose not to approve the off-campus activity and travel to proceed if he/she believes the risks are unacceptable or unwarranted and cannot be reasonably managed. Appeals regarding a decision not to approve a risk assessment may be made to the appropriate Director/Supervisor, Chair, Dean or Vice-President. The President has the final authority.

1.3.3 Timeline for submission of Risk Assessment and Checklist

For this policy, the Risk Assessment and Checklist must be submitted to the Risk Level Approver by a **minimum of 2 weeks** prior to the earlier of the following: departure date **or** committing College funds to the off-campus

activity.

For any activities involving international or plane travel, the Risk Assessment and Checklist must be submitted to the Risk Level Approver *before* the activity can be scheduled, timetabled, or advertised. Typically, this will be 8 months to 1 year prior to the activity.

Please note: some departments may have earlier timelines. It is the assessor's responsibility to confirm the date required for submission of the Risk Assessment and Checklist to their Risk Level Approver.

1.4 Complete the required actions identified in the Off Campus Risk Management Checklist prior to departure.

Approval of the risk assessment and completion of the checklist will occur concurrently. Ensure that all items on the checklist are completed prior to departure.

1.5 Risk Register

Provide a copy of the approved Risk Assessment and completed *Off Campus Risk Management Checklist* to the Office of the Vice President of Finance and Corporate Services.

1.6 Monitor Volatile Risk Factors

Monitor volatile risk factors including weather alerts and health & travel advisories or changes to itinerary or activities. Alert the Risk Level Approver of significant changes which may require revisions to the Assessed Risk Level. If the Risk Level escalates, repeat the above process with the new Risk Level's required actions and get approval from the new Risk Level Approver.

1.7 Post Activity Debrief

Following completion of the activity, the group leader shall conduct a post-activity debrief to identify any unanticipated risk exposures that were encountered and where applicable provide recommendations on way to improve risk management for off-campus activities.

2 Concessions for Programs and Recurring Activities

Some off-campus activities and travel programs may involve different domestic locations for each participant or several trips within a period of time to different domestic locations. In such cases, the risk assessment should be performed for the program as a whole, rather than for each individual activity. However, individual risk assessments should be performed for instances that are unique or different from the rest of the program (e.g., domestic VS foreign location, office work VS field work).

Recurring off-campus activities and travel with a person of authority, such as a faculty or staff member as the leader, do not have to have a new risk assessment prior to each recurrence unless there has been a change to the category of student travelling, the type of activity being performed, the location, or the risks associated with any of these. If there has

been a change of this nature, the leader will follow the full risk assessment process outlined above. Even if there was not a change of this nature, *the actions identified in the existing risk assessment must still be performed prior to each recurrence.*

3 Definitions

Term	Definition
Off-Campus Activity	learning activities that support the learning outcomes of an NLC course or study, under the supervision of an NLC instructor/faculty off of NLC property. This also includes all extracurricular activities supported by NLC and, under the supervision of an NLC staff member.

4 Related Policies, Procedures and Documents

A-5.23 - Off Campus Student Activities Policy

Risk Assessment Matrix for Off-Campus Activities Involving Students

Off Campus Risk Management Checklist (Low, Medium, High and Extreme)

Volunteer Driver Form

Waiver Form

Off Campus Emergency Preparedness Information (Emergency Response Plan)

