

OFF CAMPUS STUDENT ACTIVITIES POLICY

Policy Name Off Campus Student Activities	Responsible Owner VP Finance and Corporate Services	Created 1991 March
Policy Number A-5.23	Approval Body NLC Policy Committee	Last Reviewed/Revised 2024 June
Category Administration	Replaces E-1.11 Student Field Trips	Next Review 2030 June

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PURPOSE

This policy provides standards for managing risks associated with off campus student activities.

SCOPE

This policy applies to all off campus student activities as part of a Northern Lights College (NLC) program/activity that takes place outside of an NLC campus.

Not including practicum placements, or activities organized exclusively by students or student groups without expressed approval, sanction or funding from the College.

DEFINITIONS

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.

POLICY STATEMENTS

Northern Lights College will make provisions for the safe and orderly participation of students in off campus activities under the direction of a faculty or staff member.

PRINCIPLES

It is the responsibility of the faculty and/or staff to ensure that all required documentation is completed and authorized.

Students and staff on off campus activities are governed by policies, rules and regulations of the College as well as those which may be applied by the agency providing the external facilities.

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

A-5.23-1 Procedure Off Campus Student Activities

A-5.23-2 Risk Assessment Matrix for Off-Campus Activities Involving Students Form

A-5.23-3 (a), (b), (c), (d) Off Campus Risk Management Checklist (Low, Medium, High and Extreme) Forms

A-5.23-3(e) Off Campus Emergency Preparedness Information (Emergency Response Plan) Form

Volunteer Driver Form

Waiver Form

RELATED ACTS AND REGULATIONS

N/A

RELATED COLLECTIVE AGREEMENTS

N/A