

Title of Policy	Student Activities
Policy Number	6.1.1
Category	6 - Instruction and Support
Approval Body	College Policy Committee
Policy Sponsor	Vice-President Academic and Applied Research
Operational Lead	Deans (for Instructional Activities) Director of Student Affairs (for Non-Instructional Activities)
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## **CONTEXT AND PURPOSE**

The College is committed to complementing learning in classrooms, shops, and labs by providing students with meaningful, authentic, off-campus learning opportunities and other student events and activities both on and off campus. Regardless of the activity, the safety of students is of paramount importance to the College.

The purpose of this policy is to provide a framework for enabling off-campus learning opportunities and other student events and activities which occur on or off campus in Canada by establishing standards for initiating, approving, implementing, and managing risks associated with such activities.

## **SCOPE**

This policy applies to all student activities that take place outside of college classrooms, shops, and labs and occur within Canada including instructional activities (e.g., field trips, work-integrated-learning, placements, practicums, site visits, community service, etc.) and College-sanctioned non-instructional activities (e.g., student life, athletics, peer mentorship, etc.)

This policy does not cover activities over which the College exercises no control and for which it can therefore take no responsibility. This policy does not apply to (a) instructional activities that occur in College classrooms, labs, and shops as part of the normal delivery of courses or programs, (b) student involvement in College-related activities that take place outside of Canada, (c) activities organized exclusively by students or student groups without expressed approval, sanction, or funding from the College, (d) personal travel and activities undertaken before or after a College-sanctioned activity, and (e) student employees of the College.

## **DEFINITIONS**

**College-Sanctioned Activity:** An activity conducted with approval from a College official.

**Employees of the Crown:** An individual considered to be an employee of the Provincial government. In the context of the College, this includes students on an unpaid practicum, apprenticeship students in a classroom, lab, or shop of instruction, Trades Foundation students in a required off-site component of their program, and those in YTT in a required non-secondary school component of the program, while in British Columbia, and, as such, are covered by WorkSafe BC insurance. WorkSafe BC coverage may be extended to students on an unpaid practicum that involves them to undertake some work or travel outside of British Columbia in instances that are covered by the scope of the Workers Compensation Act.

**Level 1 Student Activity:** A student activity that entails hazards or risk no greater than those encountered by ordinary persons in their everyday lives.<sup>1</sup>

**Level 2 Student Activity:** A student activity that is outside of what one would normally engage in in everyday life with risks that need to be identified and managed, but with these risks short of what one would normally consider significant.<sup>2</sup>

**Level 3 Student Activity:** A student activity that entails significant risks, including the potential for injury, but with the possibility that these risks can be mitigated through planning, training, and the identification of and compliance with other risk-reduction measures (e.g., safety procedures, safety gear, etc.)<sup>3</sup>

**High Risk Activity:** An activity for which there is substantial risk which strategic planning cannot effectively mitigate with any reasonable probability.

**Incident:** An occurrence that results or has the potential of resulting in mental or physical injury or death to people, or a material, financial, or reputational loss.

**Instructional Activity:** An activity planned by an instructor for students as a learning opportunity in support of achieving intended learning outcomes (e.g., field trips, work-integrated-learning, placements, practicums, site visits, community service, etc.).

**Non-Instructional Activity:** An activity approved by an authorized person of the College for students not directly related to achieving intended learning outcomes, not associated with a specific course or program, but still considered part of the students' College experience (e.g., Student Athletics, Student Life activities, group ski trips, etc.).

**Work-Integrated Learning:** A form of curricular experiential education that formally integrates a student's studies with quality experiences within a workplace or practice setting (including virtual or online settings). These include an engaged partnership of at least an academic institution and a placement host agency. WIL can occur at the course or program level and includes the development of student learning objectives and outcomes related to employability, agency, knowledge, skill mobility, and life-long learning.

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<sup>1</sup> Level 1 activity examples include, but not limited to, walking in the Cranbrook Community Forest, tours of fish hatcheries, visits to other school classrooms, conferences in public spaces like hotels, or visits to public libraries.

<sup>2</sup> Level 2 activity examples include, but not limited to, visits to some correctional facilities (any facility requiring visitors to sign a waiver fall under Level 3), visits to courtrooms during trials, or swimming at a pool or established waterfront.

<sup>3</sup> Level 3 activity examples include, but not limited to, ski trips, overnight hiking or camping trips, canoeing, kayaking, any activity that the host, agency, or business requires a waiver to be signed, mountain biking, or rock climbing.

## **POLICY STATEMENTS**

### **A. General**

- A. 1 The College encourages the ongoing delivery and further development of safe, high-quality instructional and non-instructional opportunities, events, and activities that enrich the student experience that take place outside of traditional classrooms, labs, or shops.
- A. 2 The College will consider Level 1, Level 2, and Level 3 student activities as defined above. The College will not normally consider high risk activities as defined above.
- A. 3 Activities outside the traditional classrooms, labs, or shops require an assessment of risk, risk mitigation strategies, and approval by a supervisor prior to implementation.
- A. 4 Work-integrated learning (WIL), which includes practicums (also known as unpaid placements), paid placements, and co-ops, require different risk mitigation procedures, as per Section D of this policy and identified in the corresponding procedures document, that do not include the same procedure forms (such as the Risk Assessment and Mitigation Plan, Waivers, or Informed Consent forms). WIL require approval by the placement coordinator to ensure the placement has opportunities and structures in place to provide a safe learning environment to fulfill the learning outcomes as per the Guidelines for Confirming Appropriate Placement Hosts. All WIL experiences require a formal agreement between parties.
- A. 5 Host venues may have additional requirements of activity participants and these additional requirements are beyond the College's control. Some examples of these requirements include vaccinations and criminal record checks.
- A. 6 Any volunteers accompanying or participating in activities will adhere to proper procedures for volunteering as determined by the College, including filling out required forms, agreements, and providing any necessary additional documents (such as driver's abstract, safety certificates, or criminal record checks).
- A. 7 Any activities involving youth student participants (ages 0-16 years old) will require consideration of, communication about, and procedures for student drop-off, student pick-up, supervision, and any additional considerations for these students.
- A. 8 All College policies are applicable during activities.

### **B. Responsibilities of College Employees**

- B. 1 All instructors involved in academic, vocational, career/technical, and trades courses and programs are encouraged to propose, to their Department Head and Dean, instructional activities that take place outside of classrooms, labs, and shops.
- B. 2 The instructor proposing an instructional activity covered by this policy is responsible for (a) aligning the activity with course learning outcomes and topics covered and (b) identifying and assessing the likelihood of risks, and their impact, associated with the activity, (c) proposing mitigation strategies, and determining residual risk.
- B. 3 College employees whose responsibilities include enhancing the quality of the student experience through extracurricular events and activities are encouraged to propose such non-instructional activities to their supervisor.

- B. 4 College employees whose responsibilities include organizing and/or overseeing student athletics activities are encouraged to propose such activities to their supervisor.
- B. 5 Instructors or other College employees who propose activities covered by this policy will use forms and abide by procedures established and made available by the Vice President Academic and Applied Research.
- B. 6 College employees coordinating and planning activities are responsible for considering any additional requirements of the host venue.
- B. 7 College employees coordinating and planning activities are responsible for planning for and communicating expectations about any additional costs of the activity (e.g., food, transportation, accommodations, venue rentals, etc.), including who will be covering these costs (participants, the College, another funding source, etc.).
- B. 8 Each Dean is responsible for reviewing and approving instructional activities covered by this policy that have been proposed by instructors in the Dean's areas of responsibility. In doing so, the Dean will:
- Ensure that the activity aligns with course learning outcomes and topics covered in the course,
  - Ensure that the activity complies with any relevant industry, trade, professional and / or regulatory standards and requirements, and,
  - Ensure that, when a proposed activity relates to an academic, vocational, career/technical, and trades courses and programs delivered at a campus other than the Cranbrook campus, the relevant Campus Manager is in agreement.
- B. 9 The Director of Student Affairs, or designate, is responsible for reviewing and approving non-instructional activities covered by this policy that are intended to enhance the quality of the student experience.
- B. 10 The Director of Student Affairs, or designate, is responsible for reviewing and approving student athletics activities covered by this policy.
- B. 11 The Director, Campus Operations, Continuing Education and Contract Training, or designate, is responsible for reviewing and approving continuing education and contract training activities covered by this policy.
- B. 12 In approving activities covered by this policy in the area of one's responsibilities, the Dean, Director, or designate concerned will:
- Approve the expenditure of resources required to fund the activity or otherwise approve means used to finance the activity,
  - Ensure that the activity proponent's risk analysis is thorough and complete, and that residual risk is consistent with the Colleges' risk appetite, and,
  - Approve risk mitigation strategies, contingencies, and emergency protocols.

B. 13 The College employee coordinating and/or leading any activity covered by this policy is responsible for selecting student participants using criteria that will have been clearly explained to students in advance.

B. 14 The employee leading implementation of any activity covered by this policy will:

- Provide to participating students a clear explanation of the risks involved in the activity.
- Communicate, in writing, any additional costs of the activity to students.
- Provide to an identified College emergency contact (typically the Department Head, Director, or Manager), prior to the activity, a list of the names and emergency contact information for participants and a complete itinerary for the activity.
- Request that participating students disclose any medical or mental health needs that may relate to additional risks that will need to be assessed and mitigated.
- Ensure that participating students are aware and comply with regulations and requirements of any participating organization.
- Respond to any health or safety concerns expressed by participating students prior to and during the activity.
- Promote a culture of safety and risk management at all times.
- Remove a student participant from the activity if the student participant refuses to comply with the steps that are required on the part of the student participant.
- Ensure that participating students are adequately prepared with information and training from a health and safety perspective.
- Carry out other risk mitigation efforts identified as appropriate through the course of initial and ongoing risk assessment.
- Document and report incidents within 24 hours in accordance with injury and incident procedures.
- Debrief with students after an activity for the continuous improvement for future offerings of the activity. This is recommended especially if any incidents or injuries occurred during the activity.

B. 15 The employee leading any Level 2 activity covered by this policy will, prior to the activity:

- Obtain written, free consent from participating students or from a parent or guardian, and a written commitment to comply with terms and conditions for the activity.

B. 16 The employee leading any Level 3 activity covered by this policy will, prior to the activity:

- Obtain from participating students or from a parent or guardian a written, free release of the College from all responsibility for the risks associated with the activity (e.g., waiver).

- B. 17 College employees coordinating any activities involving youth student (ages 0-16 years old) participants will abide by procedures to ensure processes are communicated and followed for student drop-off, pick-up, supervision, and considerations of participant needs during an activity.
- B. 18 College employees coordinating, approving, and leading activities covered by this policy will use forms and abide by procedures established and made available by the Vice President Academic and Applied Research.

**C. Students' Rights and Responsibilities**

- C. 1 Every student participating in an activity covered by this policy has the right to receive a clear explanation of the risks involved and the steps that are required on the part of the student to mitigate risk (e.g., safety equipment, compliance with safety standards, etc.).
- C. 2 Every student participating in an activity covered by this policy is obliged to comply with the steps that are required on the part of the student to mitigate risk, act safely and in a responsible manner, and exercise good judgement at all times to prevent harm to themselves or others. This includes providing emergency contact information.
- C. 3 Every student participating in a Level 2 activity covered by this policy is required to provide, prior to the activity, written, free consent that they are prepared to accept the risks associated with the activity. Participating students who are under the age of 19 are required to provide the written, free consent of a parent or guardian.
- C. 4 Every student participating in a Level 3 activity covered by this policy is required to provide a written release of the College from all responsibility for the risks (e.g., waiver) associated with the activity. Participating students who are under the age of 19 are required to have a parent or guardian provide the written release of the College from all responsibility.
- C. 5 Every student is expected to participate in an instructional activity covered by this policy when that activity is a mandatory part of a course or program as indicated in a course outline or contained in the syllabus provided to the student, including change to the syllabus thereafter made in writing. Non-participation may impact the student's grade associated with the instructional activity. The needs of students requiring accommodation must be considered.
- C. 6 Every student has a right to refuse, without fear of academic penalty, participation in an instructional activity covered by this policy that is not a mandatory part of a course or program. The needs of students requiring accommodation must be considered.
- C. 7 Every student has a responsibility to communicate to a relevant College employee any concerns they have about an activity.
- C. 8 Every student has a right to refuse, at any time and without fear of academic penalty, to participate in any portion of an activity covered by this policy which they feel may endanger their health or safety. The needs of students requiring accommodation must be considered.
- C. 9 Every student has a right to know the costs to students associated with an activity well in advance of the activity along with a clear explanation of what the costs will or will not cover, and, when relevant, is responsible for paying for such costs.

- C. 10 Every student participating in an activity covered by this policy is expected to appear in attire suitable for the activity and must bring the required or recommended materials or equipment.
- C. 11 Every student participating in an activity must adhere to any additional activity requirements as deemed necessary by the host venue. Examples of such requirements may include vaccinations and criminal record checks.

**D. Additional Considerations for Activities that are part of a Course or Program including WIL**

- D. 1 A proposal to carry out ongoing instructional activities covered by this policy that are part of a course or program as indicated in a course outline or contained in the syllabus (e.g., practicums, co-op terms, adventure tourism program activities, etc.) do not need to be re-approved each year as long as (a) there is no substantial change to the activity and (b) the employee coordinating the activity has reviewed the original risk analysis and considers it up to date.
- D. 2 In instances when a student is assigned to a location external to a College campus for the purpose of learning in a work or life experience situation through the practical application of knowledge and skills, the College will confirm, with the placement host agency, roles, responsibilities, risk analysis and mitigation, costs, expectations for student conduct, and other pertinent matters.
- D. 3 The instructor leading implementation of an instructional activity covered by this policy that is part of a course or program as indicated in a course outline or contained in the syllabus will, prior to the activity:
  - Inform students when they are and when they are not deemed employees of the Crown and covered by WorkSafe BC.
  - Inform students of when the WorkSafe BC coverage responsibility is that of a placement host agency.
  - Ensure that students who are participating in an activity outside of British Columbia provide proof to the College of either adequate workplace insurance within the jurisdiction of the placement or adequate extended health coverage.
  - Inform students when they are and when they are not extended liability coverage through the College's University, College, and Institute Protection Program (UCIPP).

**E. Transportation, Accommodation, and Meals**

- E. 1 Normally, students are responsible for their own transportation to and from activities. For some activities that require greater distance of travel, the College may require that the students travel in a group using transportation planned by an authorized College employee. This type of transportation may require vehicle rentals or hiring driver services, which require following any applicable College policies and procedures.
- E. 2 College employees shall not provide transportation in their personal vehicles for students while on College business.
- E. 3 The College does not provide insurance coverage for personal vehicles. Individuals are responsible for their personal vehicle insurance and liability, and it is recommended to insure personal vehicles with the appropriate "business" or "for work" coverage. Students who choose to travel together in a personal vehicle are the responsibility of the insured driver.

- E. 4 Any costs and risks associated with accommodations for overnight activities must be factored into the planning and approval process. Students must be informed of any associated cost, in writing, in advance.
- E. 5 Any costs and risk associated with meals for activities must be factored into the planning and approval process. Students must be informed of any associated costs, in writing, in advance.

## **RELATED POLICIES AND SUPPORTING DOCUMENTS**

### [2.2.3 Student Activity Fees](#)

### [2.4.4 Student Conduct - Policy](#)

- [2.4.4 Student Conduct - Procedures - Academic Conduct Report Procedure](#)
- [2.4.4 Student Conduct - Procedures - Appendix B Student Misconduct Report FILLABLE](#)

### [3.2.5 Travel - Policy](#)

- [3.2.5 Travel - Procedures](#)

### [3.3.2 Vehicle Registration, Insurance, and Licensing](#)

### [3.4.1 Freedom of Information & Protection of Privacy](#)

### [3.4.3 Legal Signing Authority](#)

## 4.8 Health and Safety (all policies under this heading)

Affiliation Agreement with Health Authorities

Non-Clinical Practicum Agreement

Practicum Agreement with SDs

Work Experience Agreement

Co-Op MOU

### [6.1.1 Student Activities Procedures](#)

Risk Assessment and Mitigation Plan

Student Activity Participants List

Guidelines for Confirming Appropriate Placement Hosts

Informed Consent Form

Waiver Form

Forms for Youth Participants

### [Student Injury or Incident Flow Chart](#)

### [Government of B.C. Tuition Limit Policy \(reference for Mandatory Activities regarding Mandatory Fees\)](#)