

Title of Policy	Student Activities
Policy Number	6.1.1
Effective Date	April 2023

GUIDELINES/STEPS

A. General Information

- A. 1. 1 Activity Coordinator is the College employee who plans the activity, fills out the Risk Assessment and Mitigation Plan (RAMP), and coordinates with the Activity Leader (unless both are the same person).
- A. 1. 2 Activity Leader is the College employee who leads, and may participate, in the activity. This person may be the same person as the Activity Coordinator.
- A. 1. 3 Volunteers are not College employees and must use the Volunteer Registration form. For questions about procedures for volunteers contact the College’s Contract and Risk Management Advisor.

B. Steps for Risk Assessment and Mitigation for Student Activities

NOTE: Activities covered by policy 6.1.1 that repeat from semester-to-semester or repeat from year-to-year do not need to be re-approved each year as long as (a) there is no substantial change to the activity, (b) the College employee coordinating and/or leading the activity has reviewed the original risk analysis and considers it up to date, and (c) all other forms are filled out for each new occurrence (student/guardian signed waivers, consents, participant lists).

1. The College employee(s) proposing the activity should discuss the idea with their supervisor prior to proceeding.
2. *PRIOR TO ACTIVITY (preferably 4 weeks in advance)*: Activity Coordinator completes the Level of Activity form to determine the activity risk level (1, 2, or 3).
3. Once that is determined, the Activity Coordinator prepares the appropriate Risk Assessment and Mitigation Plan (RAMP), either the Level 1 RAMP or Level 2/3 RAMP, which includes a complete activity itinerary and travel details, and submits to their Dean, Director, or designate for activity approval.
4. Dean, Director, or designate reviews the RAMP for approval, connecting with the Activity Coordinator for further information if needed.
5. The Activity Coordinator keeps the original approved and fully signed RAMP form and gives a copy of the approved and fully signed form to the Executive Assistant to the Vice President Academic and Applied Research (EAVPAAR).
6. Activity Leaders prepare students for the activity, in advance, by reviewing the risks, requirements (including any additional requirements of the host venue), and expectations of the activity.
7. The Activity Coordinator prepares and distributes subsequent forms: informed consent or waiver forms to be signed by students (and guardians if applicable) and a participants list. The Activity Coordinator and Activity Leader determine who will distribute the forms to students, collect forms from students, and forward forms to the appropriate office for filing. Only one person should be doing each step, as opposed to both the Coordinator and Leader collecting forms, to ensure no form is lost or forgotten.

C. Steps for Informed Consent, Waivers, and Participants List

C. 1. 1 Informed Consent Forms

Informed Consent Forms are necessary for activities deemed Level 2 as per the activity's Level of Activity form and corresponding Risk Assessment and Mitigation Plan (RAMP) Level 2/3. Once the activity is approved and the RAMP is fully signed:

1. The Activity Coordinator or the Activity Leader communicates to students, in writing, the risks, requirements, expectations, and any associated costs of the activity.
2. The Activity Coordinator completes the activity information on the Informed Consent form, including listing information about the activity and the potential risks involved, and distributes the forms directly to the students or to the Activity Leader to distribute to students.
3. The students expecting to participate in the activity read and sign the informed consent form and return it to the Activity Leader or Coordinator. Any student under the age of majority (19 years old) must have a guardian sign the form as well.
4. The Activity Coordinator or Activity Leader sends the signed forms to the EAVPAAR prior to leaving on the activity.

C. 1. 2 Waivers

Waivers are necessary for activities deemed Level 3 as per the activity's Level of Activity form and corresponding RAMP Level 2/3. Once the activity is approved and the RAMP is fully signed:

1. The Activity Coordinator or the Activity Leader communicates to students, in writing, the risks, requirements, expectations, and any associated costs of the activity.
2. The Activity Coordinator completes the activity information and potential risks information on the Waiver form and distributes the forms directly to the students or to the Activity Leader to distribute to the students.
3. The students expecting to participate in the activity read the waiver and, if they choose to, consult with whomever they choose (including a lawyer) about their legal rights. Students return signed waivers to the Activity Coordinator or Activity Leader. Any student under the age of majority (19 years old) must have a guardian sign the waiver as well.
4. The Activity Coordinator or Activity Leader sends the signed forms to the EAVPAAR prior to leaving for the activity.

C. 1. 3 Participants List

All activities require a Participants List form, or alternate participant list containing the same information as the Participant List form, be completed. Once the activity is approved and the RAMP is fully signed:

1. The Activity Coordinator or the Activity Leader communicates to students, in writing, the risks, requirements, expectations, and any associated costs of the activity.
2. The Activity Coordinator or the Activity Leader completes the Participants List, or alternate participant list, collecting the necessary information for emergency contacts from the approved RAMP, the employee or volunteer participants, and the students.
 - a. Electronic Form for Collecting Participant Information:
Collecting information from students can be done online through Microsoft Forms via the form template: [Microsoft Forms - Participant Information Gathering](#). The Activity Coordinator or the Activity Leader will need to input the proper activity information into the form template prior to sharing the form with students. The Activity Coordinator or the Activity Leader can collect the student responses into an excel spreadsheet that can be used to fill-in or attach to the activity Participant List.
3. The Activity Coordinator or the Activity Leader explains that by providing their emergency contact information students are giving permission for a College of the Rockies employee to contact the student's emergency person and disclose necessary information as needed in the event of an emergency.
4. The Activity Leader keeps access to the participants list during the activity at all times.
5. The Activity Coordinator or Activity Leader provides a copy of the participants list to the College Emergency Contact (typically the Department Head, Director, or Campus Manager) as identified on the form prior to leaving for the activity.
6. The Activity Leader sends any hardcopies of the Participant List to the EAVPAAR once the activity is over to protect privacy of information post activity.

D. Risk Assessment and Agreements for Work-Integrated Learning (WIL) Activities

WIL activities include practicums, paid work experiences, and co-ops, and involve the College placing students with placement host agency for experiential learning experiences, including virtual sites. All WIL activities require a signed agreement.

- a. The risk assessment for student placements is completed by the placement coordinator (Practicum Coordinator, Program Coordinator, Co-op Coordinator) before an agreement is negotiated between the College and the placement host agency. The placement coordinator:
 - Confirms that 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 a Placement Host,
 - Discusses any concerns about the placement host agency with the appropriate Department Head or Dean,
 - Completes the appropriate agreement template, as approved for use by the University, College, and Institute Protection Program (UCIPP) and provided by the EAVPAAR, with the College's and placement host agency's information, and
 - Follows the steps outlined below for each agreement type.

IF there are any unresolved concerns or the placement host agency is deemed inappropriate at this time, do NOT place a student with them.

- b. Instructors will inform students when and when not students are deemed employees of the Crown during WIL activities, as per information provided by WorkSafe BC (WSBC) and the Ministry of Advanced Education.
 - While in British Columbia, students on a paid work experience are covered by the WorkSafe BC insurance of their employer. While in British Columbia, 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 are considered employees of the Ministry of Advanced Education 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.
- c. Instructors will inform students when and when not students are extended liability coverage by the College's University, College, and Institute Protection Program (UCIPP). UCIPP covers the acts of students while on practicum doing practicum work, which by definition is unpaid, in the absence of contrary agreement between a Work-Integrated Learning placement host agency and the institution.
 - If Instructors have questions or concerns about who is considered an employee of the Crown or extended liability coverage, they can contact the Executive Assistant to the Vice President Academic and Applied Research (EAVPAAR) for clarification.

D. 1. 2 **Steps for Practicum Agreements**

Practicums are unpaid Work-Integrated Learning (WIL) opportunities.

The process flow for these procedures can be found on SharePoint: [PROCESS FLOW Practicum Placement and Experiential Learning Templates and Agreements](#).

1. Placement coordinators use the blank agreement templates found on SharePoint for practicums with Health Authorities ([Educational Affiliation Agreement Health Authority Template](#)), practicums with School Districts ([Practicum Placement Agreement School District Template](#)), and practicums with other agencies ([Practicum Placement Agreement Template](#)).
2. Placement coordinators complete the agreement as required with the legal name and contact information of the agency and the appropriate College Dean.
3. These agreements are typically sent to the agency to sign first.
4. When an agency returns a signed agreement, the placement coordinator sends the signed agreement to the Executive Assistant to the Vice President Academic and Applied Research (EAVPAAR) for verifying there are no changes to the document and for Risk Management Branch compliance.

5. The EAVPAAR will send the signed agreement to the appropriate Department Head and Dean for signing.
6. Once the Department Head and Dean have signed, the EAVPAAR will send the fully executed agreement back to the placement coordinator to forward to the agency.
7. The EAVPAAR will upload the fully executed agreement to SharePoint: [Fully Executed Agreements](#). The EAVPAAR will also move any expired agreements into the expired folder on the same SharePoint site.
8. If applicable, the fully executed agreement will be shared with (and uploaded to ORBIBS by) a Co-op and Employment Services Coordinator.

Note: If an agency sends their own agreement for signing, before anyone at the College signs it, contact the EAVPAAR for next steps and a review of the agency's agreement language in terms of risk management.

D. 1. 3 **Steps for Work Experience Agreements**

Work experiences are paid WIL opportunities where a student is paid by the employer. These require a different agreement. One agreement is required per student per work experience. The template can be found on SharePoint: [Paid Work Experience Placement Agreement Template](#).

1. Placement coordinators fill out the placement details on the agreement template.
2. The employer *must* provide their WorkSafeBC number on the form under clause 5.
3. Placement coordinators make sure that the student, the employer, and the appropriate Department Head/Instructor/Dean sign the agreement.
4. IF the student is under the age of majority (19 years of age), a parent or guardian must sign the agreement as well.

D. 1. 4 **Steps for Co-op Memorandum of Understanding**

Co-ops are also paid WIL opportunities where a student is paid by the employer. Co-ops have their own agreements, as Memorandums of Understanding (MOUs).

1. Placement coordinators fill out the placement details in the MOU, and distribute for signing by the employer, the student, and then the appropriate College representative.
2. If the student is under the age of majority (19 years of age), a parent or guardian must sign the MOU as well.

Note: Co-ops have prerequisites and procedures that are outlined in the co-op handbooks. These should be followed accordingly as there are more forms and information necessary for employers and students.

E. Steps for Continuing Education and General Interest Courses and Programs

Any course or program approved for offering as Continuing Education and General Interest courses or programs will have risk assessment and mitigation consideration prior to approval, and therefore any activity included in the regular delivery of said courses and programs will have been vetted as part of that approval process and do not include the same procedure forms (specifically, RAMP Level 1 and RAMP Level 2/3). The Level of Activity form will apply to determine if a course, program, or activity will require Informed Consent forms or Waiver forms to be signed by students (and guardians if the student is under the age of majority – 19 years old).

- E. 1 However, if an activity is *not* part of the regular delivery of a course or program and *not* contained in the course or program information as approved for delivery, the Activity Coordinator or Activity Leader will follow the Student Activity procedures (clauses A-C of this procedure document) as policy 6.1.1 Student Activities will apply.
- E. 2 If an activity, even if included in the regular delivery of a course or program, is deemed a Practicum or Work-Integrated Learning (WIL) experience, the Activity Coordinator or Activity Leader will follow the Student Activity procedures (clause D of this procedure document) as policy 6.1.1 Student Activities (clause A.4) will apply.
- E. 3 If an activity, course, or program is organized for youth students (ages 0-16 years old), the Activity Coordinator or Activity Leader will follow the Student Activity procedures (clause G of this procedures document) as policy 6.1.1 Student Activities (clause A.7) will apply. A RAMP Level 1 or RAMP Level 2/3 will be required if the activity organized for youth students is *not* part of the regular delivery of a Continuing Education or General Interest course or program designed for youth students.

F. Steps for Student Injuries or Incidents

Any College employee witnessing or informed of an incident involving a student during an activity must report the incident within 24 hours to the Executive Assistant to the Vice President Academic and Applied Research (EAVPAAR). The [Student Injury or Incident Flow Chart](#) identifies the steps to take for a student injury or incident. This flow chart and corresponding forms are found on SharePoint.

There are some programs that have their own additional set of steps for student injuries and incidents as there are other required documentation and reporting as per program needs.

G. Steps for Student Activities Organized for Youth (ages 0-16 years old)

To ensure the safety of youth students (ages 0-16 years old), drop-off and pick-up procedures need to be in place and communicated to all College staff involved in the supervision of these students. These procedures must include having guardians initial a time in/out sheet at drop-off and pick-up, guardians provide to the College the names of persons allowed to pick-up students prior to the activity, and guardians showing government-issued identification at time of pick-up.

These procedures must be communicated to staff prior to the activity, and this includes any staff member who will be at the activity site in case the primary supervisor needs this staff member to supervise the youth student participants for any reason or length of time.

Youth students can leave a student activity on their own if permission is granted, in writing, by their guardian.

Risk assessment for student activities organized for youth students must consider the following (which is required to be included in the Risk Assessment and Mitigation Plan under the Risk Assessment section):

- College staff directly working with youth students must have a Criminal Record Check completed with the Vulnerable Sector piece. These need to be completed annually for continuous employment or at each time of hiring.
- Additional staff on site to ensure that youth students are never left unsupervised.
- Any considerations for youth students, such as washroom breaks or assistance in the washroom, regardless of the length of the course or activity.
- Any youth students under the age of 3 years must be accompanied by a guardian during the activity.

H. After the Activity

For the continuous improvement for future offerings of activities, College employees leading student activities are expected to debrief with students and/or managers after activities. This may be, but not limited to, gathering student feedback or having a conversation about an activity. It is especially necessary to debrief about any incidents or injuries that happen during an activity to ensure student participants are safe and supported, and future incidents can be mitigated.