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Adopted: February 22, 2016

Effective: August 1, 2016

As part of its educational mission, Dawson College values and promotes the development of students' civic engagement, intercultural relations and greater awareness of the physical, natural, social and cultural world.

In the pursuit of these goals, and in the normal course of college-related life, students engage in academic work or participate in a wide range of activities that take place at locations away from the college's campus. Some of these activities may be directly related to an individual's formal academic study, program or research. Other activities, such as athletics team travel and recreational and social events organized or sponsored by the college, relate to the out-of-

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.

" " 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 involving 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.

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.

" " 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.

" " 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.

means any individual, including students and authorized volunteers, taking part in an off-campus activity.

- 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.

means an individual enrolled in a program of study or registered in one or more credit or non-credit course at Dawson College.

Except as otherwise provided herein, this policy applies to all academic and non-academic student activities held off the main premises of Dawson College that are organized or sponsored by the college or any of its units.

Examples of activities covered by this policy include, but are not limited to:

- travel studies trips;
- field trips, whether occurring during or outside regularly scheduled class time;
- physical education trips;
- team sports;
- conference/festival attendance;
- exchange programs.

Examples of activities not covered by this policy include, but are not limited to:

- 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;
- activities sponsored or organized by student clubs or associations affiliated with the Dawson Student Union, except when such activities are formally sponsored by, or are organized with the direct participation of Dawson College;
- activities organized by third parties and advertised at Dawson College;
- activities organized solely by a student or group of students.

If unsure about whether this policy applies to a specific off-campus activity, members of the college community should contact a Sector Dean or the Director of Students Services for clarification.

The College will take reasonable steps to support and promote the health, safety and security of participants in off-campus activities and travel.

All requests to conduct an off-campus activity must be submitted to the Person in Authority responsible for the trip and be approved before any financial commitment is made and any student is recruited.

All off-campus activities involving travel within Quebec but outside metropolitan areas or travel outside Québec require a risk assessment with appropriate documented risk mitigation and final approval from a Person in Authority before commencing the activity. Guidelines for assessing and mitigating risks are in the attached Procedures and Guidelines.

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

