

Off-Campus Activity Involving Students

Number:	1.1.3
Responsible Executive:	President
Approval Authority:	Senior Leadership Team
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Formerly Named:	Student Field Trips
Category:	Administration

PURPOSE

The purpose of this policy is to establish clear expectations for the planning, supervision, safety, and risk management of student off-campus activities approved by Coquitlam College (“the College”).

SCOPE

This policy applies to all College-approved activities involving students that take place outside of College-controlled campus space, and to all individuals involved in planning, approving, supervising, or participating in such activities.

The following activities are not subject to this policy:

- Independent Coursework, as defined herein; or
- Activities organized independently by students without College approval or supervision.

Routine Instructional Activities are addressed separately under Section B and are subject only to the conditions outlined in that section.

POLICY STATEMENTS

1. The College supports student off-campus activities that enhance student learning, engagement, and connection to the broader community.
2. The College establishes and maintains a structured framework for the planning, approval, and conduct of off-campus activities that promotes student safety, accessibility, preparedness, and overall well-being.
3. The College recognizes its duty of care to students participating in off-campus activities and requires that risks be identified and managed through appropriate planning and supervision for the duration of the activity.
4. All off-campus activities approved, organized, or supported by the College are conducted under the authority and oversight of the College, with supervision and operational measures aligned with the nature and risk level of the activity. The College retains the authority to determine whether an activity may proceed based on risk considerations.
5. The College supports informed participation by providing students, and parents/guardians where applicable, with information about the nature of the activity, supervision and transportation arrangements, and associated risks.

6. Requirements under this policy are proportionate to the level of activity risk and reflect the differing supervision and consent expectations of high school and post-secondary educational contexts.
7. The College reserves the right to modify, postpone, or cancel an off-campus activity where safety conditions or other relevant considerations warrant.
8. Participants in off-campus activities must comply with applicable College policies, codes of conduct, and safety requirements. Failure to comply may result in removal from the activity and/or further action under College policy.

PROCEDURES

A. Activity Planning

9. All Off-Campus Activities must have a clearly designated Activity Lead responsible for ensuring that all required documentation is complete and accurate.
10. Off-campus activities should be identified and planned before the beginning of the semester. Where Off-Campus Activities arise during the semester or occur in response to instructional or program needs, planning and risk considerations must still be undertaken prior to the activity proceeding.
11. Off-campus activities must be planned and assessed considering identified risks, the program context (high school or post-secondary), the age and needs of participating students, and the nature of the activity. Additional safeguards may be applied for High School and English Studies students under 19 where appropriate to the level of risk.
12. The level of planning, documentation, approval, and oversight required under these procedures will be proportionate to the level of risk and the nature of the activity.

B. Routine Instructional Activities

13. Routine Instructional Activities are instructor-directed and supervised activities conducted as part of normal course delivery. These activities may include brief outdoor instruction, nearby observation, or program-based activities such as physical education classes conducted within the immediate vicinity of campus.
14. To qualify as a Routine Instructional Activity, the activity must:
 - a. be supervised by College staff;
 - b. be within the immediate vicinity of the campus;
 - c. not involve transportation; and
 - d. present minimal, predictable risks.
15. For High School students under 19, participation in Routine Instructional Activities is permitted where Standing Consent has been obtained at the time of registration. Standing Consent remains valid while the student is enrolled in the program and may be updated where required by the College.
16. For Post-Secondary students, Routine Instructional Activities do not require a Risk Assessment and Approval Form or Activity Participation Form, provided the conditions in Section 14 are met.

17. Where an activity does not clearly meet the conditions of a Routine Instructional Activity, or involves elevated or non-routine risk, it must be treated as an Off-Campus Activity and managed in accordance with this policy.

C. Multiple or Recurring Activities

18. A single Risk Assessment and Approval Form may cover Multiple or Recurring off-campus activities conducted over a defined period of time, provided all the following remain consistent:
 - a. location or environment;
 - b. supervision arrangements;
 - c. transportation method (if applicable); and
 - d. overall risk level.
19. For Multiple or Recurring off-campus activities approved by the College, a single approval and any required consent or acknowledgement documentation may apply to a defined activity period (e.g., semester or school year), provided the location, supervision arrangements, transportation method (if applicable), and overall risk level remain consistent. Consent and acknowledgement requirements are determined in accordance with Section F of this policy.
20. A Pre-Activity Checklist must be completed for each individual occurrence where the activity is classified as medium or high risk.
21. The Activity Lead must ensure that participants receive updated information where dates, conditions, or expectations change. Where changes materially affect the location, supervision, transportation, or risk level, new consent or acknowledgement is required prior to participation.

D. Risk Assessment and Activity Approval

22. The Activity Lead must complete the Risk Assessment and Approval Form prior to the activity to determine the applicable Risk Category and identify foreseeable risks and mitigation measures. Activities may only proceed once required documentation is complete and, where applicable, approval has been obtained.
23. Requirements by risk level:
 - a. Low Risk activities:
 - i. Complete the Risk Assessment Form;
 - ii. Collect Activity Participation Forms for High School students under 19; and
 - iii. Submit documentation to the Office of the Registrar.
 - b. Medium and High Risk activities:
 - i. Complete the Risk Assessment Form and obtain written approval from the Approving Authority;
 - ii. Collect required Activity Participation Form(s);
 - iii. Complete the Pre-Activity Checklist on the day of each activity;
 - iv. Ensure emergency contact information is accessible for the duration of the activity; and
 - v. Submit required documentation, including the completed Pre-Activity Checklist, to the Office of the Registrar prior to departure.

24. If any material changes to an off-campus activity arise, including changes to location, transportation, supervision, duration, or risk profile, the Activity Lead must reassess the activity and obtain new approval, where required, prior to proceeding.
25. Risk categories reflect increasing levels of complexity, exposure, and institutional oversight requirements. When uncertainty exists, the higher risk classification must be applied. Detailed indicators for each risk category are outlined in the Risk Assessment and Approval Form.
26. Where risk conditions change during the activity, the Activity Lead must take appropriate action, which may include modifying, suspending, or terminating the activity to support participant safety.

Low Risk

27. Low Risk activities involve minimal and predictable hazards and can be managed through standard supervision and routine procedures. These activities are typically of short duration and occur in familiar or easily accessible environments.

Medium Risk

28. Medium Risk activities involve conditions that increase operational demands or exposure beyond Low Risk and require additional planning or controls. These may include enhanced supervision, transportation arrangements, or environmental or operational considerations.

High Risk

29. High Risk activities involve significant hazards or elevated risk conditions and require enhanced planning, formal approval, and documented risk mitigation measures. These may include extended or complex travel, higher levels of supervision, remote or unfamiliar environments, or conditions where emergency response or operational control may be limited.

E. Medical Preparedness and Insurance

30. Students participating in off-campus activities are responsible for ensuring that they have appropriate health insurance coverage for the duration of the off-campus activity. The College does not arrange or administer individual student insurance and is not responsible for the cost of medical treatment, emergency transportation, or other health-related expenses incurred during or in connection with an off-campus activity.
 - a. For High School and English Studies students under 19, parents/guardians are responsible for ensuring that appropriate coverage is in place.
 - b. International students must maintain valid health insurance while studying in Canada, in accordance with applicable immigration and provincial requirements.
31. The College requires confirmation that appropriate health insurance coverage is in place:
 - a. For High School and English Studies students under 19, a parent/guardian must confirm that valid health insurance coverage is in place through the Activity Participation Form.
 - b. For Post-Secondary students and High School students 19 or older, participants must confirm that valid health insurance coverage is in place through the Activity Participation Form.
 - c. The College may request additional confirmation of insurance coverage where warranted by the nature or location of the activity.

32. Students, or parents/guardians where applicable, may voluntarily disclose medical conditions or considerations relevant to emergency response. Disclosure is limited to information the participant chooses to provide for safety planning.
33. The College does not require detailed medical histories and does not verify medical information provided. Where medical information is voluntarily disclosed, the College and supervising staff will use the information to support emergency response, consistent with their training, the circumstances, and the resources available at the time.
34. Students, or parents/guardians where applicable, are responsible for ensuring that any required medications (e.g. inhalers, epinephrine auto-injectors, or other prescribed treatments) are readily available and accessible for the duration of the activity.

F. Consent and Acknowledgement Documentation

35. The Activity Participation Form must be completed and submitted prior to participation where required under this policy. The Form is used to document parent/guardian consent or student acknowledgement of risk, as applicable.
36. Standing Consent for Routine Instructional Activities is addressed separately under Section B of this policy.
37. Activity Participation Form requirements are based on the participant's age and program context:
 - a. High School and English Studies students under 19 must have parent/guardian consent for all Off-Campus Activities.
 - b. High School students 19 or older must complete an acknowledgment of risk.
 - c. Post-Secondary students must complete an acknowledgement of risk for Medium and High Risk activities. No form is required for Low Risk activities.
38. Where consent or acknowledgement is required under this policy, sufficient information must be provided to support an informed decision, including the nature and purpose of the activity, supervision and transportation arrangements, and key risks.

G. Transportation

39. Transportation arrangements must be documented in the Risk Assessment and Approval Form and reviewed to confirm alignment with the activity, level of supervision, and age of participants.
40. Where transportation is arranged by or on behalf of the College, participants must use the approved method unless an alternative arrangement is explicitly approved by the College.

High School and English Studies students under 19

41. Transportation must be arranged or explicitly approved by the College. Independent or alternative travel arrangements are not permitted unless approved by the College and a parent/guardian. Where an alternative arrangement arises during the activity and was not previously approved, the Activity Lead must confirm parent/guardian approval before releasing the student and must document the arrangement and the time of release.
42. Transportation must include supervision appropriate to the activity and risk level.

Students 19 or older

43. Transportation arrangements may include College-arranged transportation or independent travel.
44. Where independent travel is permitted, it is undertaken at the student's discretion and is not organized, supervised, or controlled by the College. The College does not verify or monitor the safety, condition, licensing, or insurance of independently arranged transportation. Students must be provided with required meeting times, locations, and emergency contact procedures.

H. Supervision

45. Supervision levels and methods must be appropriate to the activity, setting, risk level, and age of participants.
46. Supervising staff must be familiar with the activity, associated risks, and applicable emergency procedures.
47. Any planned periods of limited or indirect supervision must be documented in the Risk Assessment and Approval Form. For High School and English Studies students under 19, these arrangements must be specifically identified in the Form and communicated to parents/guardians.

I. Emergency Management

48. The Activity Lead must ensure that participants are informed, prior to the activity, of relevant emergency procedures, meeting locations, and key contact information.
49. Emergency situations must be managed in accordance with the College's Emergency Response and Communications Protocol, including required internal notifications.
50. Incidents, injuries, or near misses will be reported to the College as soon as practicable. The Activity Lead is responsible for notifying the Office of the Registrar or designate and submitting a written incident report where required.

J. Records Management

51. The Activity Lead is responsible for compiling and submitting all required documentation in accordance with this policy to the Office of the Registrar.
52. All documentation will be retained in accordance with the College's Records Management Policy.

DEFINITIONS

Activity Lead: The College instructor or staff member responsible for the planning, supervision, and overall management of an approved off-campus activity.

Approving Authority: The President or a designated senior administrator authorized to approve off-campus activities under this policy.

Activity Participation Form: The College-approved form used to document a student's participation in off-campus activities, including required consent or acknowledgement of risk, as applicable.

Campus: Space leased, owned, or controlled by the College and designated for College operations. All other locations are considered off-campus.

English Studies Student: A student enrolled in the College's English Studies program.

High School Student: A student enrolled in a Senior Secondary (Grades 10–12) program offered by the College.

Independent Coursework: Course-related learning activities completed independently by students, without College supervision, required attendance at a specific location, or College-arranged or approved transportation. Independent Coursework applies to Post-Secondary programs only.

Multiple Activities: Planned off-campus activities within a course or program during a defined period of time that share the same location, supervision, transportation method (if applicable), and risk level.

Off-Campus Activity: Any College-approved activity that takes place outside College-controlled campus space and is organized, required, supervised, or directed by the College.

Post-Secondary Student: A student enrolled in University Transfer, Associate Degree, or other Post-Secondary programs offered by the College.

Pre-Activity Checklist: The College-approved form completed by the Activity Lead on the day of the activity to confirm readiness for the activity, including participant attendance, supervision, transportation, emergency preparedness, and required documentation.

Recurring Activity: Repeated instances of the same off-campus activity conducted over a defined period of time.

Risk Assessment and Approval Form: The College-approved form used to assess the risks of an off-campus activity and document key activity details including location, supervision, transportation, and emergency planning, and to obtain required approvals.

Routine Instructional Activity: A short-duration instructional activity in the immediate vicinity of campus, under direct staff supervision, involving no College-arranged transportation, and minimal, predictable risk.

Standing Consent: Parent/guardian authorization provided for a defined period of time (e.g., semester or school year) permitting a High School student under 19 to participate in Routine Instructional Activities.

RELATED RESOURCES

- Risk Assessment and Approval Form (internal use only)
- Activity Participation Form (internal use only)
- Pre-Activity Checklist (internal use only)
- Student Non-Academic Conduct Policy 2.2.2
- Records Management Policy 1.2.2