

Procedures Relating to the Off-Campus Activities and Travel Policy

Procedural Authority: Vice Presidents

Procedural Officer: Vice Presidents

Parent Policy: AC2040 Off-Campus Activities and Travel Policy

Effective Date: May 2014

Supersedes:

Last Editorial Change: August 2017

Overview

Concordia supports and encourages students to engage in off-campus activities and travel. The institution owes a duty of care to its students and due diligence to support safe and enjoyable travel. For this reason a risk assessment is completed for all off-campus activities and travel involving students and actions are required to help manage risks.

The responsibility for assessing risks and creating and implementing plans to manage or mitigate those risks is shared by the traveler and the institution. While it is important to do our best to implement safe travel practices, it is also important that the process is not overly complex or time consuming and that it is supportive of all involved. With this in mind, a risk assessment matrix has been developed to guide individuals in assessing the risks and identifying appropriate actions to manage risks.

If students are involved, the appropriate section of this procedure must be adhered to.

Concordia strongly suggests that all faculty and staff use this checklist particularly when traveling internationally.

Purpose

To outline the requirements and processes for assessing risks, obtaining approval, if required, and managing risks related to off-campus activities and travel involving students.

Definitions

- Risk - Uncertainty about outcomes that can be either negative or positive, consequently increasing or reducing legal costs and/or insurance that may be incurred by the institution.

PROCEDURES

Travel involving students

All activities and travel involving students must follow the risk assessment process outlined below.

If the off-campus activity and travel involves one individual, that individual is responsible for following the risk assessment process. If the activity involves a group, the group leader is responsible for following the risk assessment process taking into consideration the group as a whole. In most cases there will be a person of authority, such as a faculty or staff member, who is the group leader and

assessor. In cases where there is not, such as extra-curricular trips planned by authorized student groups, one of the student participants will act as the leader and assessor.

The assessor will use the Risk Assessment Matrix provided to assess the risks based on the category of student travelling, the kind of activity they will be doing and where they are traveling to. A final risk level is to be assigned, which is the highest risk level identified in any of the three areas assessed.

Risk Levels

A risk assessment must be completed for any off-campus activity or travel involving students. The result of the assessment indicates what approvals and specific actions are required for the activity.

There are four levels of risk: extreme, high, medium, and low.

The following questions will assist in determining the risk level.

1. Who is travelling?
2. What kind of activity are they doing?
3. Where are they going?

Refer to the attached Risk Assessment Matrix to determine risk level.

Approvals

Approval is to verify that the risk assessment has been performed appropriately; it is not to approve the merits of the off-campus activity or travel. The approver may ask for further information if they deem it necessary. The approver may seek advice from others when deciding whether or not to approve, and if they feel it necessary may escalate the level of approval required to a higher authority within the institution.

For student groups, the activity requires the approval of the faculty Dean in consultation with the appropriate Vice-President.

Requests should include location, duration of travel, activity performed and strategies to manage risks.

Approving authority: For low risk travel, the Chair or Dean has the authority to approve the travel. For medium risk, the Vice President has the authority to approve the travel. For high and extreme risk travel, authority must be obtained from the President. All Off-Campus Activities and Travel involving international travel must be approved by the President. In all cases final authority lies with the President.

Faculty and Staff Travel Checklist

Advise the Dean of the Faculty or appropriate supervisor of your travel plans, and provide emergency contact information. Ensure that a complete list of travellers and contact information are included for the entire group.

Ensure all members of the travel team have the institution's contact information (name and phone number, etc.)

If travelling outside of Canada, check the Department of Foreign Affairs, Trade and Development Canada website (www.international.gc.ca/international/index.aspx) for travel reports and warnings, profiles and information about the countries you are travelling to, information about services available while in the country, and other information and resources available to international travellers.

If a travel warning or advisory has been issued for the country you are travelling to, identify the risks and plans to manage them. Report these to your Vice-President for advice on how to proceed.

Determine whether you want to purchase travel insurance (strongly recommended).