



MINORS ON CAMPUS POLICY

Policy Name: Minors on Campus	Responsible Owner: Vice President, Administrative Services & CFO	Effective date: November 24, 2015
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TABLE OF CONTENTS (WITH ACTIVE LINKS)

[PURPOSE](#)

[SCOPE](#)

[DEFINITIONS](#)

[POLICY STATEMENTS](#)

[LINKS TO SUPPORTING FORMS, DOCUMENTS, PROCEDURES, WEBSITES, RELATED POLICIES](#)

[RELATED ACTS AND REGULATIONS](#)

[RELATED COLLECTIVE AGREEMENT CLAUSES](#)

PURPOSE

To assure the appropriate supervision and protection of Minors while visiting a Douglas College Campus, attending College-sponsored programs and events, or participating in User sponsored programs and activities that utilize Campus facilities, and to set out the requirements that must be followed regarding Minors on Campus.

SCOPE (DEPARTMENTS AND/OR PARTIES TO WHICH THIS POLICY APPLIES)

ALL COLLEGE EMPLOYEES AND USERS

DEPARTMENTS AND SERVICE AREAS

- Who are involved in organizing or delivering Programs involving Minors;
- That operate programs or activities involving Minors on Campus;
- Who otherwise work with Minors in the course of carrying out their on-Campus duties and responsibilities.

This Policy does not apply to “Minors Enrolled as a Student”. Such Students will be subject to the rights, duties and responsibilities applicable to Douglas College Students.

DEFINITIONS

Campus: All Douglas College premises, owned and/or leased, including grounds and/or facilities used in partnership with other parties.



DEFINITIONS (CONT'D)

College Employee: Individuals employed or engaged by the College to instruct or supervise Minors in on or off-Campus settings, and other individuals employed by Douglas College.

College-sponsored: College authorized programs or activities that are organized, delivered and supervised by the College and College Employees.

College Student: Any individual enrolled in a program of study or registered in credit or non-credit courses at Douglas College.

Instructor: Douglas College Faculty

Minor: An individual under the age of 19.

Minor Enrolled as a Student: College Students under the age of 19 who are enrolled in a program of study or registered in credit or non-credit courses at Douglas College.

On-Site Program Operator: the Programmer/Coordinator who is responsible to be physically on Campus during the course of the Program; and, in the absence of the Programmer/Coordinator refers to his/her Responsible Administrator, who shall be responsible to serve as alternate On-Site Program Operator.

Program: Any College-course, program or activity, regardless of its location, that is provided or delivered by or which is under the direction or control of the College and any course, program or activity provided by a User and offered, in whole or in part, on Campus or utilizing College facilities.

Programmer/Coordinator: The individual responsible for the development, operation, delivery and oversight of the Program.

Responsible Administrator: The College Employee who is responsible for the Department/Faculty under the auspices of which the Program is offered.

Responsible Adult: A parent, legal guardian or other adult, including but not limited to College Employees, who is responsible for escorting a Minor(s) to or from Program activities or Supervising a Minor(s) while on campus or participating in Program activities.

Supervised or Supervising or Supervision: The provision of oversight, monitoring and direction to Minors by a Responsible Adult with a view to safeguarding the health, safety and well-being of the Minor(s).

Unsupervised: The absence or failure of a Responsible Adult to Supervise on-Campus activities in which Minor(s) are participating.



DEFINITIONS (CONT'D)

User: A person, organization or individual authorized by the College to use the Campus or the College's facilities or services for the purposes of providing any services or programs to Minor(s), and includes but is not limited to: College contractors, individual(s) attending College events (such as athletic or performing arts events, or conferences), facility renters, and users of services such as the Cafeteria or Library.

User Sponsored: Programs or activities, utilizing Campus facilities, that are organized, delivered and supervised by a User.

POLICY STATEMENTS

1. Douglas College Campus grounds and infrastructure are designed to provide an environment conducive to learning and working activities performed by College Students and College Employees. Douglas College encourages safe, Supervised Campus visitations by Minors for the purposes of making decisions about their academic future and for attending lessons, developmental, cultural and sporting events and day camps. The College takes seriously its commitment to provide a safe and appropriate environment.
2. Minors found Unsupervised will be reported to campus security who will follow established security protocols to return the Minor to his/her Responsible Adult.
3. All College Employees having direct contact with Minors while delivering Programs will be required to undergo a criminal record check and other screening and training, as appropriate.

Standards Pertaining to Minors on Campus

All Minors

Minors participating in a Program on Campus are generally permitted the Supervised use of the Campus facilities identified for that Program. The College reserves the right to restrict anyone, including Minors, from use or access to certain areas or facilities or from utilizing specified equipment.

Minors under the age of 13

Except as otherwise authorized by the College, Minors under the age of 13 must be Supervised at all times by a Responsible Adult while present on Campus.

Minors ages 13-18

Minors ages 13-18 not participating in a Program on Campus may have limited use of College facilities that are open to the public (e.g. cafeteria) as long as they satisfy the College's Standards of Conduct involving Students/Users and adhere to the reasonable direction of College representatives. Minors engaging in inappropriate conduct may be directed by College representatives to leave the Campus.

Minors ages 13-18 may attend Unsupervised at events and venues on Campus that are open to the public. Examples of such events include athletic contests, musical or dramatic performances, and campus tours. The College reserves the right to determine, in its sole discretion, whether selected events or venues are

POLICY STATEMENTS (CONT'D)

appropriate for Unsupervised Minors.

Minors in Classrooms

Access to classrooms and instructional areas is restricted to enrolled College Students or to Program participants or others who are authorized by Douglas College to use or access such spaces. On-Site Program Coordinators and Instructors are responsible for ensuring that individuals, including Minors, who attend Programs or classes or other instructional activities on Campus are properly enrolled or have been authorized to attend (e.g. to make special announcements, guest lecture, or other authorized reasons).

On-site Program Coordinators and Instructors have the discretion to make exceptions in special circumstances (e.g. due to temporary, unforeseen emergencies). In these cases, the On-Site Program Coordinator or Instructor is responsible to confirm that appropriate arrangements for the safety and supervision of the Minor are made, including, where appropriate, by requiring the Minor to remain in the classroom and not wander Unsupervised to other parts of the Campus.

Minors in Offices/Work Areas

Minors may be permitted in offices/work areas on Campus at the discretion of the Responsible Administrator to facilitate short, occasional visitation by a Minor accompanied by a Responsible Adult, or to accommodate unforeseen emergencies and then, only when a Responsible Adult is present and able to attend to the care and welfare of the Minor. Minors must not be present in circumstances where they would interfere with normal operations and/or circumstances that would expose the Minor to a potential health or safety hazard (such as science labs or areas with moving equipment or power tools).

PROCEDURES

Standard Operating Procedure – Minors on Campus (*In development*)

Standard Operating Procedure – Lost/Found Minor Child (*In development*)

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Douglas College Admission Policy](#)

[Douglas College Health & Safety Policy](#)

[Douglas College Recruitment, Selection, and Retention of Employees Policy](#)

[Douglas College Standards of Students/User Conduct Policy](#)

[Douglas College Standards of Conduct Involving College Employees Policy](#)

RELATED ACTS AND REGULATIONS

[BC Laws - Age of Majority Act British Columbia](#)

[BC Laws - Child, Family and Community Service Act - \[RSBC 1996\] Chapter 46](#)

RELATED COLLECTIVE AGREEMENT CLAUSES

[Collective Agreement between Douglas College and British Columbia Government and Service](#)

[Employee's Union \(BCGEU\) Article 22 - Special and Other Leave](#)

[Collective Agreement between Douglas College and Douglas College Faculty Association Article 17 – Leave, Paid and Unpaid](#)



DOUGLAS COLLEGE POLICY
OFF-CAMPUS ACTIVITY INVOLVING STUDENTS

Policy Name: Off-campus Activity Involving Students	Responsible Owner: Vice-President, Academic & Provost	Effective date: April 26, 2016
Policy number: A.AA01.01	Approval Body: Senior Management Team	Last Reviewed/Revised: N/A
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TABLE OF CONTENTS

- A. PURPOSE**
- B. SCOPE**
- C. DEFINITIONS**
- D. POLICY STATEMENTS**
- E. PROCEDURES**
- F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**
- G. RELATED ACTS AND REGULATIONS**
- H. RELATED COLLECTIVE AGREEMENT CLAUSES**

A. PURPOSE

This Policy is designed to ensure a systematic and consistent process for the planning, organization and oversight of Off-campus Activities involving students. The identification, assessment and mitigation of foreseeable risks are paramount to the process.

This policy outlines the elements involved in risk analysis, assigns responsibility for approval of Off-campus Activities, and ensures that such approval is granted in accordance with Douglas College (the “College”) policies and procedures and in accordance with the College’s ability to manage risks.

B. SCOPE

All Off-campus Activities involving students that are organized, led or supervised by Douglas College Employees or otherwise sanctioned by Douglas College.

C. DEFINITIONS

- 1. Group Leader:** a College Employee who is responsible for planning and administering an Off-campus Activity.
- 2. Off-campus Activity:** any Activity involving students in which at least part of the Activity occurs Off-campus, including field trips, field schools, research, practicum, clinical, co-op or work experience placements, student exchanges, conferences, seminars, extra-curricular activities that involve the formal representation of the College by student representatives, such as collegiate athletics, and off-site discipline-based events.



3. **Off-campus Activity Plan:** a document that provides planning and preparation details related to the activity, and serves as the official record of an Off-campus Activity undertaken by the College.
4. **Responsible Administrator:** the Dean / Director / Manager to whom the Group Leader(s) reports.
5. **Risk:** A situation involving exposure to danger, harm, injury or loss.
6. **Risk Assessment:** a document in which the Group Leader(s) and Responsible Administrator assess the overall level of risk in an Off-campus Activity.
7. **Risk Register:** a document that identifies specific risks that may arise during an Off-campus Activity and describes detailed mitigation plans to reduce the levels of all risks associated with the activity.
8. **Vice-President:** Vice-President, Academic and Provost.

D. POLICY STATEMENTS

1. Douglas College recognizes that Off-campus Activities contribute to a student's learning and citizenship by providing students with opportunities to expand their knowledge and broaden their experiences.
2. Douglas College encourages and supports off-campus activities that provide clear benefits to students, and are planned, approved and administered in ways that minimize risk and promote the preparedness, safety and well-being of all participants.
3. Douglas College recognizes the importance of respecting a high degree of employee autonomy in tailoring off-campus activities to meet the goals of a course, program or project offered by the College. The Vice-President may establish procedures to carry out this policy.
4. Primary responsibility and accountability for meeting the College's standard operating procedures to assure safety in an Off-campus Activity are delegated by the Responsible Administrator to those in positions of authority closest to the activity, often the Group Leader(s).
5. All participants have a responsibility to prepare themselves in advance of an Off-campus Activity, to avail themselves of related training as reasonably provided, and to conduct themselves in a safe manner while engaging in an Off-campus Activity.
6. All students participating in an Off-campus Activity have a responsibility to familiarize themselves with the risks of the activity and to make informed decisions concerning their participation.
7. An Off-campus Activity that has the potential to expose participants to risks that are greater than those likely to be typically encountered in regular travel to/from campus and in regular experiences on campus requires the completion of a Risk Register.
8. An Off-campus Activity will not be approved if risks to student and/or employee safety have not been satisfactorily addressed.
9. An Off-campus Activity may be cancelled at any time if the Group Leader(s), Responsible Administrator or Douglas College believes that risks to student and/or employee safety are or have become unacceptable.



E. PROCEDURES

1. Responsible Administrators and Group Leaders will refer to the Standard Operating Procedure (SOP) for Off-campus Activities Involving Students.
2. Responsible Administrators and Group Leaders will refer to the Standard Operating Procedure (SOP) for Emergencies Occurring during Off-campus Activities.
3. Responsible Administrators and Group Leaders will refer to the Standard Operating Procedure (SOP) for Volunteer Drivers where necessary.
4. Every Off-campus Activity requires the completion of a Risk Assessment and an Activity Plan in advance of the activity.

F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- [Standard Operating Procedure for Off-Campus Activity Involving Students](#)
- [Standard Operating Procedure for Emergencies Occurring During An Off-Campus Activity Involving Students](#)
- [Standard Operating Procedure for Volunteer Drivers](#)
- [Risk Assessment Tool for Off-campus Activity](#)
- [Activity Plan for Low Risk Off-campus Activity](#)
- [Activity Plan for Medium or High Risk Off-campus Activity](#)
- [Health & Safety Policy](#)
- [Standards of Students/User Conduct](#)
- [Standards of Conduct Involving College Employees](#)
- [Accessibility to College Programs, Courses and Services for Persons with Disabilities](#)

G. RELATED ACTS AND REGULATIONS

- [Worksafe BC Occupational Health and Safety Regulation](#)

H. RELATED COLLECTIVE AGREEMENT CLAUSES

- [Collective Agreement between Douglas College and the Douglas College Faculty Association; Article 10.08 Health and Safety;](#)
- [Collective Agreement between Douglas College and the B.C. Government and Service Employees' Union \(BCGEU\); Article 25 Safety and Health](#)