

Policy Name:	Off-Campus and Off-Manicured Grounds Student Activities
Policy Number:	8350
Policy Type:	Administrative Policy
Approved On/Last Update:	October 22, 2026
Effective Date:	August 1, 2026
Next Review:	January 1, 2031
Approved By:	President
Responsible Executive:	Vice-President, Academic and Provost
Responsible Administrator:	Deans and Directors
Linkage to Board Policy:	N/A
Related Polices:	Policy 3400, Policy 6000, Policy 8360, Policy 9800, Occupational Health and Safety Policies & Procedures
Procedures:	YES
Supporting Documents/Links:	https://selkirk.ca/about-selkirk/health-safety/risk-protection
Publication:	Internal (Employee Intranet)

A. PURPOSE

Selkirk College is committed to providing students with high-quality experiences that may occur beyond college manicured areas on campuses. The purpose of this policy is to establish a consistent, institution-wide framework for the planning, approval, and delivery of college-authorized off-campus student activities, while supporting academic objectives and managing foreseeable risks.

This policy ensures that off-campus and off-manicured grounds (“off-campus”) activities are planned and conducted in a manner that promotes physical, emotional, cultural, environmental safety, respects Indigenous lands and communities, and aligns with Selkirk College’s duty of care to students, employees, and the public.

B. SCOPE / LIMITS

This policy applies to all college-authorized off-campus activities involving students, whether curricular or extra-curricular (including events that have a combination of students and/or staff and/or community members), that are organized, led, supervised, or sanctioned by Selkirk College and that take place outside college campuses or off college manicured grounds. This includes externally hosted student work-integrated learning activities without formal placement or affiliation agreements and could involve students operating without direct supervision by a Selkirk employee during portions of the activity.

This policy does not apply to:

- Education abroad activities governed by [Policy 8360](#);
- Practica, co-operative education, or work placements that are no longer under the supervision of a college employee and are governed by separate affiliation or placement agreements;
- Activities organized exclusively by students or student groups without expressed approval, sanction, or funding from the college;
- Personal travel undertaken before or after a college-authorized off-campus activity.

C. PRINCIPLES

Selkirk College acknowledges the traditional territories of the First Nations of the West Kootenay and Boundary regions: the Sinixt (Lakes), the Syilx (Okanagan), the Ktunaxa, and the Secwépemc (Shuswap) peoples. The mountains, rivers, lakes, and lands of these territories have sustained life and human communities since time immemorial. Learning and education have been part of this land for millennia. Selkirk College is grateful to the keepers of these territories where we live and learn, and the wisdom and beauty that surrounds us.

Respect at Selkirk College is an institutional value and means that we treat ourselves, each other, members of our college community and the world around us with respect, dignity, and integrity. This also applies to off-campus activities. If college-authorized off-campus activities occur outside of its operational boundaries, all participants are expected to respect the land and its keepers with respect and humility.

This policy is guided by the following principles:

- **Educational Purpose:** Off-campus activities must support clear learning, developmental, or institutional objectives.
- **Safety and Risk Awareness:** Activities must be planned and approved with due consideration of foreseeable risks and appropriate mitigation strategies where people and the land are safe from experiencing injury on a holistic basis. This includes physical safety, but also emotional, mental, and cultural safety. As such this policy supports planning and implementing safe off-campus activities. Participants who are engaging in off-campus activities on the land (regardless of whether on college property or not) are expected to promote cultural safety and demonstrate humility while on the land. This includes not appropriating cultural content for future use.
- **Shared Responsibility:** The college, activity leaders, and participants each have responsibilities for safe conduct and preparation.
- **Proportionality:** The level of planning, documentation, and approval required will be commensurate with the level of risk associated with the activity.
- **Respect:** Selkirk College, as a signatory to the [Indigenous Education Protocol](#), recognizes that relationship-building with First Nations, Inuit and Métis Peoples takes time and is built on trust, respectful dialogue and reciprocity. Indigenous self-determination to the lands where Selkirk College staff and students travel to, requires the college to recognize and build awareness to land and stewardship declarations and agreements.

D. DEFINITIONS

Activity Leader: The Selkirk College employee designated as responsible for the planning, supervision, and administration of an off-campus activity.

Cultural safety: Critical lens practice of ensuring interactions in dominant systems (e.g. health, education) recognize, respect, and nurture unique cultural identity and well-being. It goes beyond cultural sensitivity and competence where safety is defined and held by Indigenous Peoples as they interact within these systems. It acknowledges how colonization has affected Indigenous Peoples and how current practices perpetuate disparities. Cultural safety focuses on how to build relationship, collaborate and communicate respectfully and recognizes unique histories and diversity of Indigenous knowledges.

Manicured Grounds: Areas of college property that are regularly maintained (i.e. areas that are mowed and/or plowed) by Facilities and Maintenance staff.

Off-Campus Activity: Any college-authorized activity involving one or more students that takes place beyond the boundaries of Selkirk College campuses/learning centres or off college manicured grounds. This includes, but is not limited to: field labs, field trips, field schools, research activities, applied learning, community-based learning, conferences, competitions, and sanctioned extra-curricular activities. It also includes when an activity is taking a program or course from its home campus to another campus on a trip.

Risk Assessment: A documented process used to identify foreseeable hazards, assess the level of risk, and determine appropriate mitigation and emergency response measures for an off-campus activity.

E. POLICY STATEMENTS

1. Selkirk College supports off-campus activities that provide meaningful educational or developmental benefit to students and that are planned, approved, and delivered in accordance with this policy and associated procedures.

2. All off-campus activities must be authorized in advance and must fall within either:

- a range of pre-approved activities established by a School or department; or
- a specific approval granted by the appropriate supervisor, dean, director, or vice-president.

3. Off-campus activities that are not approved in accordance with this policy are not considered college-authorized activities.

4. A risk assessment appropriate to the nature and complexity of the activity must be completed prior to approval (see Procedures and Pre-planning form below). Activities with higher risk profiles require additional documentation, escalation, and approval.

5. One college employee must be designated as the Activity Leader for each off-campus activity. This individual, or their designate, must be present for the duration of the activity and is accountable for ensuring compliance with college procedures unless the risk assessment, approval authority, communication protocol, emergency plan, and check-in arrangements allow for unsupervised activities to take place. An employee on a temporary employment contract or on a work-study contract is considered a college employee.

6. Students and employees participating in off-campus activities are expected to conduct themselves in accordance with the Selkirk College [Policy: 3400 Student Code of Conduct-Rights and Responsibilities](#) and [Employee Code of Conduct \(Policy 6000\)](#).

7. The college reserves the right to modify, suspend, or cancel an off-campus activity at any time if risks to participant safety become unacceptable.

F. ROLES AND RESPONSIBILITIES

1. Activity Leader

The Activity Leader is responsible for:

- completing required risk assessments and planning documentation,
- ensuring appropriate approvals are obtained,
- communicating activity expectations and requirements to participants,
- ensuring emergency preparedness and response plans are in place, and
- maintaining appropriate supervision throughout the activity.

2. Deans, Directors, and Supervisors (including School Chairs and Department Heads)

Deans, Directors, and Supervisors are responsible for:

- reviewing and approving off-campus activities within their authority,
- ensuring risk assessments are appropriate and complete,
- ensuring adequate training or onboarding occurs with employees,
- escalating approvals for higher-risk activities as required,
- reviewing pre-approved off-campus activities on an annual basis and ensuring participation agreements (also known as waivers) as part of the registration process adequately describe the anticipated risks for off-campus activities in the relevant program/course, and
- ensuring the ad hoc participation agreement, where required, adequately describes the anticipated risks for the off-campus activity.

3. Students and participants

Students and participants participating in off-campus activities are responsible for:

- preparing themselves for participation, including reviewing identified risks,
- complying with instructions, safety requirements, and college policies, and
- making informed decisions regarding their participation.

4. Check-in person

The check-in person is responsible for:

- following up, as required, if the activity lead or designate does not check-in at the identified date and time as per the itinerary.

5. Primary Contact Office

The primary contact office is responsible for:

- filing all relevant documentation submitted for off-campus activities for their particular department or school, and
- maintaining the pre-approved list of off-campus activities.

F. PROCEDURES, REQUIREMENTS, STANDARDS, GUIDELINES, FORMS...

Procedures

Pre-planning form

Planning checklist

Itinerary form

BC Parks Agreement

Hazard and Safety Controls reference document

Volunteer Agreement

G. LINKS TO RELATED POLICIES, DOCUMENTS, AND/OR WEBSITES...

Policy 3400 – Student Code of Conduct

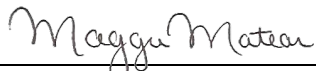
Policy 6000 – Employee Code of Conduct

Policy 8360 – Education Abroad

Policy 9800 – College Vehicles and Fleet Safety

Occupational Health and Safety policies and procedures

[Risk Protection | Selkirk College](#)



Signature

October 22, 2026

Date