



Office of the Dean & Vice-Principal (Academic)

MEMORANDUM: DCD #5 - 2011-12

To: Department Chairs and Directors
From: Professor Rick Halpern, Dean and Vice-Principal (Academic)
Date: 24 February 2012

Re: Off-Campus Safety

One of UTSC's Strategic Goals is to be a leader in experiential learning. In response to this objective, faculty and departments are offering students more field trips and activities off-campus that enhance their courses and programs. In planning such outings it is essential that departments ensure the safety of all participants. My office is frequently asked for advice on this aspect of experiential education.

Last year the University revised its policy on Off-Campus Safety. The policy applies to all academic and non-academic activities held off the premises of the University that are organized or sponsored by the University or any of its divisions. It is based on three principles:

- The safety of all participants must be taken into account when planning the activity;
- The University and its members have a shared responsibility in assessing and appropriately addressing safety issues;
- The level of risk should be considered when determining whether or not to proceed with an activity.

The Provost's Office has established a comprehensive set of guidelines that are designed to assist in the planning and execution of off-campus activities.

The policy and guidelines can be found at the following links:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppmay191988.pdf>

<http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/Provost/policy/Off-Campus+Safety+Guidelines.pdf>

When you or any member of your department organizes any activities off-campus, these documents should be reviewed carefully, particularly the guidelines. Compliance with them is essential.