



Parent Policy	Health and Safety
Approval Date:	March 28, 2017
Effective Date:	April 1, 2017
Last Reviewed Date:	
Administrative Responsibility:	Executive Director Human Resources and Planning (Employees)
	Director Student Services (Students)
Appendix A	

Prevention and Response to Sexual Violence Procedures

Part A: Definitions

Please note: *All definitions are inter-related within the policy and procedures.*

Allowable Third Party: A person, chosen by the student, who observes and listens at proceedings. Students are expected to speak on their own behalf and answer questions, especially with respect to matters of fact whenever reasonably possible. Because the investigation is an internal review process of Lethbridge College, legal counsel of the student or of Lethbridge College is not allowed to attend meetings that are held during any step of the process. Examples of Allowable Third Parties include a representative from the LCSA, accessibility services, etc.

Bystander: An individual who observes an incident of sexual violence taking place.

Coercion: Within the context of sexual violence, coercion is an unreasonable and persistent pressure for sexual activity. Coercion uses emotional manipulation, blackmail, threats to family, pets or friends, or the promise of rewards or special treatment, to persuade someone to do something the person would not otherwise do, such as be sexual or perform sexual acts.

Consent: Consent is the voluntary agreement to engage in the sexual activity in question. It is an active, direct, voluntary, unimpaired and conscious choice and agreement between individuals of an age of consent, to engage in physical contact or sexual activity.

Criminal investigation: Individuals may report sexual violence through the criminal justice system by contacting the police service nearest to them or in the jurisdiction where the sexual violence occurs. If an individual chooses this route, the Lead First Responder(S) may assist the individual with the process if requested.

Disclosure: When an individual shares information about a personal experience of sexual violence to someone who did not previously know.

First responder: The first person who is told about an incident of sexual violence.

Formal report: A statement to the institution by an individual who has experienced sexual violence seeking recourse pursuant to the violation of this policy.

Individual who has experienced sexual violence: A member of the college community who has experienced sexual violence. People may label themselves as a victim and/or a survivor based on their personal and unique experience of the trauma and healing process.

Lead first responder(s): The person who coordinates and manages all complaints of sexual violence. This person will plan and perform inquiries, refer where appropriate to the Threat Assessment Team and communicate with police and any related agencies involved with the incident.

Learning environment: Any space, on- or off-campus, in or out of the classroom (physical or virtual), with Lethbridge College educational and related activities, including any physical or virtual premises necessary to support the activities.

Member(s) of the college community: Includes board of governor's members, employees, minors, parent/guardian, student, third party contractor, visitors, volunteers, and renters or persons booking college facilities, any individual directly connected to any college activity.

Board of governor's member means any person appointed to the Lethbridge College Board of Governors by an Alberta Government Order in Council as established under the authority of the Post-Secondary Learning Act.

Employee means any person on the payroll of Lethbridge College.

Minor means any person under the age of majority; in Alberta, the age of majority is 18.

Parent/Guardian means the adult who has the legal authority to make personal decisions for another person.

Renters within residence or persons booking college facilities will be governed by this policy.

Student means any person who is enrolled in a Lethbridge College program and/or course, who accesses college learner services, or who is enrolled in a program and/or course offered by another institution under a contractual agreement with Lethbridge College.

Third-party contractor means any person, partnership or group of persons who, through a contract, agreement or ownership, provides services to the college.

Visitor means any person or individual directly connected to any college activity or accessing Lethbridge College facilities who is not an employee, volunteer, student, contractor or board of governors' member.

Volunteer means any person performing an unpaid service for Lethbridge College.

Respondent: The person alleged to have violated the Sexual Violence Prevention and Response Policy.

Sexual assault: Sexual assault is nonconsensual sexual actions done by an individual(s) to another. It includes any unwanted sexual acts and can involve a range of behaviors from unwanted touching to penetration through the use of force, threats, control of another person that makes someone feel fearful, distressed, or threatened or is carried out in a way that an individual is not able to freely consent. Sexual consent is determined by lack of consent, and not by the act itself. Sexual assault is a criminal offense under the Criminal Code of Canada.

Sexual harassment: Sexual harassment is discrimination based on the grounds of gender, which is prohibited under the Alberta Human Rights Act. Sexual harassment is any unwelcome sexual behavior that adversely affects, threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotion or earnings, or prevents a person from getting a job, living accommodations or any kind of public service.

Sexual violence: Sexual violence is any violence, physical or psychological, carried out without consent through a sexual means or by targeting sexuality. This includes, but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, behaviors that are verbal in nature or expressed through gestures and distribution of sexual images or video of a member of the college community without their consent.

Stalking: Unwanted and persistent behavior pursuing contact and/or harassing another individual in person or online.

Third party anonymous disclosures and/or reports: A third party may disclose or report an act of sexual violence to designated individuals within Lethbridge College or to the Lethbridge Police Service (LPS).

Part B: Roles and Responsibilities of the College Community

While college employees have a role to play in responding to incidents of sexual violence, some employees will have specific responsibilities, which include:

- **On-campus Health Services and Shepell Counselling Services** will provide medical, psychological and emotional support, advise on options, and provide recommendations for referrals to other services for employees and students.
- **Employees** (deans, chairs, faculty, registrar and other appropriate employees) will facilitate academic accommodations and other academic needs of those who have experienced sexual violence, e.g. extensions on assignments, continuing studies from home and/or dropping courses.
- **Residence Life** will facilitate safe living arrangements where applicable.
- **Director student services** will assist and facilitate with any incidents involving and/or relating to students.
- **Executive director human resources and planning** will assist with any incidents involving and/or relating to employees.
- **Lead first responder(s)** will coordinate and manage all complaints of sexual violence, plan and perform inquiries, refer where appropriate to the Threat Assessment Team, and communicate with police and any related agencies involved with the incident.
- **Security Services** will, where appropriate, provide information on the reporting process with local police.
- **Occupational Health and Safety** will ensure systems are in place to report incidents of sexual violence and provide recommendations for support and referrals to other services.

All members of the college community will uphold the rights of individuals, either as the individual who has experienced sexual violence or as the respondent in a sexual violence incident.

The individual who has experienced sexual violence has the right to:

- be treated with dignity and respect
- be believed
- not be probed about the details of the incident
- be informed about available on- and off-campus services and resources
- decide whether or not to access available services and to choose those services the individual feels will be most beneficial
- decide whether to report an act of sexual violence to Health Services, Shepell Counselling Services, the lead first responder(s), campus security and/or local police
- have reasonable and necessary actions taken to prevent further unwanted contact with the alleged respondent(s)
- confidentiality

The respondent has the right to:

- innocence until proven guilty
- be heard through an objective, fair inquiry process
- be provided with relevant information of the alleged complaint
- confidentiality
- have an allowable third party as a support through the process

Part C: Supports and Resources

1. Sensitive and timely communication with individuals who have experienced sexual violence is a central part of the college's response. College officials are open to the individual requesting an allowable third party support person to accompany them through the process.
2. The college will provide training to designated members of the college community (see Schedule 1: Training Program Descriptors) to ensure that first responders who are knowledgeable about sexual violence are available to respond to reports of sexual violence in a prompt, empathetic and trauma-informed manner (see Schedule 2: First Responders). First responders are educated in the social, cultural and legal aspects of sexual violence, which enables them to recognize, define and respond appropriately to the continuum of behaviors that constitute sexual violence. Schedule 3: Reporting Sexual Violence to Lethbridge College Security Services and Schedule 4: Reporting Sexual Violence to Lethbridge College Health Services and Shepell Counselling Services provide guidelines for members of the college community to be knowledgeable in the event that a disclosure and/or report of sexual violence is received.
3. On-campus and off-campus supports and resources are available to members of the college community who experience sexual violence. A list of these supports is available in Schedule 5: Sexual Violence Supports and Resources.

Part D: Methods to Report Incidents of Sexual Violence

Effective responses to reported incidents of sexual violence are crucial to the well-being of individuals who have experienced sexual violence. Employees and trained first responders involved in assisting individuals who have experienced sexual violence will advocate, support and assist with the navigation and understanding of on- and off-campus options, processes and resources. Collaboratively, the lead first

responder(s), other involved employees and the individual who has experienced sexual violence will develop appropriate safety plans.

Confidentiality

Ensuring confidentiality is key to creating an environment and culture where individuals feel safe to disclose, report, and/or lay a criminal complaint of sexual violence against another member of the college community and to seek appropriate supports and accommodations. The college will strictly maintain confidentiality unless there is reason to believe there is a risk of self-harm or harm to others. In cases where confidentiality cannot be maintained, information will be shared on a “need-to-know” basis with college employees in charge of the support services to be provided. Under no circumstances would the name of the individual who has experienced sexual violence be released to the public by the college. Where possible, the individual who has experienced sexual violence will be informed prior to the sharing of information. If this is not possible, the individual who has experienced sexual violence will be informed as soon as practicable. Examples of situations where confidentiality may not be guaranteed include, but are not limited to:

- an individual is at imminent risk of self-harm;
- an individual is at imminent risk of harming others;
- there are reasonable grounds to believe that others in the college or wider community may be at risk of harm; and/or
- where required by law.

Methods to Report Incidents of Sexual Violence

Members of the college community should immediately report incidents of sexual violence they witness or have knowledge of, or where they have reason to believe that sexual violence has occurred or may occur. There are four distinct reporting methods available that include:

1. Disclosure
2. Formal internal report
3. Criminal report
4. Third-party report

Following the receipt of a report of an alleged violation of the Sexual Violence Prevention and Response Policy, Lethbridge College will conduct an inquiry. This inquiry is a commitment to procedural fairness and upholding the rights of the individual who has experienced sexual violence as well as those of the person(s) alleged to have violated the Sexual Violence Prevention and Response Policy (the respondent(s)). In all cases, Lethbridge College will support the person who experienced an act of sexual violence by taking actions designed to address their needs, safety concerns and access to available resources.

1. Disclosure

A disclosure of sexual violence may be made to anyone within the college community. A member of the college community who receives a disclosure will encourage and/or support the individual who has experienced sexual violence to file a report to one of the dedicated areas of first response assistance: Health Services and Security Services. Staff in these areas will provide options, resources and information to the individual. Health Services and Shepell Counselling Services (CE1380) are available during business hours (8 a.m. to 4 p.m. Monday to Friday) or by calling 403-320-3289. Security Services is available 24 hours a day, seven days a week (CE 1301) or by calling 403-320-3206. Detailed information on the procedures followed by Health Services and Security Services are available [here](#). Online students may report a violation of the Sexual Violence Prevention and Response Policy electronically by emailing the lead first responder(s) at SVsupport@lethbridgecollege.ca .

Please note: Outside of regular business hours (8 a.m. to 4:30 p.m. Monday to Friday), the on-call College Leadership Council (CLC) member will be the designated first responder. The on-call CLC member will be called by Security Services to meet with an individual who has disclosed an act of sexual violence and provide information on process and available supports.

Members of the college community can choose only to disclose their experience and seek guidance, supports and resources. Individuals may also make a report in regards to a violation of this policy; however, they will not be required to do so. This decision rests solely with the individual who has experienced sexual violence. First responders will advise the individual who has experienced sexual violence of the right to request to the Lead First Responder(s) a Lethbridge College inquiry provided there is sufficient evidence to warrant such an inquiry through a formal reporting process.

If a disclosure is made to an employee by a student seeking academic accommodation, the employee, with the student's consent, will refer the student to the appropriate chair, dean or manager. With the student's permission, the chair, dean or manager will advise Health Services and Shepell counselling staff of the disclosure so that medical supports and other necessary accommodations can be put in place.

2. **Formal internal report**

Individuals who experience any violation of Lethbridge College's Sexual Violence Prevention and Response Policy have the option to formally report the experience to the lead first responder(s). The report may also be made to college security or Health Services and Shepell Counselling Services. The lead first responder(s) will assist members of the college community in understanding the various reporting options. The lead first responder(s) will perform an inquiry or will bring the report to the attention of the Lethbridge College Threat Assessment Team for review and decision regarding appropriate actions. Online students may report a violation of the Sexual Violence Prevention and Response Policy electronically by emailing the lead first responder(s) at SVsupport@lethbridgecollege.ca.

3. **Criminal investigation**

A report can be made to local police in an effort to pursue criminal charges under the Criminal Code of Canada. Emergency services may be accessed by dialing 9-911 from any college phone or by contacting the lead first responder(s) or security (403-320-3202 ext. 3206 or at CE 1301), who will assist the individual who has experienced sexual violence. If the individual goes to security after regular business hours, the CLC on-call administrator will be called in to assist. Online students may report to their local police service.

4. **Third-party reporting**

Any member of the college community can report a concern regarding the Sexual Violence Prevention and Response Policy to the lead first responder confidentially in person, through Security Services by calling 403-320-3202, or by email at SVsupport@lethbridgecollege.ca. If there is sufficient evidence to suggest a safety concern for members of the college community, the lead first responder(s) may initiate an inquiry.

Anyone who has experienced/witnessed sexual violence may pursue more than one option at the same time.

Right to Withdraw a Complaint

An individual who has experienced sexual violence has the right to withdraw a complaint at any stage of the process. However, the college may continue to act on the report or concern identified by the complaint in order to comply with its obligation under college policy and/or its legal obligations.

Reprisal

An individual who has experienced sexual violence that has acted in accordance with the requirements of this policy and the related procedures will be protected against reprisal. Protection will be provided to both the individual who has made a complaint and any other member of the college community who has participated or cooperated in an inquiry.

Reported incidents of sexual violence that are proven to be knowingly false and/or are maliciously made will be viewed as a serious disciplinary offense and dealt with appropriately.

Part E: Responding to Sexual Violence

1. Where a complaint of sexual violence has been received through any one of the four methods identified above, trained members of the college community will be available to provide support and will exercise care to protect and respect the rights of both the individual who has experienced sexual violence and the alleged respondent.
2. Where a complaint of sexual violence involves a minor, the college will adhere to all legal reporting requirements.
3. There are many responses that are possible to manage, support and care for members of the college community who are involved in a sexual violence incident. These responses may include but are not limited to:
 - 3.1. Where the respondent is a student:
 - 3.1.1. Separation of the academic and/or Lethbridge College resident living situations of any students involved in a report of sexual violence;
 - 3.1.2. Student respondents involved in an inquiry or criminal investigation for an alleged act of sexual violence against another member of the college community may have conditions, limitations and expectations imposed upon them up to and including expulsion. In particular, access to Lethbridge College programs and services may be restricted or withdrawn.
 - 3.1.3. Students will be expelled if they are convicted through the legal system for an act of sexual violence against another member of the college community;
 - 3.1.4. Students who has been convicted of sexual violence and who have met all terms and conditions of legal orders may reapply to the college for readmission. Each reapplication will be reviewed on a case-by-case basis with the appropriate employees involved and as determined by the administrators of this policy;

- 3.2. Where the respondent is an employee:
 - 3.2.1. Separation of employees within a work area where there has been a report of sexual violence;
 - 3.2.2. Employees may be placed on administrative leave, be subject to restrictions and possible suspension (with or without pay) or termination if they are involved in an inquiry for an alleged act of sexual violence against another member of the college community;
 - 3.2.3. Employee will be terminated if they are convicted for an act of sexual violence against another student or college employee;
- 3.3. Legal judicial orders put in place by the police and or the courts will be supported by college administration.

Part F: Maintenance of Reports and Statistics

The Executive director human resources and planning and the director student services will provide a report to the College Leadership Council (CLC) at least annually. The report will include a summary of reported incidents of sexual violence as well as a summary of the college's education, training, awareness and prevention activities. The information provided will be for information and education purposes only and will not include any information that may identify an individual member of the college community.

Schedule 1: Training program descriptors

First responder to sexual violence and abuse

First responder training educates individuals about social, cultural and legal aspects of sexual violence, which will enable them to recognize, define and respond appropriately to the continuum of behaviors that constitute sexual violence.

The first responder will:

- Recognize signs and symptoms of sexual violence;
- Respond in an empathic, trauma informed manner to those who experience sexual violence;
- Understand legal aspects of sexual violence;
- Identify behaviors that perpetuate sexual violence and how to respond; and
- Describe sexual violence prevention methods.

Bystander intervention

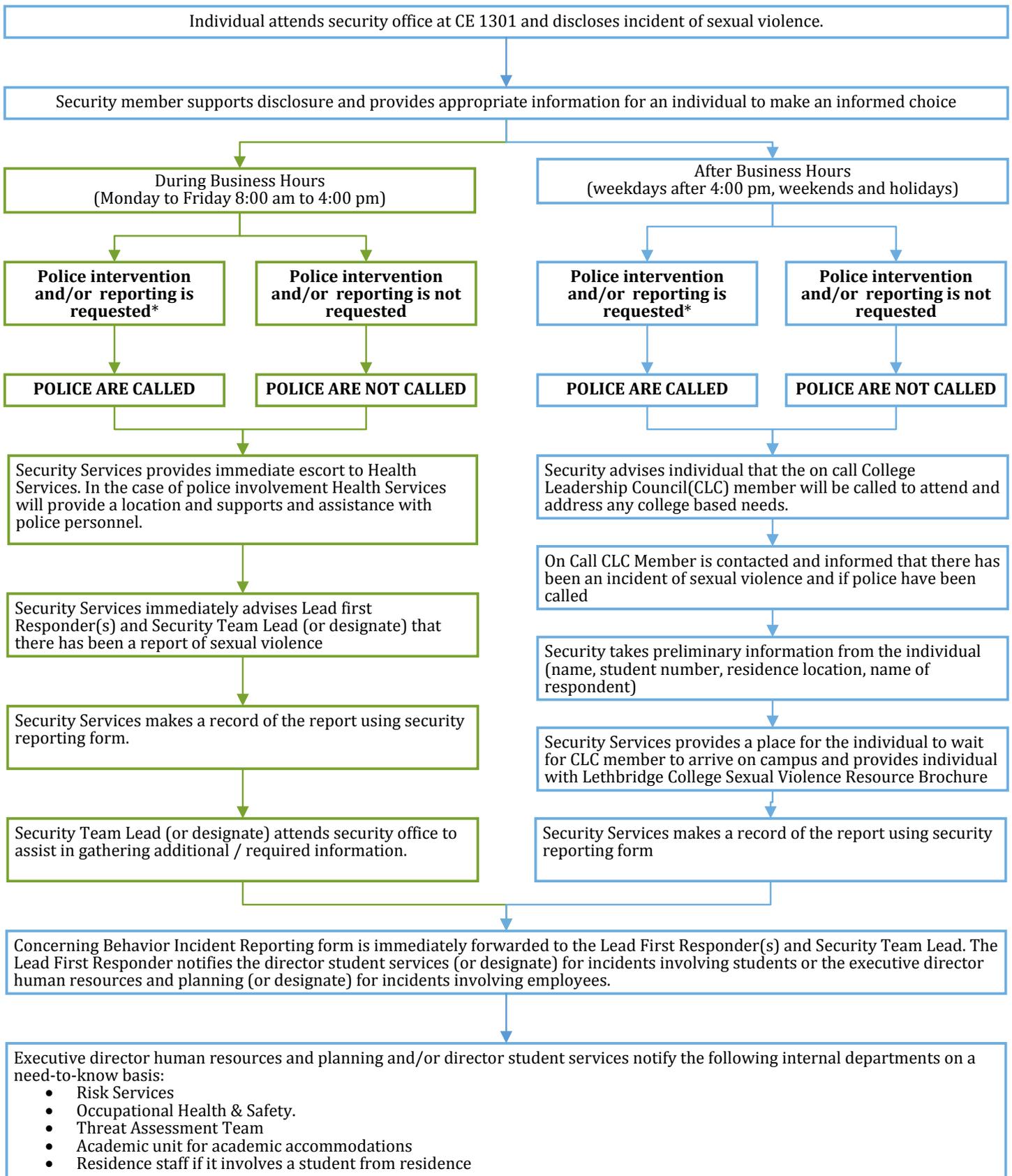
Bystander intervention training aims to empower and equip individuals with the knowledge and skills to effectively assist in the prevention of sexual violence. The bystander will:

- Identify behaviours or situations that may lead to sexual violence;
- Demonstrate knowledge and skills on how to safely intervene; and
- Recognize ideas or behaviors that support sexual violence and how to speak out against them.

Schedule 2: First responders (disclosures and/or reports sexual violence)

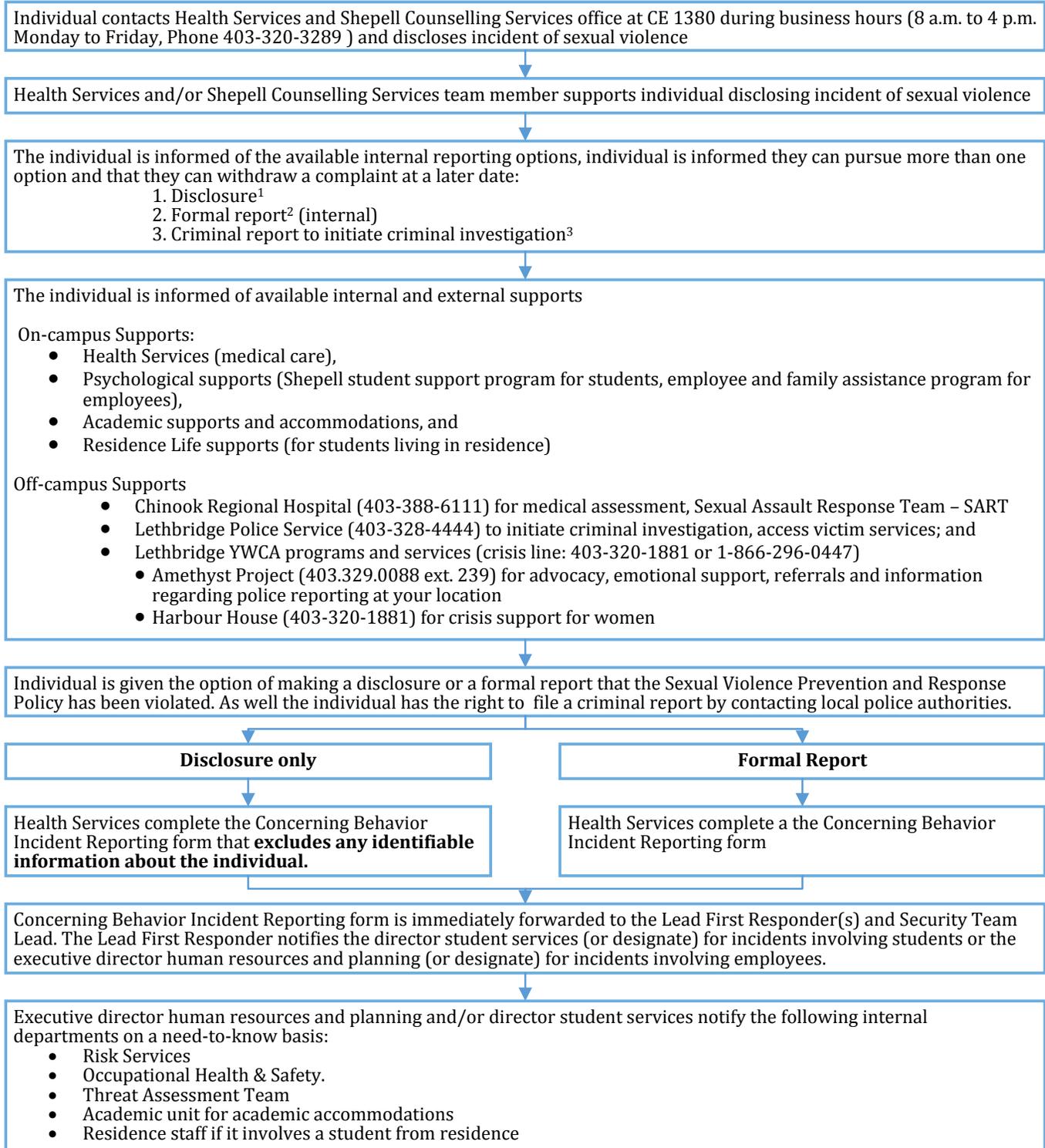
Director student services	Shelley Carter-Rose	shelley.carter-rose@lethbridgecollege.ca	Office Ph.:	403-320-3202 Ext. 5303
			Mobile:	403-308-6903
Executive Director Human Resources and Planning	Coreen Roth	coreen.roth@lethbridgecollege.ca	Office Ph.:	403-320-3215
			Mobile:	403-360-4506
Lethbridge College incident commander	Simon Griffiths	simon.griffiths@lethbridgecollege.ca	Office Ph.:	403-320-3257
Lethbridge College assistant commander	TBA		Office Ph.:	
Lead first responder(s)	John McGill	svsupport@lethbridgecollege.ca	Office Ph.:	N/A
Team lead occupational health & safety	Frank Zappone	frank.zappone@lethbridgecollege.ca	Office Ph.:	403-320-3413
Security team lead	John McGill	john.mcgill@lethbridgecollege.ca		403-320-3202 Ext. 5260
Manager, health services	Terra-Lynn Zosiuk	terra-lynn.zosiuk@lethbridgecollege.ca	Office Ph.:	403-320-3202 Ext. 5484
Staff nurse, health services	TBA		Office Ph.:	
Health promotion coordinator	Harmoni Jones	harmoni.jones@lethbridgecollege.ca	Office Ph.:	403-320-3202 Ext. 5485
Occupational health & safety coordinator	Laura Morden	laura.morden@lethbridgecollege.ca	Office Ph.:	403-394-7329
Residence life & housing coordinator	Laura Terry	laura.terry@lethbridgecollege.ca	Office Ph.:	403-329-7281
Resident & guest services coordinator	TBA		Office Ph.:	
FNMI student advisor	Marcia Blackwater	marcia.black_water@lethbridgecollege.ca	Office Ph.:	403-320-3202 Ext. 5731
Manager, athletics, residence & recreation services	Todd Caughlin	todd.caughlin@lethbridgecollege.ca	Office Ph.:	403-382-6912
Lethbridge College Student's Association (LCSA)	TBA		Office Ph.:	
	TBA		Office Ph.:	
Residence assistants	Resident Assistant On Duty		Office Ph.:	403-360-9703

Schedule 3: Reporting Sexual Violence to Lethbridge College Security Services



*Upon request, Security Services personnel will call police on behalf of the individual

Schedule 4: Reporting Sexual Violence to Lethbridge College Health Services and Shepell Counselling Services



1. Disclosure: When an individual shares information about a personal experience of sexual violence to someone who did not previously know.
 2. Formal Report: A statement to the institution by an individual who has experienced sexual violence seeking recourse pursuant to the violation of the Sexual Violence Prevention and Response Policy.
 3. Criminal investigation: Individuals may report sexual violence through the criminal justice system by contacting the Lethbridge Police Service (LPS) or Royal Canadian Mounted Police (RCMP). If an individual chooses this route, the lead first responder(s) may facilitate the individual regarding the process if requested.

Schedule 5 – Sexual violence supports and resources

On-campus support services:

There are many places to seek support on the Lethbridge College campus. These include:

Lethbridge College Health Services (students and employees and their families)

During clinic hours, registered nurses and doctors provide compassionate support by informing the individual impacted by sexual violence of their options for medical care, reporting processes, and referrals to appropriate on and off campus resources, including an Amethyst sexual assault advocate and counselling.

- More information and assistance is available by visiting Health Services (CE 1380) Monday to Friday 8:00 am – 4:00 pm, by calling 403-320-3289 or by visiting their [website](#).

Shepell student support program (SSP) (for LC students)

The Shepell counsellor for students is located in Health Services (CE 1380) and assistance to contact the Student Support Program can be made in the office.

- Access SSP services by calling 1-855-649-8641 (toll-free) or access online counseling and resources at <http://mystudentsupport.com> 24/7/365.

Employee and family assistance program (EFAP) (for college employees and eligible dependents)

College employees and their eligible dependents enrolled in the benefit package can access a full range of immediate confidential services, such as professional counselling and legal support, at no cost, 24 hours a day, and seven days a week.

- Access EFAP services by calling 1-800-387-4765 (toll-free) or access online counseling and resources at <https://www.workhealthlife.com>.

Lethbridge College Security Services

Security services is available 24/7/365 to respond to emergency calls

- More information and assistance is available by visiting Security Services in CE 1301 or by calling 403-320-3206.

Residence life

Provides support and options for students living in residence.

- During office hours (8:30 a.m.-4:30 p.m., M-F) visit Kodiak House 1000 or call 403-329-7218. After hours, assistance is available by contacting the Resident Assistant on Duty at 403-360-9703.

On-campus print resources:

All on-campus print resources are available on the Lethbridge College [forms website](#).

General resources

What is consent – postcard

Employee resources

Supporting students in distress & responding to a disclosure of sexual violence
Lethbridge College sexual violence resource – Amethyst project protocol
Shepell employee and family assistance program brochure

Student resources

Shepell student support program brochure
Lethbridge College support services post card

Off-campus support services

A number of community support services are available to support individuals who have experienced or been impacted by sexual violence. These include:

Lethbridge Police Service

Provides information about filing a criminal report 403-328-4444.

- [Lethbridge Victim Services](#): a police-based victim assistance program that provides information, support and referrals to victims and witnesses of crime or tragedy in Lethbridge. Volunteer advocates are first responders who provide practical support during the first few critical hours after a crime or tragedy. Services are available 24/7, 365 days a year. During office hours (Monday-Friday, 8:30 a.m. to 4 p.m.) contact 403-330-5176, after hours contact VSU through the LPS Duty Staff Sergeant 403-327-2210.

Chinook Regional Hospital Emergency Department

Provides emergency medical care, STI testing, pregnancy prevention and access to a sexual assault kit completed by a Sexual Assault Response Team (SART) Physician 403-388-6111.

Sexual Health Centre (up to age 25, services available to all ages in emergency situations)

Provides STI testing, pregnancy prevention, information related to sexual health 403-320-0110.

Lethbridge YWCA

Offers a number of [support programs and services](#) to meet the needs of southern Alberta. These programs include:

- The [Amethyst Project](#) provides emotional support, referrals and clear information about off campus reporting options. View their brochure or contact them at 403.329.0088 ext. 239. Crisis Line: 403-320-1881 or 1-866-296-0447.
- [YWCA Harbour House](#) provides crisis and on-going support to assist in dealing with domestic and/or sexual violence situations, which includes crisis shelter for women & children at risk. Phone: 403-320-1881 or toll-free 1-866-296-0447 (also acts as Amethyst's crisis line).

Lethbridge Family Services (LFS)

Provides counselling support for those who have experienced sexual violence, with sliding scale fee rates available. Phone 403.327.5724 or visit their [website](#) for more information.

Sexual Violence Action Committee (SVAC)

The [Sexual Violence Action Committee \(SVAC\)](#) is a group of community agencies working together to address issues of sexual violence in the community including prevention, community education and assistance for those who have experienced sexual violence and families in navigating available support For more information view their brochure or visit their website (in development).