

Student Reporting Options and Resources

If You Have Experienced Sexual Misconduct

WHERE TO GET HELP

Campus Security

Windsor: 519-972-2741

Chatham: 519-354-9100 x3911

- Provide safe escort on campus.
- Safety plans
- Assist with calling Police (if you want them to)
- Write up a report and submit to the College

Windsor Sexual Assault Treatment Centre

519-255-2234

Chatham Kent Health Alliance: Sexual Assault/ Domestic Violence Treatment Centre

519.352.6400 x 6382 or emerg department after hours

- Medical Assessment and Evidence Collection
- Counselling
- Advise on options for reporting to Police

Police - 911

- Take your report
- Advise on options for next steps

REPORTING OPTIONS

Informal Report

Seek supports including:

- Academic supports & accommodations
- Safety Planning
- Counseling
- Medical Support
- Get information regarding formal reporting options
- No College action on alleged offender (unless overall safety risk to College campus or another individual)

Formal Report

- Meet with Sexual Violence Prevention (SVP) Advocate or College Resolution Officer to review options and process.
- External party will be brought in to investigate.

See page 2 for more information on informal

EXPLORE YOUR OPTIONS

The decision to seek support is a personal choice. Whether or not you choose to do so is entirely up to you.

This document highlights resources and reporting options available to you.

COUNSELLING OPTIONS

ON CAMPUS

St. Clair College Accessibility, Academic, & Personal Counselling
Windsor: ext. 4226 - Rm 206
Chatham: ext 3306 - Rm 133
Downtown: ext 4348 - Rm 127

Mental Health Counselling

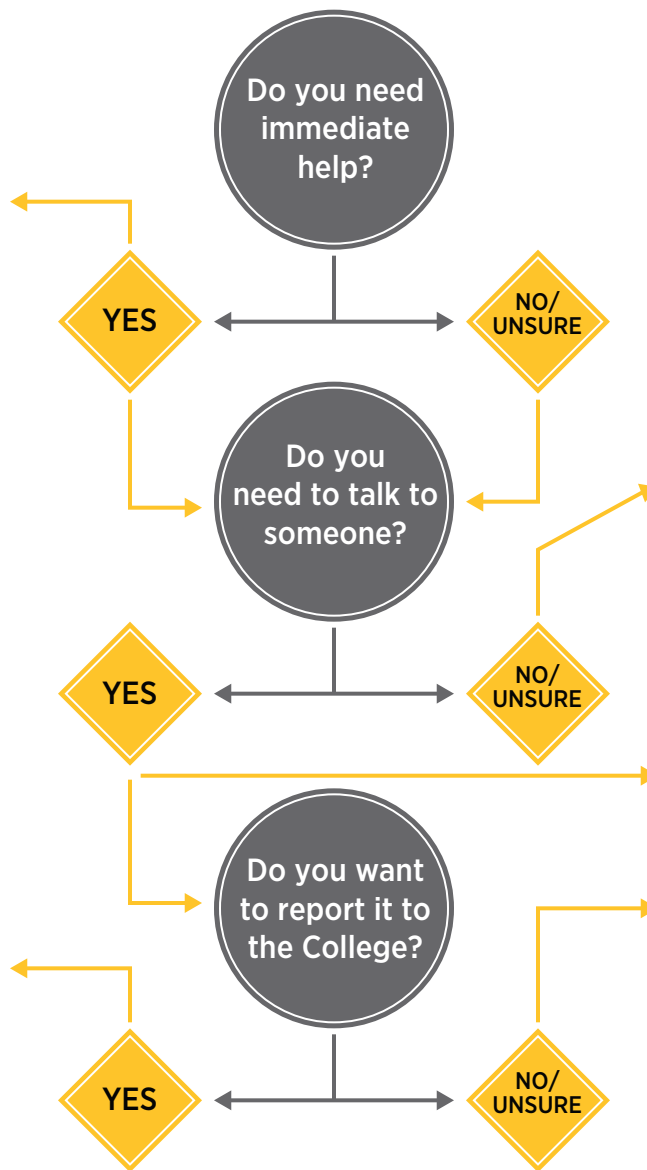
Windsor 519-972-2727 ext4484
Rm 164 (Health Centre)
Chatham 519-354-9100 ext3729
Rm 133

ONLINE

- Good2Talk Helpline 1-866-925-5454
- RealCampus 1-877-390-REAL (7325) www.realcampus.ca

OFF CAMPUS

- Sexual Assault Treatment Centre (Windsor) 519-255-2234
- Victim Services of Windsor & Essex County 519 723 2711
- Chatham-Kent Sexual Assault Crisis Centre 519-354-8688
- Chatham-Kent Victim Services 519-436-6630



The supports and resources listed on this chart will always endeavor to protect your privacy. However in rare cases where an incident of sexual violence or a threat of sexual violence poses a risk to the safety of the St. Clair College community, precautions may include the disclosure of relevant information to other people at risk, relevant staff at the College and/or the police.



ST. CLAIR

C O L L E G E

www.stclaircollege.ca/svp

Student Reporting Options and Process

If You Have Experienced Sexual Misconduct

INFORMAL REPORT

An **"Informal Report"** is the act of sharing information in order to receive support and services and/or to learn about options for formally reporting an incident of sexual misconduct. An individual who has been affected may disclose information about the incident(s) to a trusted member of the College Community who can help them access supports and services. College community members who can help you through this informal process include:

- Student Services
- Health Centre
- Sexual Violence Prevention Advocate
- College Resolution Officer
- Student Government Representatives

If reported informally to the College, you will be provided with the resources and supports that you need. The College will not investigate the matter or discuss the matter with the alleged offender unless you provide that consent.

The exception to this rule is when the College believes there to be a reason to be concerned about the safety of other college community members. Informal reports are communicated to the SVP Advocate and the College Resolution Officer, without identifying information. The following assessment is made, based on information provided, to determine whether a formal investigation will take place.

- An individual is at imminent risk of self-harm;
- An individual is at imminent risk of harming another person;
- There are reasonable grounds to believe that others in the College or wider community may be at risk of harm (i.e. more than one report identifying the same individual)

If the College determines a need to move to a formal investigation, you will be notified and can choose whether or not to participate in the process.

FORMAL REPORT

A **"Formal College Report"** is a written allegation of a violation of this policy made by a Complainant and is provided to the Associate Vice President, Safety, Security and Facilities Management, or to the College Resolution Officer, in order to initiate an investigation. A documented formal report must be completed for the College to initiate an investigation into the allegation.

This type of report can not be made anonymously, although the College has the discretion to investigate any allegation brought to their attention. The College is obligated to inform Respondents of allegations made against them. Making a Formal College Report does not prevent the Complainant from also reporting the incident to police.

A Formal College Report shall be on the Form prescribed by the **Sexual Violence Prevention and Reporting Policy** and shall include the items listed below. The Complainant can write the report themselves or request for the assistance of a scribe to take notes as they verbally outline the incident. The Complainant will need to complete the Complaint form, review the scribe's notes which will be attached to the form, and sign the notes to indicate that this is an accurate statement of the facts of the incident. :

- Chronological statement of facts by the Complainant;
- Contact information of the Complainant and witnesses;
- Any available documentary evidence, including but not limited to, emails, text messages, and social media posts.

Formal reports submitted to the College will be investigated by an external firm with expertise in dealing with sexual misconduct cases and that are familiar with the College's policies and procedures. Interviews will be conducted with both parties as well as with any witnesses. Findings will be communicated to both parties and if any sanctions are issued, those will also be communicated. Both parties have rights to appeal.

Additional detail on the formal reporting process can be found in the Sexual Violence Prevention and Reporting Policy.

We know that this is a difficult and confusing time for you. Our SVP Advocates, Rebecca or Beth, can help you get the supports you need and guide you through the reporting process if that is what you want to do.

Rebecca - RDemchuk@stclaircollege.ca
phone: 519-519-966-1656 ext. 4686

Beth - BPirouet@stclaircollege.ca
phone: 519-519-966-1656 ext. 4372



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