



College of the Rockies Sexual Violence and Misconduct Disclosure/Reporting Protocol for Students and Employees

Refer to 4.8.8 *Sexual Violence and Misconduct Prevention and Response* policy for guidelines and definitions related to this protocol.

RESPONDING TO DISCLOSURES

College Community members who receive a disclosure shall:

1. Attend to the safety of the survivor
 - Call 911 if someone is in danger or needs urgent medical care
 - Encourage survivor to seek medical care and ensure they have a safe place to stay

Note: Refer to the ***Reporting*** section for more information.

2. Respect and support the survivor by believing them, listening without interrupting, and encouraging them to seek support of a trained professional (refer to *Resources for Survivors* on page 7).
3. Provide resources (refer to *Recommended Steps to Follow Immediately After a Sexual Assault* on page 5, *External Reporting Options* on page 6 and *Resources for Survivors* on page 7 of this document).
4. Survivors have the right to disclose to whomever they feel comfortable approaching for support. However the College recognizes that it could be difficult to disclose an experience of sexual violence and misconduct with multiple people in order to get the support or accommodations the survivor requires. As such, the College has identified the following individual contacts from whom survivors can receive streamlined access support services.
 - Director of Student Affairs (Students) or
 - Manager, Human Resources (Employees)

Note: It is the survivor's choice whether or not to receive support or accommodations.

REPORTING

Sexual violence and misconduct differs from other violations of conduct because of its highly personal nature. As such, reporting procedures for allegations of sexual violence and misconduct under College processes are designed to be flexible and responsive to the needs of survivors of sexual violence and misconduct and the barriers to reporting. There is no right or wrong reporting option. Survivors have control in deciding if and how they would like to report and what option is best for their circumstances and needs. Each reporting option involves a distinct process and can result in different outcomes for

alleged perpetrators. The College does not require that a survivor go through any particular reporting process and will continue to offer support services and necessary accommodations in any scenario.

Note: Refer to the Confidentiality (section D bullet 2) of the policy 4.8.8 *Sexual Violence and Misconduct Prevention and Response* if the person reporting is under the age of 19.

Reporting Options (Survivor's decision):

- The College
- Local law enforcement (RCMP – Victim Services)
- Emergency at the Hospital
- None or all of the above
- Third Party Report: Option of last resort for survivors who would not otherwise provide information to the police. It is not a substitute for a call to 911, nor is it in and of itself a police investigation. This option is for adult survivors (19 and over) ([Third Party Reporting Guidebook, 2015](#))

Types of Reporting:

- Internal
 - College Internal Protocol. Refer to *Reporting Sexual Violence and Misconduct – College Internal Protocol* flowchart on page 5 of this document.
- External
 - RCMP – Victim Services
 - Community Victim-Based Services
 - Civil Claim
 - Third Party Report – a survivor may wish to make an anonymous Third Party Report to Community Based Victim Services located at Summit Community Services Society in Cranbrook.

REPORTING TIMELINES

There are no time limitations on when sexual violence and misconduct can be reported. Reporting a few months or even years after an incident of sexual violence and misconduct occurred is not uncommon.

Survivors are encouraged to report when they feel ready to do so. However, the College does not have jurisdiction to discipline an alleged perpetrator who was an employee or student of the College at the time of the incident, but subsequently ceased to be an employee or student of the College. A criminal complaint could still be lodged.

ASSISTANCE WITH REPORTING:

The Director of Student Affairs can assist Student Service Professionals to put the appropriate supports and accommodations in place and can facilitate the reporting process should a student survivor choose to make a report. The Manager, Human Resources can facilitate the reporting process should an employee survivor choose to make a report.

Student survivors can call the Director of Student Affairs at 250-489-8247 or email silva@cotr.bc.ca and employee survivors can call Manager, Human Resources at 250-489-8223 or email nelson@cotr.bc.ca to report an incident of sexual violence and misconduct and/or to request accommodations.

INTERNAL INVESTIGATION, DECISION AND DISCIPLINARY ACTION:

The decision and discipline process will be administered and applied in conformity with the principles of procedural fairness and natural justice. The process for investigation, decision, and disciplinary action from a report made to the College will depend upon the relationship of the alleged perpetrator to the College. The College may still be in a position to provide support to the survivor if the alleged perpetrator is not part of the College Community.

If the Alleged Perpetrator is a Student

The Student Conduct policy applies to incidents where the alleged perpetrator is a College student and the incident took place at a College-related activity.

The College of the Rockies 2.4.4 Student Conduct policy sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. Sexual violence and misconduct falls under section B.2, *Responses to Unacceptable Student Conduct*.

If conduct of a student is investigated and found to be contrary to the *Student Conduct* policy, disciplinary measures may be imposed.

It is important to note that the College does not have the jurisdiction that local law enforcement has, and the College's non-academic discipline process is not a substitute for criminal proceedings. The College is only able to impose disciplinary measures that relate to the relationship between the student and the College.

If the Alleged Perpetrator is a College of the Rockies Employee

If the sexual violence and misconduct was alleged to have been committed by a College employee, and it is alleged to have occurred during a College-related activity or event, the incident can be brought to the Manager, Human Resources for support, reporting, and investigation of the allegation.

Where a complaint is one of sexual harassment involving an employee and a student, the complaint will be within the jurisdiction of both the collective agreements and the *Sexual Violence and Misconduct Prevention and Response* policy.

Note: If the alleged perpetrator is either the Director of Student Affairs, the Manager, Human Resources, or the President, the incident can be brought to the Executive Director, Human Resources for reporting and investigation.

Reporting without Disciplinary Process

In cases of reporting to the College or to local law enforcement, if a survivor does not wish to proceed with a process, they may still provide information on the sexual violence and misconduct incident to ensure that the appropriate authorities are aware of the incident, and the alleged perpetrator, for the survivor's personal safety, for community safety, or for future investigative purposes.

If a survivor chooses to make a report to the College and is not sure if they would like to proceed with the disciplinary process right away, the College can keep the statement on file for the future and the survivor may take their time to determine if they would like to proceed. However, it is important to keep in mind that if the alleged perpetrator graduates or leaves the institution in the interim, the College will no longer have jurisdiction over them and will not be able to proceed.

MEDICAL ASSISTANCE

For various reasons, many sexual assault survivors do not want to go to the hospital. Inform the survivor that if they choose to go to the hospital they will be offered the following services by nurses and doctors:

- Emotional and supportive care
- Physical examination and checking for injuries
- Prophylactic treatment for pregnancy
- Prophylactic treatment for Sexually Transmitted Infections (STI)
- Referral to counselling and support services
- Options for follow-up care

Also inform survivors that:

- They can choose whether or not to have forensic evidence collected
- Evidence can be collected up to one (1) week after the incident, although 72 hours is preferred
- If they choose to have evidence collected, they should not shower, eat or drink, brush their teeth, or change their clothing before the exam (samples can still be taken if they have done these things).
- Forensic samples will be transferred to police at time of exam

ACCOMMODATIONS FOR SURVIVORS

Survivors do not need to make a formal report in order to access accommodations or support.

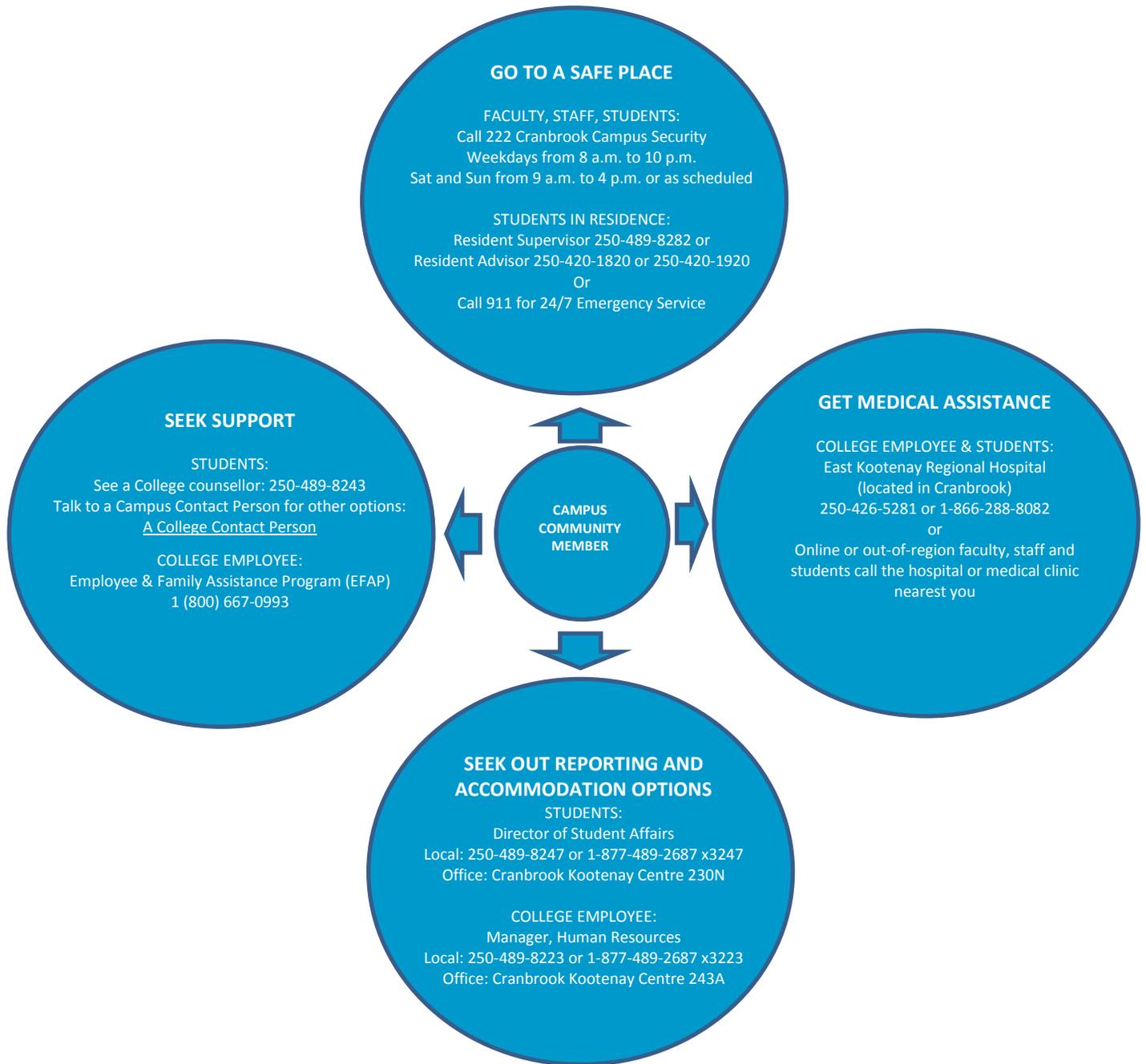
The following is a list of some of the accommodations the College can provide to someone who discloses that they have been a survivor of sexual violence and misconduct at a College-related activity:

- Safety planning
- Assistance with a safe place to stay
- Class schedule changes
- Academic accommodations
- Alternative work or activity scheduling

This protocol is modeled after the University of British Columbia's *UBC Vancouver Sexual Assault Response and Support Protocol*.

RECOMMENDED STEPS TO FOLLOW IMMEDIATELY AFTER A SEXUAL ASSAULT:

If you have experienced sexual violence and misconduct OR witnessed sexual violence and misconduct the following diagram provides the recommended steps you can take.



Adapted from *Queen's University Interim Sexual Assault Support and Response Protocol*

RESOURCES FOR SURVIVORS:

Community Based Victim Services at Summit Community Services Society

These programs provide intervention and follow-up counselling for individuals who have been victimized through sexual assault, childhood sexual abuse or domestic/relationship abuse
Cranbrook & Kimberley: 250-489-3114 ext 241

College of the Rockies Counselling & Wellness Services

Provides free one-on-one counselling to support students who have been sexually assaulted and/or impacted by sexual abuse and other forms of sexual violence and misconduct.

**College of the Rockies
Student Services, Kootenay Centre
Cranbrook, BC V1C 5L7**

PH: 250-489-8243

Toll Free: 1-877-489-2687 ext. 3243

Options for Sexual Health

Services include low-cost contraception, STI care, pap screening, pregnancy testing and pregnancy options, counselling
Drop in Wed 6:30-8:30pm

209 16th Ave N. Cranbrook, BC

PH: 250-426-3995

Toll Free: 1-800-739-7367

www.optionsforsexualhealth.org

Ktunaxa Child and Family-Counselling Services

Trauma counselling in the Cranbrook, Creston, Invermere, and Kimberley area.
250-489-4563

24-HOUR CONTACTS

Victim Services

Provides immediate emotional support, court support, and referrals.

PH: 250-417-4225

See additional numbers under

[Reporting Options below. Police-based Victim Services are obligated to report disclosures to the RCMP](#)

Crisis Line

Crisis Line volunteers are available to listen, help problem solve, and have access to information on a number of mental health resources

Crisis Line for College Region:

PH: 1-888-353-CARE(2273)

Transition Housing

Transition houses provide safe, temporary 24/7 staffed shelter with support services.

Cranbrook & Kimberley: 250-426-4887 or 1-800-200-3003

Safe Homes in Region:

Creston: 250-402-0068 or 250-426-6856

Fernie: 250-865-2031 or 1-800-200-3003

Golden: 250-344-5317 or 250-344-2101

Invermere: 250-341-3963 or 250-342-5566

or 1-800-200-3003

East Kootenay Regional Hospital

Located in Cranbrook, EKRH provides emergency and trauma services.

PH: 250-426-5281

TF: 1-866-288-8082

VICTIMLINK

Multilingual service

PH: 1-800-563-0808

TTY: 604-875-0885

Text: 604-836-6381

Email: Victimlinkbc@bc.ca

BC Nurseline

Confidential health information and advice. Specially trained nurses answer questions about health topics and procedures, identify symptoms, and help you decide when to see a health professional. Pharmacists are available to answer your questions about medications from 5pm-9pm daily.

PH: 1-866-215-4700

TTY: 1-866-889-4700

REPORTING OPTIONS

A survivor can report an assault to local law enforcement, the College, neither or both. College of the Rockies does not require a survivor to report an assault, and will provide support services and necessary accommodations.

Royal Canadian Mounted Police (RCMP) (Through Victim Services)

Cranbrook: 250-417-4225

Creston: 250-428-9313

Fernie: 250-423-7500

Golden: 250-344-3920

Invermere: 250-342-3937

Kimberley: 250-427-5621

College of the Rockies Process

If the assault occurred during a College-related activity at any location, and the assault was committed by a College of the Rockies student, it can be reported to the Director of Student Affairs.
250-489-2751 local 3247

College of the Rockies Process continued

If the assault occurred during a College-related activity at any location, and the assault was committed by a College of the Rockies employee as defined in policy 4.8.8, it can be reported to the Manager, Human Resources
250-489-2751 local 3223