



GUIDE FOR EMPLOYEES RESPONDING TO A DISCLOSURE OF SEXUAL VIOLENCE

How to Respond to a Disclosure of Sexual Violence

If you receive a sexual violence disclosure, it is important to inform the individual making the disclosure of your commitment to keep all information that is provided confidential. It is also important to inform the person disclosing that there are limits to confidentiality and that confidentiality cannot be assured in the following circumstances

- an individual is at imminent risk of self-harm,
- an individual is at imminent risk of harming another,
- imminent risk of harm to a minor,
- subpoena to court, and/or
- there are reasonable grounds to believe that others in the college or wider community may be at risk of harm.

If someone discloses an experience of sexual violence, refer them to the Director, Human Resources or designate (if they are an employee) or to the Dean of Student Services/Registrar, or designate, if they are a student. These designated staff have expertise in responding to instances of sexual violence and are in the best position to provide referrals for support and to outline information about the complaint process for students and employees. Wherever possible, this referral should be made **before** the person discloses the details of the incident(s) of sexual violence and/or any identifying information about the involved parties.

Advise the survivor that these staff members can provide the following services as requested

- assist with the coordination of safety planning,
- facilitate referrals to community agencies and college resources,
- coordinate academic/workplace accommodations,
- coordinate housing relocation for students on campus,
- coordinate referral to medical services,
- coordinate referrals to on and off campus counselling services,
- provide information about criminal and non-criminal reporting options,
- assist with decision making and navigating college processes or the legal system, and
- manage the flow of information among departments or offices with explicit and informed consent from the survivor.

If you Receive a Disclosure of Sexual Violence

1. Assess immediate safety.
2. Inform survivor of limitations to confidentiality.
3. Listen without judgement.
4. Refer the individual to the appropriate support person (Director, Human Resources or Dean of Student Services/Registrar.)

1. Assess Immediate Safety

If possible, ensure that the disclosure takes place somewhere the survivor feels comfortable and where their privacy is respected. Ask the survivor if their immediate safety is at risk.

- If the immediate safety of the survivor or any other member of the college community is at risk, contact Campus Security on 403-529-3911 and/or call 911.
- If you are witnessing a current act of violence on campus, contact Campus Security on 403-529-3911 and/or call 911.
- If immediate safety is not at risk, ask the survivor if they are somewhere they feel comfortable.

Please Note: Security Services will only contact Police Services if it is assessed that there is an imminent risk to the safety of an individual or the broader community.

2. Inform the Survivor of Limitations to Confidentiality

It is your responsibility to inform the person making the disclosure of any limits to confidentiality before they disclose identifying information.

3. Listen Without Judgement

An individual who has experienced sexual violence may disclose to staff or faculty members, or any other resource listed in Appendix C – Guide for Individuals Impacted by Sexual Violence when seeking support and/or academic accommodation.

A supportive and validating initial response to a disclosure of sexual violence often makes a significant difference for survivors who may be apprehensive about sharing deeply personal or difficult information.

It is essential to communicate that sexual violence is never the fault of the survivor, and to respect the individual's right to choose the services they feel are most appropriate including whether to report to the police or not. It is the survivor's choice as to what and how much they disclose about their experience.

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4. Refer the Individual to the Appropriate Sexual Violence Response Contact Person

An important part of supporting a person who has experienced sexual violence is to provide them with information about their options and the resources that are available to them. Navigating college and community resources after experiencing sexual violence can be difficult. Your role is to help the survivor connect with the appropriate people.

Recommend that the survivor contact the Director, Human Resources (or designate), if they are an employee or the Dean of Student Services/Registrar (or designate), if they are a student. If appropriate and feasible, offer to accompany the survivor to the appropriate office.

Respect the survivor's choice of whether to report the incident(s) to Campus Security or to Police Services. Do not report the incident(s) yourself. Do not pressure the survivor to seek further assistance if they decline to do so.

Support and Services

The college will provide support and appropriately accommodate the needs of those who have experienced sexual violence or have been impacted by sexual violence.

The college will facilitate access to supports and services on campus, working in collaboration with other offices, departments, and community partners in order to best meet the needs of survivors.

Supports and resources offered include but are not limited to

- academic/workplace accommodation,
- counselling,
- critical incident coordination,
- case management,
- alternative housing,
- crisis funding,
- safety planning, and
- peer support.

Support and services available are specific to the affiliation (student/staff/faculty) of the individual and their needs. Support, services and/or accommodations are available whether or not a survivor has filed a formal report/complaint or an incident.

Please refer to Appendix C – Guide for Individuals Impacted by Sexual Violence for a full list of student, employee, and community resources available to those subject to or impacted by sexual violence.