

**Procedures for responding to student disclosures,
reports and complaints of sexual violence**

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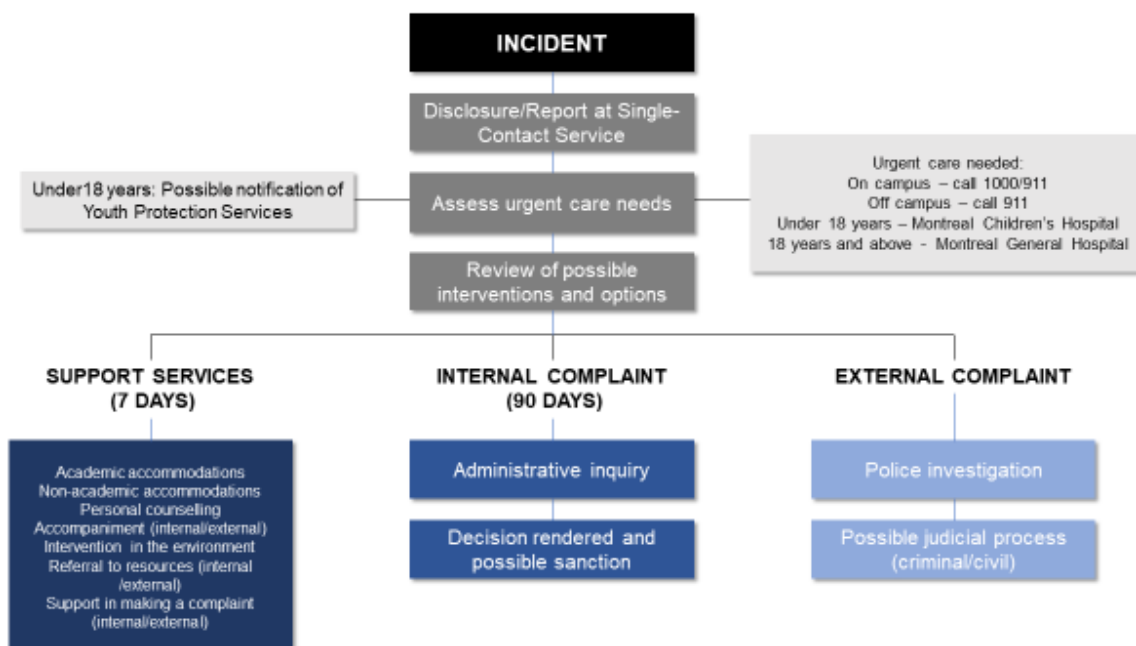
Procedures for responding to student disclosures, reports and complaints of sexual violence

1. Introduction

These procedures are designed to assist in the implementation of the *Policy on Sexual Violence*.

2. Students

Figure 1. Flowchart to assist students dealing with an incident of sexual violence.



The Single-Contact Service is the point of service for immediate and comprehensive response to disclosures and reports of sexual violence. The student will meet a Primary Contact Person who is a psychologist. Individuals who engage with the Primary Contact Person will receive non-judgmental and confidential support in a safe space.

2.1 Emergencies requiring immediate assistance

On Campus

Contact Campus Security Department:

- Phone: (514) 931-8731, local 1000
- Use one of the Emergency panels (identified with red signs), which are situated on each floor in every wing of the College.
- In person: Security main desk 2E.14

If someone calls 911 from a campus phone, Security will be automatically notified of the call. If someone calls 911 from their cell phone, they are asked to please notify security immediately after.

Off Campus

- Call 911.
- For evidence collection and testing for sexually transmitted infections:
 - Under 18 years: Montreal Children's Hospital Emergency Room
 - 18 years and above: Montreal General Hospital Emergency Room
- Contact the Montreal Sexual Assault Crisis Line: 514-933-9007
- Call 811 (Info-Santé) for free and confidential medical consultation service.

2.2 Follow-up assistance

Contact the Single-Contact Service for students for confidential support, information and resources:

- In person: Between 8:00 a.m. to 6:00 p.m., Monday through Friday, **Room 4E.2**
- Online: Consulting the [Dawson College Sexual Violence Information](#) web page
- Phone: (514) 931-8731 ext. **1112** (24 hours, 7 days a week). Callers will be able to leave a voicemail. The outgoing message will provide information and resources.
- E-mail: SVRT@dawsoncollege.qc.ca (24 hours, 7 days a week). The outgoing message will provide information and resources.

The Student Primary Contact Person will reply to all inquiries, whether in person, by telephone or by e-mail. Options for accommodations and support will be reviewed and offered to the discloser within a **maximum of seven (7) days** after the initial contact by the discloser.

It is the Primary Contact Person's responsibility to provide information and/or facilitate support and follow up with those affected by an incident of sexual violence. The Primary Contact Person will also work in collaboration with relevant College community members in promoting the safety and security of all those affected. The Sexual Violence Response Team (SVRT) can be convened at the discretion of the Primary Contact Person to accomplish these tasks.

2.3 Disclosures and reports

The Single-Contact Service is the point of service for immediate and comprehensive response to disclosures and reports of sexual violence. Individuals who engage at the Single-Contact Service will receive non-judgmental and confidential support in a safe space.

Single-Contact Services

- Immediate assistance, needs assessment and referrals (see above for information about emergency situations)
- Review and explanation of possible interventions and options:
 - Support services
 - Internal complaint options
 - External complaint options

Support Services

The Primary Contact Person can offer and/or facilitate the following support options:

- Counselling and support services
- Information about available services and options and College policies and procedures
- Academic and non-academic accommodations
- Support and accompaniment (internal and external)
- Referral to internal and external resources
- Support to bystander(s) and witness(es)

2.4 Sexual Violence Response Team (SVRT)

The SVRT, led by the Primary Contact Person, is called to meet on an urgent and priority basis in the event of a reported incident of sexual violence and will act together to provide a coordinated and appropriate response. The SVRT is an ad hoc team composed of the most relevant resources, depending on each case, as determined by the Primary Contact Person and in accordance with the needs and wishes of the discloser. Only essential details will be disclosed to the ad hoc team to ascertain the needs.

The Sexual Violence Response Team will ensure that accommodations are provided to all necessary parties within **seven (7) days** of the initial contact of the Primary Contact Person by the discloser, in accordance with existing policies and procedures.

2.5 Complaints

1. Internal complaint options

If you decide to move forward with an official complaint:

the Primary Contact Person will:

- provide information;
- review possible outcomes with the discloser should they wish to file an internal complaint; and/or

- assist with the [filing of the complaint](#)

The complaint will be submitted to the Director of Student Services, who will oversee and ensure that an inquiry is completed and a decision is rendered and communicated to the persons concerned within **90 days** of the initial contact by the discloser. In cases where the respondent is an employee, the Director of Student Services will work in collaboration with the Director of Human Resources. The discloser may terminate the process at any time, subject to the limitations set out in article 12 of the *Policy on Sexual Violence*. Once a complaint has been received, page two (2) of the official Complaint Form, outlining the nature and details of the complaint, will be sent to the respondent.

The Director of Student Services will render a decision based on the findings of the inquiry. The *Act respecting access to documents held by public bodies and the protection of personal information* (CQLR, chapter A-2.1) determines what, if any, information the College will legally disclose to the persons concerned with the inquiry.

All persons concerned with the inquiry will be informed in writing when a decision has been reached. More specifically, the discloser will be informed that the inquiry has concluded but in accordance with Article 12 of the Policy on Sexual Violence, they will not be informed of the sanctions imposed on the respondent if any. The findings of the inquiry will be forwarded to the appropriate managers and the respondent. In addition to the results of the inquiry, any sanctions will be communicated to the respondent, and, if the respondent is a College employee, their manager.

Appeals

The discloser and the respondent have the right to appeal the decision by submitting a request to the Director General, as per Article 14 of the Policy on Sexual Violence. Appeals can only be granted on the grounds of a major procedural error or new evidence.

2. External complaint options (criminal or civil)

If you decide to proceed with the criminal or legal option:

The Primary Contact Person will:

- provide information;
- provide referrals to external legal resources;
- review possible outcomes with the discloser should they wish to file an external complaint; and/or
- facilitate accompaniment for the discloser when filing a complaint.

2.6 Support to student respondents

The support person for student respondents will be the Coordinator of Student Services, who will provide support in a non-judgmental and respectful manner. The Coordinator will provide information on policies, rights and resources, but is not an advocate and cannot provide legal

advice to the respondent. Conversations with the support person for student respondents are private and confidential, subject to the limits of the law.

More specifically, the respondent will be provided with information concerning:

- Counselling and support services
- Available services
- College policies and procedures
- Academic and non-academic accommodations
- Services of the Ombudsperson
- Referral to internal and external resources