

<b>TYPE:</b>	Administrative
<b>TITLE:</b>	Student Well Being & Campus Response
<b>NO.:</b>	ADMIN-227
<b>RESPONSIBILITY:</b>	Vice-President, Student Affairs
<b>APPROVED BY:</b>	Durham College Leadership Team
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## 1. Introduction

Durham College acknowledges that a pro-active approach to supporting the well-being of post-secondary students includes anticipating that our students experience an increase in the frequency and intensity of problematic behaviours, witnessing at-risk persons amidst the campus community, and exposure to mental illness related issues, either directly or indirectly. Durham College is committed to taking reasonable steps to ensure the well-being and safety of all members of the campus community.

The Student Well-Being & Campus Response policy and procedure will be implemented by the Core Group, which is a multi-disciplinary resource designed to review, discuss and devise a support plan when a concern regarding a student's activities or pattern of behaviours is reported. Any student, who witnesses, is exposed to, or who engages in troubling behaviour may refer to this policy and procedure.

## 2. Purpose

The purpose of the Student Well-Being & Campus Response policy and procedure is to consider all available factors when assessing a student's concerning behaviour, with a goal of supporting the student through a distressing event or complex circumstances. Behaviours, communications or activities reported as disturbing or distressing to, or by others on campus, will be considered as relevant to the Core Group. Where concerning behaviours are reported, the Core Group will triage and prioritize the student's needs primarily to support and protect the individual, members of the College community, and to protect the College reputation and assets.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. Upon becoming aware of behaviours, activities or communications that are of cause for concern, the Core Group should be initiated at the earliest possible opportunity. The Core Group is responsible for assessing and responding to the matter in a timely fashion.

- 4.2. The primary goal of the Student Well-Being and Campus Response policy and procedure when a student is at-risk, is to establish a care plan in consultation with the student to promote the student's successful completion of their program at Durham College.
- 4.3. Discussions held among those who participate in the Core Group are to be proactive, reciprocal, and provide a continuous dissemination of incoming information amongst the Core Group, to best identify priority concerns for the primary student.
- 4.4. The focus of the Core Group discussions targets student's behaviour and performance and maintains the dignity and privacy of the primary student.
- 4.5. The primary student will be informed that a defined behaviour is the topic of discussions; where appropriate, the primary student will be invited to contribute in the development of the care plan.
- 4.6. Activities of the Core Group and the Secondary Group will be documented and monitored in compliance with records management policies at Durham College, respecting the privacy and confidentiality of students at the College.
- 4.7. The primary student will be offered support to address the behaviour of concern, provided that the primary student does not present a risk to the safety or operations of the campus community. In exceptional situations, the Director, Office of Campus Safety may initiate interim emergency measures as stipulated in the Student Conduct policy. This does not preclude nor exclude that a care plan may be devised upon the primary student's return to campus.
- 4.8. In circumstances where the behaviour, communication or actions of the primary student escalate, a recommendation for the completion of a Threat Assessment by a certified Threat Assessment Professional may be put forward. Any costs associated with a professional Threat Assessment will be incurred by the College.

## **5. Procedure**

### **5.1. Stage 1- Support Centre Review**

- a) Upon observance of behaviour that is of Cause for Concern, any member of the campus community is encouraged to report the behaviour to the most appropriate Support Centre. Activities which may prompt such a report can include:
  - Person deliberately injures themselves, others, or damage property;
  - Person presents a significant pattern of nuisance behaviour or disturbance to others in the vicinity, either repetitious or not easily re-directed;

- Persons are in such a condition that it is reasonable to believe that they are incapable of taking the necessary measures to assure their own safety, or be mindful of the safety of others;
  - Person exhibits behaviours which may suggest psychological distress is developing;
  - Conduct is disorderly, lewd or indecent;
  - Consistency in pattern of concerning behaviours
- b) The Support Centre will review the details of the reported behaviour and determine the best course of action, based on the mission and values of Durham College, as well as the processes and policies of that specific area.
- c) Should the Support Centre be unable to support the student through the problematic situation, this procedure is to be activated by contacting any member of the Core Group.

#### 5.2. Stage 2 – Core Group Review

- a) The Core Group will convene to review the specific concerns and first seek to work with the Support Centre to resolve the priority issue prior to escalating to Stage 3 of the Student Well-Being & Campus Response process.
- b) The Core Group may possess resources or expertise to adequately resolve the matter and as a result, may elect to work directly with the Support Centre in implementing a resolution.
- c) Where the Core Group is unable to, or prefers to make use of a multi-disciplinary group, the Student Well-Being & Campus Response process will move through to the next stage.

#### 5.3. Stage 3 – Secondary Group Activation

- a) The Core Group will select and convene the appropriate members of the secondary group to provide a multi-disciplinary review of the behaviour. This meeting should take place within 24 working hours (1 business day) from the time when the problematic behaviour is reported. Once assembled, a member of the Core Group will chair the meeting with the objective to resolve the primary student's presenting issue.

- b) The secondary group will review the elements of the concerning behaviour; members will determine if the primary student's behaviour in the incident presents an unacceptable level of risk to the primary student, or to the campus community. The secondary group will consider all other documented information available.
- c) Where the behaviour of the student is deemed to pose undue risk to self or to the campus community, or if the secondary group otherwise believes that the resources are not, and cannot be put, in place to provide appropriate support to the student, the recommendation from the secondary group may be that the student leave the Residence (when applicable), and if necessary leave the greater campus premises and/or withdraw from Durham College. This recommendation will be made to the Vice-President, Student Affairs who is responsible for meeting with a student who is being asked to withdraw and is responsible for oversight and implementation of the Involuntary Withdrawal policy and procedure where a student is deemed to pose undue risk to self or to the campus community and is unwilling to withdraw.
- d) In circumstances where the behaviour(s) of the primary student is deemed to pose no foreseeable undue risk, the secondary group will formulate the framework of an acceptable care plan, as well as a timeline for meeting with the primary student.
- e) Representatives from the secondary group will determine the group member best suited to engage the primary student. The chair will direct when to inform the primary student that discussions are in progress. The selected group member will invite the primary student to meet and will inform the primary student of the Student Well-Being and Campus Response policy and procedure, that there are concerns for the student, and that the Response procedure has been initiated to try to support the student. The primary student will be invited to join the discussion regarding the proposed care plan. The primary student will be encouraged to be accompanied to the meeting by a support person or an advocate of their choosing. The primary student may opt to attend the meeting alone, without an independent support person.
- f) The chair will provide notes to all participants in the secondary group summarizing the role of each secondary group member in supporting the primary student. This includes the content of updates that secondary group members are responsible for providing employees who engage with the student and are not part of the secondary group.
- g) The chair will schedule a follow-up meeting after the primary student has been informed that this procedure has been enacted.

#### 5.4. Stage 4 - Resolution

- a) The care plan will be documented, inclusive of the primary student's participation in the development of the plan and commitment to its terms. Progress verification is conducted through the Campus Health Centre or a Support Centre, whichever is specified as most appropriate for ongoing contact with the student.
- b) Where the primary student declines to participate in the care plan, the behaviour will be addressed and documented through the policies and procedures of Durham College and/or of Residence, whichever individual policy or combination of policies is most appropriate.

### 6. Roles and responsibilities

#### 6.1. Support Centre

Information about concerning behaviours can be reported to an official in any of the areas listed below. Once received, the information reported as a cause for concern will be vetted among members of the core group.

- a) Office of Campus Safety: director or designate
- b) The Residence: residence life manager or designate
- c) Campus Health Centre, director or designate
- d) Student Affairs, Executive Assistant to the Vice-President, Student Affairs
- e) Campus Security: ext. 2400, 905-721-3211 (24 hours/day, 7 days/week)

#### 6.2. The Core Group

- a) Director, Office of Campus Safety or designate
- b) Director, Campus Health Centre or designate
- c) Vice-president, Student Affairs or designate

The core group is composed of members whose purpose is to provide the initial review of any reported problematic activities, and to consider any potential for an elevated response to behaviours. Such activities may be in violation of the guidelines or principles of the Student Conduct policy, the Residence Community Living Standards or any other Durham College policies; may demonstrate a pattern of problematic behaviours; or a combination of any or all of these.

Information sharing among members of the core group is to be pro-active, reciprocal, and a continuous dissemination among the core group to best identify priority concerns. Focus of this discussion maintains the dignity of the student, and targets the student's behaviour and academic performance. Internal risk data is to be gathered and utilized to lead towards an internal risk discussion. Information recorded by the core group should be used to facilitate triage strategies, and procedures to monitor, and mediate both the risks to the primary student or the campus community, as well as to identify protective factors in place.

The imminence of risk to the primary student, persons or property will influence involvement of necessary external partners such as law enforcement, emergency medical services or the discretionary exercise of Durham College's Emergency Interim Measures as described in the Student Conduct policy. This would not preclude the continuation of the Student Well-Being & Campus Response process, but may be necessary prior to engaging with the secondary group for discussions in setting a care plan. The core group will address the restoration of the primary student's well-being as a non-disciplinary process. Any violations of Durham College policies which are subject to sanctions or disciplinary measures may be dealt with under a separate process, independent from the Student Well-Being & Campus Response process, which is *not* disciplinary in nature.

### 6.3. The Secondary Group

The secondary group is comprised of, but not limited to any combination of representatives from:

- a) Office of Campus Safety director or designate
- b) Residence Services director or designate
- c) Residence Life director or designate
- d) Office of the Dean or designate from primary student's program
- e) Success Coaches
- f) Mental Health Outreach Services, Residence
- g) Mental Health Outreach Services, other
- h) Faculty
- i) Office of Financial Aid
- j) Student Services, Diversity Officer or designate
- k) Aboriginal Officer
- l) Student Academic Learning Services
- m) Access and Support Centre

- n) Mental health professionals; Representative from ASPIRIA Corp.
- o) International Office
- p) Student Association
- q) Athletics
- r) Physicians, Forensic Psychologist, Threat Assessment Professional

The secondary group may be initiated by the core group as a multidisciplinary team, to provide input that compile as comprehensive a set of facts as is possible in order to provide the most appropriate and effective support to the primary student as is possible within the resource of the college and its community partners and to create an ongoing Care Plan for the engaged primary student.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## **8. Non-compliance implications**

- 8.1. Failure to implement this policy and procedure could lead to student attrition, the loss of life, significant financial loss, complaints filed with the Human Rights Tribunal of Ontario, or violation of Ontario's *Occupational Health and Safety Act*.
- 8.2. Non-compliance with this policy and procedure by College officials could result in damage to the reputation of Durham College, either by knowingly failing to support a student who requires resources, or failing to maintain a safe campus community.

## **9. Communications plan**

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

## **10. Related forms, legislation or external resources**

None.