

Hockridge Trade School

Sexual Violence and Response Protocol

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Application and Scope:	Staff and students

1. Purpose and Introduction

This policy is to indicate that there is a “zero” tolerance of sexual violence. This policy is to keep staff and students safe. Each student will be given a copy of the policy to sign. Hockridge Trade School will do everything they can to ensure to keep this policy in place. It will be posted in the office where it is easily accessible for staff and students to request upon. Hockridge Trade School is a multi-cultural institution that will provide a safe learning environment for all students of multiple cultural backgrounds. The institution has a plan in place to ensure that the activities under the policy and the results of those activities will be reported to the public. This policy is developed in consultation with students.

2. Definitions

- i. **Sexual Violence** is defined as any sexual act or act targeting a person’s sexuality, gender identity or expression – whether the act is physical or psychological in nature- that is committed, threatened, or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.
- ii. **Sexual Harassment** is unwanted sexual attention directed at an individual by someone whose conduct including comments, gestures, and/or actions are offensive, inappropriate, intimidating, hostile, and unwelcome. Sexual harassment often occurs in environments in which sexist or homophobic jokes and materials have been allowed.
- iii. **Stalking** is a crime called criminal harassment. Stalking consists of repeated behavior that is carried out over a period of time, and which causes a person to reasonably fear for their safety.
- iv. **Victim Blaming** occurs when the victim of a crime or an accident is held responsible -in whole or in part- for the crimes that have been committed against them.
- v. **Consent** is central to sexual assault. The criminal code of Canada defines consent as it relates to sexual assault as the voluntary agreement to engage in sexual activity. An individual must actively and willingly give consent to sexual activity. Simply stated, sexual activity without consent is sexual assault.
- vi. **Cyber Harassment/Cyber Stalking** is defined as repeated, unsolicited, threatening behavior by a person or group using cell phones or internet technology with the intent to bully, harass, and intimidate a victim. The harassment can take place in any

electronic government where communication with others is possible, such as on social networking sites, on message boards, in chat rooms, through text messages, or through mail.

- vii. **Date Rape** is interchangeable with “acquaintance sexual assault.” It is sexual contact that is forced, manipulated, or coerced by a partner, friend, or acquaintance.
- viii. **Disclosure** is for the proposes of this document, a disclosure is made to any individual other then the police or other judicial official.
- ix. **LGBT2SQ+**: the LGBT2Q+ community includes people who identify as Lesbian, Gay, Bisexual, Transgender, Two Spirit, Queer, Questioning, Intersex, Asexual, Pansexual and/or gender fluid.
- x. **Rape** is a term used to describe vaginal, oral, or anal intercourse, without consent. Although the term is no longer used in a legal sense in Canada, it is still commonly used and widely known.
- xi. **Sexual Assault** is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. Sexual assault is characterized by a broad range of behaviors that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to. Sexual assault is a crime.

Consent

Young people, like many others, often do not fully understand consent and can feel that the line between consensual sexual acts and sexual assault can be unclear. This is particularly true when an acquaintance, friend, or partner is the perpetrator. Consenting to one kind, or instance, of sexual activity does not mean that consent is given to any other sexual activity or instance. No one consents to being sexually assaulted where consent does not exist (lack of agreement): a person can express a lack of agreement verbally or through conduct. The criminal code makes it clear that a person can, after initially giving consent to engage in se, revoke consent at any time by expressing a lack of agreement to continue engaging in sexual activity.

In other words, consent:

- Is never assumed or implied
- Is not silence or the absence of “no”
- Cannot be given if the victim is impaired by alcohol, drugs, or is unconscious
- Can never be obtained through threats or coercion
- Can be revoked at any time
- Cannot be obtained if the perpetrator abuses a position of trust, power, or authority

For the purpose of institutions’ policies and procedures. Keep in mind: it is not for the institution to weigh into whether or not consent has been given. This legislation is asking institutions to include related issues related to consent within the policy, not to examine or investigate sexual assault allegations.

3. Policy

Part One – Education and Awareness

The policy will raise awareness by teaching staff members and students that sexual violence is not tolerated in any circumstance given. Any type of these acts will result in a charge. Staff will have a meeting at the start of every year to go over the policy. It will be reviewed during orientation on the first day of in-class learning. The policy will be posted in the classroom and office for all to view. It will also be attached to their student handbook and an email will be sent out with registration.

Resources

Manitoba's "You're not alone" website. This link contains comprehensive information on responding to sexual violence and supporting survivors.

Manitoba Justice:

- child victim support services
- Compensation for victims of crime
- Domestic violence support services
- Victim rights support service

Brandon Police Victim services

Pembina Valley Victim Services (Altona, Morden, Winkler)

Winnipeg Police Victim Services Section

Counselling Services

- Klinik sexual assault Crisis counselling
- Manitoba Farm and Rural Support Services
- Mount Carmel Clinic
- The Laurel Center
- Women's Health Center
- Survivor's Hope Crisis Center (North-Eastern Manitoba)

Law Enforcement

To report an emergency, call 911

To report a crime (i.e., sexual assault) contact your local enforcement:

- Winnipeg Police Services- sex crimes unit

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204-986-6222

To speak with a detective in confidence: 204-986-6245

- Royal Canadian Mounted Police Detachment Office
Altona Police Services (residents of Altona and Plum Coulee)
24-hour line: 204-324-5353
General inquiries: 204-324-5373
- Brandon Police Services (residents of Brandon)
24-hour line: 204-729-2345
- Dakota Ojibway Police Service
Bird Tail Sioux Detachment: 204-568-4621
Canupawakpa Detachment: 204- 854-2953
Roseau River Detachment: 204-427-3383
Sandy Bay Detachment: 204-843-7700
Waywayseecapo Detachment: 204-859-5070
- St. Anne Police Service (residents of the town of Sainte Anne)
24-hour line: 204-422-8209
- Winkler Police Service
Daytime phone: (Monday-Friday 9-5) 204-325-0829
After hours: 204-325-9990
- Morden Police Service
Daytime phone: (Monday-Friday 9-4:30) 204-822-6292
After hours: 204-822-4900
- Dauphin Police Service
Daytime phone: (Monday-Friday 8-4) 204-622-5020

Part Two – Complaint and Response Protocol

a. Making a complaint

All students must write a statement regarding of what happened and who the claim was made against. We will then talk to each person separately to get each person's story.

Administration/Human Resources will listen to, assist in all claims by both parties, and help distinguish whether further action needs to be required. Hockridge Trade School will support all students involved in harassment claims.

b. Responding to a disclosure of sexual violence

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The person making the claim must write a statement of what happened and who the claim was made against. Then Hockridge Trade School must meet with the person the claim was made against. Hockridge Trade School will decide how to deal with the matter and will seek an outside unbiased council. Then we will inform the person making the claim to press charges or inform the police if it gets out of hand. If a student wishes to take time off to recover /recoup, the student will be allowed to come back and finish the course.

Tips for best practice in responding to complaint/disclosure

Reporting/disclosure options

- It is important individuals coming forward with a complaint/disclosure feel in control of the process and that they are not compelled, nor restricted from pursuing the issue through law enforcement at anytime.
- Victims of sexual violence should be made aware of all the complaint/disclosure options available and should be made aware that they may choose option, or combination thereof, at any point in time. These options may include:
 1. **No Report-** the victim/survivor discloses sexual violence to seek emotional support, medical support, or advocacy but not to report to police
 2. **Police Report-** the victim/survivor makes a police statement, which would be followed by a criminal investigation. Victims/survivors can call police or go to the nearest police station. There are support services available for individuals who decide to report to police.
 3. **Medical assistance/forensic medical exam-** the victim/survivor attends a hospital or medical center for medical attention to address possible physical injury, pregnancy, and/or sexually transmitted infection; forensic exam to collect any forensic samples while the victim/ survivors decides whether or not to report to police.
 - In Winnipeg, within 120 hours (5 days) from the sexual assault, survivors can go to the emergency department of the Health Sciences Center (use the William Ave. or call 204-787-3167). They should tell the triage nurse that they have been sexually assaulted and/or that you would like to see the sexual assault nurse examiner nurse (SANE). Support workers from the Klinik Sexual Assault Crisis Program are available to accompany victims/survivors to hospitals or medical centers in Winnipeg. If the victim/survivor does decide to report the assault, the SANE nurse will call the police on their behalf. A Winnipeg police service detective with the sex crimes unit will come to the hospital in plain clothes to speak with the victim/survivor or will contact the victim/survivor within 24-hours. (If unavailable at the time of exam)
 - In Winnipeg, beyond 120 hours, survivors can be referred to a medical practitioner in the community where they feel comfortable (family doctor, STI Clinic, etc.).
 - Outside Winnipeg, victims/survivors can go to there nearest emergency room department, teen clinic, health center or nursing station. Staff there can contact the local police station or RCMP for them, if requested.
 4. **Report to campus security (if applicable)-** the victim/survivor has the choice to inform campus security so that security staff are aware that a sexual assault perpetrator may be on

campus or amongst campus community. If survivors decide to report to campus security, they should be offered support from a trained staff person or Clinic. Campus security procedures should clearly outline what steps must be taken and be clear that their role is not to conduct a criminal investigation. Campus security should not report to police without the survivor's consent.

5. **Formal complaint/disclosure to post secondary institution-** report to an institution's administration, precipitating a student misconduct process if the perpetrator is a student; report to human resources or other relevant administrative department if the perpetrator is staff or faculty member.
6. **Civil claim-** victims/survivors may also launch a civil suit against the alleged perpetrator for damages suffered (this would not be the responsibility of the institution).

Tips for providing a supportive response

- The vast majority of survivors do not formally report to authorities, and many do not disclose to someone they trust. A campus environment in which individuals feel comfortable coming forward helps ensure they receive the necessary assistance and supports the institution in its efforts to identify and deal with perpetrators.
- Survivors may be reluctant to report for fear of having to retell their experience to number of different people. Retelling is re-living the experience, which can cause survivors to feel retraumatized.
- Fear and apprehension about the reactions of others can be significant barriers to disclosing or reporting. This can include"
 - i. Concerns about not being believed or blamed
 - ii. Feeling ashamed and guilty for what has happened
 - iii. Fear of institutional sanctions or a police investigation where underage drinking or the use of illegal drugs were involved
 - iv. Fear of retaliation by the perpetrator or their friends
 - v. Peer pressure to not report, especially if the perpetrator has significant status on campus
- Some people react negatively to a survivor's disclosure. These reactions can leave the survivor retraumatized, feeling hurt or isolated, and may dissuade them from seeking further help. Negative reactions include:
 - i. Avoiding the survivor or treating them differently than before
 - ii. Discouraging them from talking about the incident
 - iii. Questioning their memory or assessment of what happened
 - iv. Taking control away from them (i.e., making decisions for them)
 - v. Blaming them for what happened
 - vi. Overreacting and not allowing the survivor to express their own feelings or minimizing their experiences and invalidating their feelings
- A supportive response involves:
 - i. Listening without judgement and accepting the disclosure as true
 - ii. Communicating that sexual violence is never the responsibility of the victim

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- iii. Helping the survivor identify and/or access services (on or off campus), including emergency medical care
- iv. Respecting the survivors right to choose the services they feel are most appropriate and to decide whether to report to police or security
- v. Recognizing that disclosing can be traumatic and a survivor's ability to recall the events may be limited
- vi. Respecting the survivor's choices as to what and how much they disclose about their experience (i.e., refraining from pressing charges)
- vii. Making every effort to respect confidentiality and anonymity
- Individuals should not go beyond their comfort level or expertise when responding to a disclosure. It is important to be supportive while also referring survivors to the right person who can provide the help needed. A central point person (or team) should be identified within the institution and assigned responsibility for maintaining and distributing a list on/off campus support services, including services offered 24/7

Tips on providing accommodation to students

- As part of their response protocols, institutions are strongly encouraged to develop accommodations for victims/survivors. Make every effort to offer other accommodations that disrupt the life of victim/survivor as little as possible
- Clearly articulate the full range of academic and non-academic accommodations available to victims/survivors (i.e., changing residence/housing, financial aid, academic accommodations, transfer classes, deferred tests/exams). Note: the survivor may want the alleged perpetrator to move classes, housing, etc. as opposed to the survivor needing to change their situation.
- Within the policy, clearly articulate what accommodations will be made available in response to a disclosure, and not pending any investigation

Part Three – Reporting

The activities under the policy and the results of those activities must be reported to the public. It is important that activities and outcomes are reported publicly to ensure accountability and public transparency. The reporting can be done in a form and manner chosen by Hockridge Trade School. The institution will track and report on the results of activities being undertaken, such as the number of staff/students that attend in-class learning and onsite training. Hockridge Trade School is not required to report on specific instances of sexual violence, however if they choose to do so, confidentiality and privacy of all individuals concerned must be maintained at all times.

4. Policy Development and Review

The policy is developed to maintain the safety of staff and students at Hockridge Trade School and that there is a “zero” tolerance of any sexual violence. The policy is to be reviewed when a complaint is made and revised every four years. The process of the policy will indicate any changes made such as updating.

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Help Lines

Sexual Assault Crisis Line (24/7)

Toll free: 1-888-292-7565

Winnipeg: 204-786-8631

Manitoba Suicide Prevention & Support Line (24/7)

Toll free: 1-877-435-7170

Domestic Violence Crisis Line (24/7)

Toll free: 1-877-977-0007

Kids Help Phone

Toll free: 1-800-668-6868

Manitoba Farm, Rural & Northern Support Services

Toll free: 1-866-367-3276

Winnipeg: 204-571-4180

Monday-Friday 10:00 a.m. to 9:00 p.m.

Student Signature: _____

Date: _____