



Sexual Misconduct Policy

The Vancouver College of Counsellor Training

Name of Institution

3294

Institution Number

Sexual Misconduct Policy

Name of Policy

June 5, 2021

Effective Date

August 9, 2022

Revision Date

The Vancouver College of Counsellor Training is committed to the prevention of and appropriate response to sexual misconduct and,

- Ensures all parties involved are treated with dignity and respect.
- Encourages immediate disclosing to those who have knowledge of or who have witnessed incidents of sexual violence and misconduct.
- Outlines the general approach and high level policy statements for dealing with disclosures/complaints and reports.
- Commits to immediate action by those with authority to act.
- Commits to taking reasonable steps to ensure the safety of the campus community when VCCT has been made aware of an incident.

Sexual misconduct includes the following:

- sexual assault;
- sexual exploitation;
- sexual harassment;*
- stalking;
- indecent exposure;
- voyeurism;
- the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video;
- the attempt to commit an act of sexual misconduct; and
- the threat to commit an act of sexual misconduct

* sexual harassment- Refers to unwanted communications or actions that are sexual in nature, and are offensive, intimidating, or humiliating. It can take many forms, including verbal, written, or visual. Sexual harassment includes unwanted touching, offensive jokes, sexual requests, and verbal abuse. Sexual harassment is a type of sexual discrimination and falls under the Human Rights law.

[Ending Violence Association of BC, Campus Sexual Violence: Guidelines for a Comprehensive Response, May 2016.](#)

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Sexual Misconduct Procedure

Complaints of sexual misconduct will receive prompt attention and the complainant will have the option of using the complaint or report procedure for resolving the issue.

A **Complaint** of sexual misconduct is different than a **Report** of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A **Report** is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.

Complaint of Sexual Misconduct

A student making a **Complaint** will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a **Report**.

Complaint Process

- Students who feel they are victims of sexual misconduct are encouraged to respond to the alleged harasser directly by objecting to the unwelcome behavior or they may seek assistance or intervention from management (Executive Director: Lydia Manko lydia@vcct.ca ; support services Kayin Fields support@vcct.ca; the instructor or other students).
- Discussion: The initial discussion will be kept confidential if the complainant so wishes and no formal record written. Options will be provided and counselling provided by the appropriate advisor or support services. Internal policy requires that VCCT staff write an incident report for our records and the complainant will be advised of that.
- Listen without judgement
- Identify services needed on-campus or off and respect the right of the student's wishes
- Respect confidentiality and anonymity

The Response to Complaint

- Ensure immediate safety of the victim
 - Provide emergency numbers on and off campus
 - Describe institution processes and resources
 - Discuss seeking medical treatment/assistance for any injuries, preventative treatment and other health services
 - Provide contact information
 - Outline who is responsible at each stage of service
 - VCCT will acknowledge receipt of the Complaint within 10 days by meeting with the victim
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Report of Sexual Misconduct

If the complainant decides to make a written report this must be directed to the Executive Director Lydia Manko lydia@vcct.ca and if the Executive Director is not available the report should be directed to the Academic Director Dr Dale Brooks drdtbrooks@aol.com.

The report should contain specific and relevant details in regards to the sexual misconduct. Reports should include a list of any potential witnesses and their reports. Copies of relevant documents, including any social media communications, should be provided if deemed necessary.

The Response to Report

- Ensure immediate safety of the victim
- Respect the victim's choice of how much they wish to disclose
- Provide emergency numbers on and off campus
- Discuss seeking medical treatment/assistance for any injuries, preventative treatment and other health services
- Provide contact information
- Outline who is responsible at each stage of service
- VCCT will acknowledge receipt of the Complaint within 10 days by meeting with the victim
- VCCT will complete an Incident report
- The Academic Director and the Executive Director shall conduct whatever inquiry they deem necessary and arrange conferences with the complainant, the alleged offender and any other individuals involved

NOTE:

1. It is contrary to this policy for an institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report
 2. Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.
 3. All information related to a Complaint or Report is **confidential** and will not be shared without the written consent of the parties, subject to the following exceptions:
 - If an individual is at imminent risk of severe or life-threatening self-harm.
 - If an individual is at imminent risk of harming another.
 - There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
 - Where reporting is required by law.
 - Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.
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Roles and Responsibilities

Senior Management:

Executive Director – Lydia Manko;
Academic Director - Dr Dale Brooks

Support Services: Kayin Fields

Instructor: Kari-Ann Thor, Carsen Farmer, Pauline O'Reilly

Resource Contact numbers:

Immediate danger 911 Vancouver Police or RCMP or non-emergency number

VictimLink BC at 1-800-563-0808

Crisis Line BC – 604-872-3311

WAVAW – 604-255-6344

Hope For Wellness – 1- 855.242.3310

BC Women's Sexual Assault Service – 604-875-2424

Battered Women's Shelter Vancouver – 604-652-1867 (call or text)

Family Services Vancouver – 604-731-4951

Moving Forward – 778-321-3054

VCCT Counsellors (see Support Services department for this list)

This institution is certified by the Private Training Institutions Branch (PTIB). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.
