

# The School of Dance Sexual Violence Policy

## 1. Policy Objectives

- a. The School of Dance is committed to providing its students with an educational environment that is free from sexual violence and sexual harassment, and to treating students who report such incidents with dignity and respect.
- b. The School of Dance has adopted this Sexual Violence Policy (the “Policy”) which defines sexual violence and outlines its training, reporting, investigative, and disciplinary responses to complaints of sexual violence or sexual harassment made by its students.

## 2. Scope

- a. This Policy applies to all students and members of The School of Dance including persons who manage The School of Dance, teachers, instructors, staff, contractors, and volunteers (the “The School of Dance Members”).
- b. This Policy applies to complaints of sexual violence that have occurred on The School of Dance campus. The Policy may also apply off-campus if the incident in question affects the safety, integrity and/or other interests of The School of Dance community and/or any member of The School of Dance.

## 3. Definitions

- a. Sexual violence: any sexual act or act targeting a person’s sexuality, gender identity or gender 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.
- b. Complainant: the person affected by sexual violence who makes a report under this Policy.
- c. Respondent: the person or group against whom a report has been filed under this Policy.

## 4. Training

- a. The School of Dance shall include a copy of this Policy in every contract made with a student.
- b. The School of Dance shall provide a copy of this Policy to The School of Dance Members.
- c. This Policy shall be published on The School of Dance website.

- d. The School of Dance shall provide, or make available to all students and to all The School of Dance Members, training regarding this Policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students.

## **5. Supports and Accommodation**

- a. Students affected by sexual violence shall receive appropriate support and/or accommodations with respect to disclosures and reports of sexual violence. There shall be no fee charged for the use of on-campus supports or accommodations or for referrals to off-campus supports.
- b. A student affected by sexual violence is not required to report or file a complaint of an incident of sexual violence in order to receive or access the supports or accommodations outlined in this Policy.
- c. The School of Dance shall make available supports for students affected by sexual violence. These supports may include assisting students who have experienced sexual violence in obtaining counseling and medical care, and providing them with information about sexual violence supports and services available in the community as set out at the end of this policy.
- d. Students affected by sexual violence who are seeking supports available at The School of Dance or in the community should contact the Artistic Director or the Director of Client Services.
- e. Students affected by sexual violence who require accommodations should contact the Artistic Director or the Director of Client Services.

## **6. Reporting and Responding to Incidents of Sexual Violence**

- a. Students and all The School of Dance Members shall report incidents of, or complaints of, sexual violence to the Artistic Director or to the Director of Client Services upon becoming aware of them.
- b. The School of Dance recognizes the right of the Complainant not to report or make a complaint about an incident of sexual violence, the right not to request an investigation and the right not to participate in any investigation that may occur.
- c. Notwithstanding (b), in certain circumstances, The School of Dance may be required by law or its internal policies to initiate an internal investigation and/or inform police, or other authorities, without the Complainant's consent if it believes the safety of members of its campus or the broader community is at risk.

## **7. Investigating Reports of Sexual Violence**

- a. Under this Policy, any student may file a report of an incident of sexual violence or a complaint to the Artistic Director or the Director of Client Services. The complainant may file a report or complaint in writing via e-mail or letter or may request an in-person meeting to make their report or complaint.

- b. Upon receipt of a complaint or report of sexual violence, the Artistic Director or the Director of Client Services, as the case may be, to whom the complaint or report is made, shall respond promptly and, in consultation with the other, shall:
  - i. Determine whether an investigation should proceed and whether the Complainant wishes to participate in an investigation;
  - ii. Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
  - iii. Determine whether the incident should be referred to the police or other authorities;
  - iv. Determine what interim measures ought to be put in place pending the investigation and decision-making processes such as removal of the Respondent or seeking alternate methods of providing necessary course studies.
  - v. Where the incident is referred to the police or other authorities, as determined in section 7(b)(iii), or where civil proceedings are commenced in respect of allegations of sexual violence, The School of Dance may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.
- c. Once an investigation is initiated, the following shall occur:
  - i. the Complainant and the Respondent shall be advised their right to have another person present throughout the investigation process;
  - ii. the Complainant shall be interviewed to ensure a complete understanding of the allegation and to gather additional information that may not have been included in the complaint such as the date and time of the incident, the persons involved, the names of any person who may have witnessed the incident, and a complete description of what occurred;
  - iii. the Respondent shall be informed of the complaint and provided with details of the allegations. The Respondent shall be given an opportunity to respond to those allegations and to provide the names of any witnesses the Respondent feels are necessary to the investigation;
  - iv. any identified witnesses or persons involved, or persons who have, or may have, knowledge of the incident shall be asked to be interviewed;
  - v. the Complainant and the Respondent shall be provided with reasonable updates regarding the status of the investigation; and
- d. Following investigation, the Artistic Director, in consultation with the Director of Client Services, shall:
  - i. review all of the evidence collected during the investigation;
  - ii. determine whether the available evidence indicates sexual violence occurred; and if so

iii. determine what disciplinary action, if any, should be taken as set out in Section 8 below.

## **8. Disciplinary Measures**

- a. If it is determined by The School of Dance that the Respondent did engage in sexual violence, immediate disciplinary or corrective action shall be taken. This may include:
  - i. disciplinary action up to and including termination of employment or contract; and/or
  - ii. expulsion of a student; and/or
  - iii. the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
  - iv. any other actions that may be appropriate in the circumstances.

## **9. Appeal**

- a. Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the Artistic Director or the Director of Client Services within 14 days of communication of the original decision, by submitting a letter addressed to the Artistic Director or the Director of Client Services advising of the person's intent to appeal the decision.

## **10. Confidentiality**

- a. Subject to Section 7 above, to the extent it is possible, The School of Dance shall attempt to keep personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at immediate risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk. This shall be done by:
  - i. Ensuring that all complaints/reports and information gathered as a result of the complaint/reports shall be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and
  - ii. Ensuring that the documentation is kept in a separate file from that of the Complainant or the Respondent.

## **11. Making False Statements**

- a. It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.

- b. Individuals who violate this Policy are subject to disciplinary and/or corrective action up to and including termination of employment or contract, and/or expulsion of a student.

## **12. Protection from Retaliation or Threat of Retaliation**

- a. It is a violation of this Policy to retaliate or threaten to retaliate against a Complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or who has otherwise been involved in the complaint or the investigation process.
- b. Individuals who violate the Policy are subject to disciplinary and/or corrective action, which may include termination of employment or contract, and/or expulsion of a student.

## **13. Review**

- a. The School of Dance shall review this Policy once every 3 years, beginning 3 years after the date of implementation. This date is February 1, 2019.
- b. The School of Dance shall consider student input when reviewing and amending this Policy.

## **14. Collection of Student Data**

- a. The School of Dance shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsections 32.1 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

**See the following pages for a list of support services available in the Ottawa region.**

NAME OF SERVICE	SERVICE/SUPPORT AVAILABLE	CONTACT INFORMATION
<b>General Emergency Services</b>		
Ottawa Police Service	<p>24/7 emergency phone line to reach police, ambulance and other emergency support services.</p> <p>Ottawa police also provide non-emergency services by telephone and in person at any Police Station in and around Ottawa. Specific services can vary according to location.</p>	<p>Emergencies 24/7: 911</p> <p>Non emergency: 613-236-1222 ext. 7300 Service for hard of hearing/ TTY: 613-760-8100</p> <p>Crimestoppers anonymous tips: 1-800-222-8477 www.ottawapolice.ca</p>
<b>Crisis and Help Phones, Crisis Services - Children and Youth</b>		
Kids Help Phone/ <i>Jeunesse J'écoute</i> - Bilingual English/ <i>Français</i>	<p>24/7 national support service by phone, text, or live chat; free. <i>24/7 support pour les enfants et jeunes par téléphone, texto ou chat en direct.</i></p> <p>Offers professional counselling, information and referrals, and extensive list of regional services. Includes anxiety management, employment, legal aid and other crisis numbers. <i>Offre de counseling, informations et renvoi aux services de la région. Aide avec la santé émotionnelle</i></p>	<p>Speak to a counsellor 24/7: 1-800-668-6868</p> <p>Crisis text line: HOME to 686868</p> <p>Non-crisis text line: Text CONNECT to 686868</p> <p>www.kidshelpphone.ca</p>

<p>Youth Services Jeunesse - Bilingual English/<i>Français</i></p>	<p>24/7 crisis line for youth in the Ottawa region. <i>Téléphone crise 24/7</i></p> <p>Provides counselling services, mental health, legal referrals, sexual health, suicide prevention and other. <i>Counseling, soutien santé mentale, aide approches judiciaire, santé sexuelle, prévention suicide et autre.</i></p> <p>Two walk-in medical clinics. No health card needed. <i>Deux cliniques de santé sans rendez-vous. Carte de santé non-obligatoire.</i></p>	<p>24/7 crisis line: 613-260-2360</p> <p><a href="mailto:counselling@ysb.on.ca">counselling@ysb.on.ca</a></p> <p><a href="http://www.ysb.ca">www.ysb.ca</a></p>
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NAME OF SERVICE	SERVICE/SUPPORT AVAILABLE	CONTACT INFORMATION
(Youth Services Jeunesse Con't/Suite)	<p><b>Clinics/Cliniques:</b></p> <p>1. Health Clinic/<i>Clinique santé</i>: Nurse practitioner, sexual health (including testing for pregnancy, STI/STD and other), dental care and other. <i>Infirmière praticienne, santé sexuel (incluant tests de grossesse, infections/maladies transmises sexuellement et autre), soins dentaires et autre.</i></p> <p>2. Mental Health Clinic/<i>Clinique santé mentale</i>: Diagnostics, counselling services, and referrals. <i>Diagnostique, services counseling, renvoi de patient aux spécialistes.</i></p>	<p>1. Health Clinic tel: 613-808-4454 147 Besserer St., Ottawa</p> <p>Nurse Practitioner: Mon-Wed, Fri Sexual Health: Thurs Dental: Fridays</p> <p>2. Mental Health Clinic tel: 613-562-3004 2301 Carling Avenue, Ottawa</p> <p>Tues and Thurs</p>
Good2Talk/AlloJ'écoute - Bilingual English/Français	<p>24/7 Confidential helpline/Ligne d'assistance 24h</p> <p>Provides professional counselling, information and referrals for mental health, addictions and overall well-being to post-secondary students in Ontario aged 17-25 yrs. <i>Counseling, informations et renvoi aux spécialistes. Traite de la santé mentale, toxicomanie et dépendances, et bien-être générale pour des étudiants des collèges et des universités.</i></p>	<p>24/7 tel: 1-866-925-5454</p> <p>EN: <a href="http://www.good2talk.ca">www.good2talk.ca</a></p> <p>FR: <a href="http://www.allojecoute.ca">www.allojecoute.ca</a></p>
Trans Lifeline	<p>24/7 crisis support hotline.</p> <p>National, trans led organization that responds to the critical needs of the community with services, advocacy and education.</p>	<p>Canada crisis line: 877-330-6366</p> <p><a href="http://www.translifeline.org">www.translifeline.org</a></p>
Native Youth Crisis Hotline	<p>24/7 crisis hotline for indigenous youth run by the Turtle Island Native Network; available from anywhere in Canada</p>	<p>Crisis number: 1-877-209-1266</p>





NAME OF SERVICE	SERVICE/SUPPORT AVAILABLE	CONTACT INFORMATION
<b>Crisis and Help Phones, Crisis Services - Adults</b>		
<p>Mental Health Crisis Line/Ligne de Crise - Bilingual English/<i>Français</i></p>	<p>The Mental Health Crisis Line/ <i>Ligne de crises santé mentale:</i></p> <p>Telephone and/or in person support during and after crisis, suicide intervention, assessment and follow-up. Provides referrals. <i>Aide et support par téléphone et/ ou en personne pendant et après une crise. Intervention, évaluation, et suivi pendant et après une crise. Renvoi aux services supplémentaires.</i></p>	<p>24/7 In Ottawa: 613-722-6914 24/7 Outside Ottawa: 1-866-996-0991</p> <p><a href="http://www.crisisline.ca">www.crisisline.ca</a></p> <p>For 16 yrs and up/ <i>16 ans et plus</i></p>
<p>Distress Centre of Ottawa</p>	<p>24/7 Crisis line, distress line and local connection to mental health support and services in and around Ottawa.</p> <p>Associated Programs: 1. Applied Suicide Intervention Skills (ASIST) 2. safeTALK 3. Distress centre workshops</p> <p>Offers follow-up services and wellness check for patients recently discharged from hospital/ emergency for a mental health issue.</p>	<p>Crisis line: 613-722-6914 or 1-866-996-09</p> <p>Distress line: 613-238-3311</p> <p>Mailing address: Distress Centre of Ottawa &amp; Region P.O. Box 3457 Station C Ottawa, ON K1Y 4J6</p> <p>No walk-in services <a href="http://www.dcottawa.on.ca">www.dcottawa.on.ca</a></p>
<p><i>Tel-Aide Outaouais (Français)</i></p>	<p><i>Service de confiance/ ligne d'écoute 24/7</i></p> <p><i>Ligne d'écoute francophone pour ceux qui ont besoin de parler, de soutien ou de références. Offre une écoute attentive, chaleureuse et empathique.</i></p> <p><i>Sans adresse</i></p>	<p>Service de confiance/ ligne d'écoute 24/7 : 1-800-567-9699</p> <p>Téléphones : Gatineau : 819-775-3223 Ottawa : 613-741-6433</p>

NAME OF SERVICE	SERVICE/SUPPORT AVAILABLE	CONTACT INFORMATION
<b>Sexual Assault, Harassment and Domestic Violence Support Services -</b>		
<b>Women, Youth, and Children; Individuals who self-identify as women or gender fluid:</b>		
Ottawa Rape Crisis Centre (English)	24h/7 Crisis line  Provides crisis intervention for survivors of sexual abuse, flashbacks and suicide intervention. Counselling and group follow-up, referrals to other regional resources and educational sessions. Supports women, gender-fluid, non-binary and trans survivors of sexual assault.	24/7 crisis line: 613-562-2333  Main Office and Counselling services Tel: 613-562-2334  Office: orcc@orcc.ca Counselling: sakinna@orcc.net
<i>Centre d'aide et de lutte contre les agressions à caractère sexuel (CALACS) (Français uniquement)</i>	<i>Organisme féministe, géré et opéré par et pour les femmes ; services d'intervention, support pour femmes survivantes, prévention. Gratuit, confidentiel.</i>	Tél: 613-789-8096 40 rue Cobourg Ottawa ON K1N 8Z6 Canada  <a href="mailto:calacs@calacs.ca">calacs@calacs.ca</a>
Minwaashin Lodge - Indigenous Women's Support Centre (English, Français and some indigenous languages)	Shelter and services for indigenous women and children who are survivors of domestic and sexual violence. Provides counselling for sexual abuse and addictions, wellness, help with the medical system, healing circles, and respite care for children.  <i>Principalement anglophone, un peu de service en français. Pour les femmes indigènes (ou non) qui sont survivantes des agressions à caractère sexuel ou violent et les femmes sans-abri. Offre de counseling, aide avec le système médical, bien-être et autre.</i>	Oshki Kikis Lodge 24/7 crisis line: 613-789-1141  Minwaashin Lodge: Tel: 613-741-5560 100-1155 Lola St, Ste 100 Ottawa ON K1K 4C1  <a href="mailto:info@minlodge.com">info@minlodge.com</a> <a href="http://www.minlodge.com">www.minlodge.com</a>
<b>Men, Individuals who self-identify as men:</b>		

<p>Ministry of the Attorney General: Support Services for Male Survivors of Sexual Abuse (Bilingual English, <i>Français</i>)</p>	<p><i>24/7 Crisis line/Ligne de crise</i></p> <p>Support for male survivors of sexual abuse. Individual and group counselling, and referrals to community services.</p> <p><i>Support pour les hommes survivants des agressions à caractère sexuel. Plusieurs services de counseling, et renvoi aux services régionales.</i></p>	<p>24/7 crisis line: 1-866-887-0015</p> <p><a href="http://www.attorneygeneral.jus.gov.on.ca/english/ovss/male_support_services/">www.attorneygeneral.jus.gov.on.ca/english/ovss/male_support_services/</a></p> <p><a href="https://www.attorneygeneral.jus.gov.on.ca/french/ovss/male_support_services/">https://www.attorneygeneral.jus.gov.on.ca/french/ovss/male_support_services/</a></p>
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