

SEXUAL VIOLENCE

Consent for Services

It is my role to listen to you and provide any information that may be helpful to you. With your full consent, here are some of the ways I may be able to support you:

- **Academic, Workplace, and Residence Accommodations.**
 - If an academic accommodation for a paper, midterm, or class is a supportive option for you I can contact (only with your written permission) a professor or instructor to discuss possible options for extensions or alterations.
 - If you are an employee at the University of Lethbridge and sexual violence is affecting you at work, I can help to speak with your supervisor or Human Resources to arrange workplace accommodations.
 - If you live in residence and the individual who has caused you harm lives in residence, I can support you in moving to a different residence location and/or work with Housing to make appropriate accommodations for you.
- **Options.** I can review with you different options that are available to you in response to being affected by or subjected to sexual violence.
- **Filing a Formal Complaint with the University.** I can explain the process of filing a formal complaint to the University and describe your rights throughout the process.
- **Reporting to the Police.** I can provide more information about reporting to the police as well as the support that victim services can provide in the process.
- **Support Resources.**
 - I can offer information about helpful support services and resources
 - I can offer referrals to relevant support services and resources
- **Resources for Giving Support.**
 - If someone close to you has been affected by or subjected to sexual violence, I can provide supportive resources for support and self care for you both.
 - If you are faculty or staff and a student or colleague has come to you with a disclosure, I can help provide resources that can support you both.
- **Education.**
 - I help facilitate and provide workshops, training, and education to the community. If you'd like to learn more or offer a presentation to a group that you work with about various topics related to sexual violence, I'm happy to support your request.

It is outside the scope of this role to provide counselling or therapeutic support. Further, the frequency of information meetings may be limited if counselling or another support resource may offer more appropriate or meaningful support for you.

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Guiding Principles

- Everyone who accesses this office is entitled to be treated with dignity and respect.
- We believe that everyone who accesses service has skills and strengths for survival, resistance, transformation and autonomy.
- We affirm and respect that individuals are the experts of their own lives and support self-determination.
- We acknowledge that acts of sexual violence are linked to acts of systematic oppression, including but not limited to sexism, racism, colonialism, ableism, homophobia, transphobia.
- We understand our work is connected to the larger movements to end gender based violence and will work with community partners both on and off campus.
- We recognize that hurt people can hurt others and have the right to heal.
- We believe that while harm caused cannot be erased, accountability, justice and healing are possible through more than one path.
- We ensure that we work with service users to support and promote informed decision making.
- We believe service users have the right to ask questions and provide feedback.
- We acknowledge that as people, we are always learning, which is how we grow and do better work.

Your rights

- This service is voluntary.
- You have the right to refuse any recommended services and to terminate service whenever you wish.
- You have the right to review all records related to your services, and can request to view this documentation at any time.
- If you are unhappy with my service or have concerns and feel you can't address them with me, you have the right file a complaint. You can email counselling.services@uleth.ca and direct the email to the Manager of Counselling Services for complaints.

Your information

I will keep records containing general information of our meetings. Information I collect may include:

- Your contact information
- Dates of our meetings/connections
- Record of referrals



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- Information related to consultation

Any records I make are kept in a secure, locked location at the University of Lethbridge. Statistical data will be digitized and kept in the University of Lethbridge Security services database.

Important Limits to Confidentiality

I will maintain your confidentiality and will not share your personal information with anyone without your consent. There are however situations in which I cannot, by law, maintain confidentiality. In such circumstances, I will only disclose the minimum amount of information needed to allow such concerns to be addressed.

The circumstances when I am obligated to share information, may include:

A. You give me written permission to share details about you to others (e.g., an academic advisor, your doctor). You have the right to change your mind and revoke that permission at any time.

B. We use non-identifying facts about you (e.g., demographics) to compile statistics that may be used in professional publications and-or presentations.

C. Your file is subpoenaed. I may advocate limiting the information admissible, but the court system has the ultimate right to access your file.

D. You take legal action against me or someone on the Sexual Violence Prevention team. Our staff may then need to access information you shared while accessing our services to handle your complaint.

E. You share information that implies:

- (a) you are in imminent danger of harming yourself or someone else;
- (b) someone you know may be in danger (e.g., is being abused, threatened, neglected, or is witnessing abuse) such as a university employee or student, dependent adult, family member, person under the age of 18, and/or animal;
- (c) there are criminal activities (past or current) that pose a risk to the safety of people;
- (d) there is maltreatment of a client by a helping professional.

In the above scenario, the I am legally and/or ethically obligated to consult with appropriate professionals to help ensure safety. I will most likely inform you of who they are contacting to help you and/or others be safe.

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F. The Coordinator receives information from a concerned third party (such as security or a friend), or on social media that implies you may be at risk for engaging in behaviors that may threaten your or others' safety (e.g., made threats to a professor, or brought a weapon onto campus). In such cases, we may need to discuss these concerns with relevant parties (e.g., Security and/or members of the U of L Behavioural Intervention Committee). It is important you know that the Coordinator is very cautious about releasing information about you to others so only the minimal amount of information will be released and recorded in your file. Based on best judgment the Coordinator may choose not to inform you about information received from third parties.

If you have any questions about these exceptions to your privacy, please ask the Coordinator — who is devoted to protecting your rights.

Release of Information Forms

Should you or the Coordinator wish to discuss your situation with another individual or agency, you will need to complete a release of information form stating who they are allowed to speak with and the type of information they can release. Please know that other units and health centres may not be bound by the same confidentiality rules as the Coordinator.

If the Coordinator is writing a letter on your behalf, you will have an opportunity to review the letter and may request a copy for your own records. Often you will be expected to take the letter to the other party yourself, as opposed to faxing or mailing options. If you are picking up the documents at our reception desk, you will be required to show ID.

If any of these situations apply to you, you will be supported at every step of the process. At any point, you have the right to clarify the boundaries of the Sexual Violence Prevention Coordinator's confidentiality.

Complaint Procedure

If you have a concern about your information appointment or your interaction with the Sexual Violence Prevention Coordinator and you believe the Coordinator has behaved unethically, you can contact Jennifer Ellis-Toddington, Manager of Counselling Services at (403) 317-2845.

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Risks & Benefits

- Many people who experience violence report that accessing support resources and information is helpful to them.
- It is also advantageous to have someone's help when navigating complex systems.
- Talking about your experience and options could be stressful and overwhelming.
- I am prepared to offer any resources that may be supportive and take direction from you on your next steps. You choose what you feel is best for you.

Consent

- I have had sufficient time to consider the above information and have asked any necessary questions.
- I understand my rights, the limits to confidentiality and the nature of the support service being offered, including risks and benefits.
- I understand that this service is voluntary and that I may terminate at any time, and/or refuse certain aspects of service without jeopardizing my ability to access support.
- I understand basic information regarding my disclosure may be shared for statistical purposes, but no identifying information will be shared.

I am over the age of 18, or have been declared a mature minor YES NO

Printed Name

Signature

Today's Date

Coordinator:

I have discussed the above information with the individual. To the best of my knowledge the individual understands this information and is able to provide informed consent for services.

Printed name

Signature

Today's Date

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