

OTTAWA

# Project Lighthouse

Responding to Disclosures of Sexual Violence



## POLICE

When someone reports to the police, an investigator is assigned to each report. The investigator meets with the reporter and the investigator will encourage the reporter to attend the hospital for evidence collection, and health care. The investigator will meet with all witnesses and gather as much evidence as possible (surveillance video, clothes, text messages, phone calls, etc). The survivor can decide if they would like the information in an information report, or if they want police to warn the suspect or if they want charges laid.

- The investigator will determine if charges can be laid or not (police need reasonable grounds to believe a criminal offence has been committed to arrest and lay charges).
- The investigator will meet with the suspect or arrest the suspect depending on the situation.
- The file may be closed or go before the courts.

## HEALTH SERVICES

Seeking medical attention can be an important step for some survivors. These services can assess your overall health needs, provide testing for sexually transmitted infections and pregnancy prevention options.

## COUNSELLING SERVICES AND EMOTIONAL SUPPORT

Attending to your emotional health can be an important part of your healing process.

**Confidential** support services are available to assist you. No information is shared without your permission.

## THE SEXUAL ASSAULT AND PARTNER ABUSE PROGRAM

The Sexual Assault and Partner Abuse Program at the Ottawa Hospital, Civic Campus is available to collect evidence that can be used in legal proceedings if you choose to do so. The staff are specifically trained to be sensitive to your needs while accessing medical assistance. They are open 24/7 to ensure the best support for medical and forensic needs.

# SUPPORT AVAILABLE FOR STUDENTS

## SECURITY SERVICES

We recognize it is difficult to disclose or report incidents of sexual violence and sexual assault. The choice to disclose or report is entirely yours. As a survivor, we commit to supporting you through the process of disclosure and strongly encourage you to report your experience to us. Algonquin College is committed to providing a safe and respectful working, learning and teaching environment free from violence or harassment. When a complaint of sexual assault/sexual violence has been reported to the College, the College will exercise care to protect and respect the rights and confidentiality of both the complainant and the respondent.

*When a complaint of sexual assault/sexual violence has been disclosed to an Algonquin College employee, that employee is required to share that information with Security Services (if you choose, your name can be withheld). Health Services, and Counselling Services are confidential, and therefore do not need to report to Security Services. Providing timely supports at the time of disclosure and in the days and weeks that follow is Algonquin College's top priority.*

# Frequently Asked Questions

- **Do I have to make a formal report, and do I have to include my name? Do I have to include the name of the person who assaulted me?**

If you come to Security Services in person, they will request your name. If you chose not to divulge your name, Security Services will take the report as anonymous, but they would not be able to investigate. You can also make an anonymous online report, again there will not be an investigation. We ask you to provide the suspects name, in order to conduct a risk assessment. If you choose not to disclose the suspect's name, no investigation will take place.

You are also able to make a report to any staff and ask for them not to share your name. Your confidentiality will always be respected.

- **If I include the name of the person who assaulted me, will they be get kicked out of residence?**

A risk assessment will be conducted which could suggest a suspect is removed from Residence based on procedures. A communication ban which does not allow the person to speak with you or approach you can also be issued by Security Services or Residence management for those living in Residence.

- **If I know the person has done this to other people, will Security Services make me name them and will they be approached?**

Security Services aim to provide support to all persons who may be survivors. Security Services will request names of potential survivors and they will be approached. Your name will not be disclosed as the source.

- **Will police have to be involved?**

It is your decision to involve the police, however, if Security Services believes your safety or the safety of the College is at risk; they will call the police.

- **What do I do if their friends approach me and ask me questions or take their side during the investigation?**

If there is evidence of harassment, this can also be reported to Security Services.

- **What will happen to the person who assaulted me if I make a report? Will they in trouble?**

They will be interviewed regarding the accusation and possibly appear in front of a Student Conduct Board as per Student Conduct Policy SA07. The Student Conduct Board can issue sanctions from warnings to expulsions.

- **Can I report something that happened off campus or out of residence?**

Yes, and support will always be given, however there may not be grounds for Security Services to investigate if the incident occurred off-campus and not at an Algonquin College official function.

- **If I change my mind after I report, do I have to keep going in the investigation?**

No, you can stop an investigation at any time. If the incident raises concerns for your safety or the safety of the College, Security Services may have to continue with the investigation.

- **I am scared to go to my room or bump into the person on campus. What can I do to feel safe?**

Security Services can provide a personalized safety plan for you.

- **Who can I talk to for support?**

Counselling Services, Residence Staff, Security Services, Health Services, the Mamidosewin Centre, and faculty. There are extensive external resources within policy SA16. Counselling services may also be able to assist you in providing academic accommodations for you.

- **Can I decide to report later on?**

Yes, you can report at any time.

- **What do I do if the person who assaulted me thinks I reported and the person or their friends retaliate against me?**

Security Services would investigate all cases of retaliation, harassment and bullying. Appropriate sanctions will be given.

- **What if the sexual violence occurred in the past?**

Yes, you can report at any time.

- **Will you have to tell my parents?**

If you are over 18, no.

- **What happens during an investigation in the school?**

All parties are interviewed (survivor, suspect and witnesses). CCTV and other evidence are collected and analyzed.

- **Will the person who assaulted me find out that I reported them?**

If you want an investigation, yes.

- **Who is going to know what happened to me when I make the report?**

Security Services keeps all investigations confidential and you will be told if we have to inform someone (Residence management, faculty etc.)

- **Do you need screenshots of texts, snapchats and/or DMs to prove they were harassing me? What info should I collect and who do I send it to?**

All information showing harassment can be used as evidence to support your claim. Collect all information you believe is relevant and shows harassing behavior. This information can be shared with Security Services.

- **Are there any circumstances under which my confidentiality will be broken?**

Yes. If you are survivor to a serial assaulter or the incident is considered grievous, confidentiality may be broken following a risk assessment.

- **If I want to move out of Residence because I am worried about running into the perpetrator, can I get my money back? What happens if I drop out of college?**

Questions regarding Residence policy should be directed to Residence management. There is a chance you can appeal the cancellation fee and only pay for the days you stayed in residence. If you remove yourself from Algonquin College, you would need to seek guidance from the Registrar's Office, or the Office of the Ombudsman.

# Definitions

Sexual assault and sexual violence are **unacceptable** and **will not be tolerated** on the campuses of Algonquin College. We are committed to challenging and preventing sexual violence and creating a safe space for all members of the Algonquin College community. Algonquin College has created a clear and powerful **directive** outlining the rights and responsibilities of all members of the College community with respect to **Sexual Assault and Sexual Violence**.

## Disclosure

A disclosure of sexual violence is when someone shares information about an incident of sexual violence. A person impacted by sexual violence is not required to make a formal complaint in order to obtain support, services or accommodations for their needs. Please follow the flow chart to learn more about supporting survivors or sexual violence.

## 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. Sexual violence includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

## Sexual Assault

Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the survivor\* and involves a range of behaviour from unwanted touching to penetration.

*\*Survivor: some who have been affected by sexual assault/sexual violence may choose to identify as a survivor. Individuals might be more familiar with the term "victim". We use the term survivor throughout this policy where relevant because some who have been affected by sexual assault believe they have overcome the violent experience and do not wish to identify with the victimization. It is the prerogative of the person who has been affected by these circumstances to determine how they wish to identify.*

## Sexual Harassment

Any unwanted or offensive sexual behavior that creates a hostile or stressful living, learning, or working environment. Sexual harassment can be a single incident or an ongoing pattern of behaviour. Examples of sexual harassment include:

- Unwanted sexual advances
- Unwanted or uninvited touching
- Sexual retaliation or threats
- Sexual jokes or comments
- The displaying of sexually suggestive images

## Consent

Consent is the voluntary and explicit agreement to engage in the sexual activity in question. It is the act of clearly and willingly agreeing to engage in specific sexual behaviour, and requires that a person is able to freely choose between two options: yes and no.

Consent:

- Cannot be given when impaired under the influence of drugs or alcohol
- Cannot be assumed or implied
- Cannot be given by silence or the absence of no
- Can be revoked at any point before or during sexual activity

# Contact Resources

## SEEK MEDICAL ATTENTION

- Sexual Assault and Partner Abuse Program available 24/7 The Ottawa Hospital-Civic Campus 613.798.5555 ext. 13770

[ottawahospital.on.ca/en/clinical-services/deptpgrmcs/programs/sexual-assault-and-partner-abuse-care-program](http://ottawahospital.on.ca/en/clinical-services/deptpgrmcs/programs/sexual-assault-and-partner-abuse-care-program)

- Health Services (Room C141) 613.727.4723 ext. 7222 [algonquincollege.com/healthservices](http://algonquincollege.com/healthservices)

## SEEK COUNSELLING AND EMOTIONAL SUPPORT

- Counselling Services 613.727.4723 ext. 7200 [algonquincollege.com/counselling](http://algonquincollege.com/counselling)
- Mamidosewin Centre (Room E122) 613.727.4723 ext. 7186 [algonquincollege.com/mamidosewin](http://algonquincollege.com/mamidosewin)
- Ottawa Rape Crisis Centre 24/7 Crisis Line 613.562.2334 [orcc.net](http://orcc.net)
- Sexual Assault Support Centre of Ottawa (SASC) 613.234.2266 [sascottawa.com](http://sascottawa.com)
- Ontario 24/7 Assaulted Women's Helpline Toll Free: 1.866.863.0511

## REPORT

- Police Services  
**Emergency/Medical:** 911  
**Non-emergency:** 613.236.1222 [www.ottawapolice.ca/en/safety-and-crime-prevention/Sexual-Assault.aspx](http://www.ottawapolice.ca/en/safety-and-crime-prevention/Sexual-Assault.aspx)
- Algonquin College Security Services, available 24/7  
**Emergency:** 613.727.4723 ext. 5000  
**Non-Emergency:** 613.727.4723 ext. 5010  
Security Services will provide you a safe and confidential environment with options to record the details of your incident.



For more info:  
[algonquincollege.com/projectlighthouse](https://algonquincollege.com/projectlighthouse)

