



## **SPECIAL CIRCUMSTANCE REPORTING**

### **HARASSMENT, VIOLENCE, DISCRIMINATION OR BULLYING**

If there is an incident of harassment/violence/discrimination within the Placement Agency involving a Student, it is strongly recommended that the student report the situation immediately to the College Placement Representative.

The College Placement Representative along with the Manager of Student Placement Program will be required to follow an internal process which will involve alerting the Associate Deans and ensuring all student reporting measure are completed.

### ***What is your responsibility as a Placement Agency?***

**Document and secure in the students file how the student is being supported and ensure necessary safeguards are in place for any future considerations for placement.**

### **SEXUAL ASSAULT AND SEXUAL VIOLENCE**

If there is an incident of sexual harassment or violence within the Placement Agency involving a student, the following will be applied:

As per the [Sexual Assault and Sexual Violence Policy](#), it is recommended that the student inform the College Placement Representative or Campus Security at:

- a. Brockville 613-345-0660; or
- b. Cornwall 613-933-6080; or
- c. Kingston 613-544-5400 ext. 5555;

Document the incident in full including date, time, location, witnesses and details; and if the student is willing, Campus Security will provide all available options to support the student that are outlined within the College Sexual Assault and Sexual Violence Protocol/Policy.

**Please Note:** When supporting as student who comes forward in these types of situations, please listen and demonstrate compassion and offer options to talk to someone utilizing the Campus policy and procedure.

**REPORTING UNUSUAL BEHAVIOR**

If there is an incident of unusual behavior or an increase of abnormal behavior by a student while on placement, you should report the information to the College Placement Representative.