

REPORTING OPTIONS - ON AND OFF CAMPUS AUTHORITIES

The outlined processes only apply if the person who has experienced harm and the person who has caused harm are Trent University students. If you are a student but the other party is not there are still many support options available to you. Refer to the website, trentu.ca/sexualviolence to explore options.

The person that experienced harm can reach out to the Sexual Violence Prevention Coordinator (SVPC) for accommodations and support services to ensure there is a plan in place to support the processes below.

Contact Information: consent@trentu.ca, 705-748-1011 x7792

OPTION ONE- RESTORATIVE PROCESS

Facilitated by Student Affairs, Residence Staff, and /or Campus Security

Discuss agreeable outcomes with support staff and put in place any necessary accommodations

A) Consultation and Resolution
Incident is resolved either independently or with support from a Staff Resource Person

B) Initiate a Formal Negotiated Process
facilitated by the Student Affairs Adjudicator

Outcomes implemented

OPTION TWO - FILE A FORMAL REPORT WITH CAMPUS SECURITY

SECURITY WILL TAKE YOUR STATEMENT

Accommodations and interim measures can be put in place to protect your safety

A) Report for information purposes only

B) File report to initiate investigation process

Investigator will create a fact-finding report based on evidence collection and interviews. Findings will be determined using a balance of probability

Appeals

Outcomes implemented

OPTION 3 - REPORT INCIDENT TO THE POLICE

THE PERSON THAT EXPERIENCED HARM GOES TO THE POLICE STATION CLOSEST TO WHERE THE INCIDENT OCCURRED TO MAKE A REPORT

A) Charges laid

Trent may impose interim measures

B) Charges not laid

Can choose to pursue any of the processes laid out in Option 1 or Option 2



These are not standalone processes; multiple options can be carried out. However, if the police are conducting an investigation, the University will suspend their investigation in cooperation with the police.

Option One - Restorative Negotiation Processes :

This option is guided by the *Student Charter of Rights and Responsibilities*. You can contact a Staff Resource Person(SRP) through connecting with Student Affairs at, studentaffairs@trentu.ca or 705-748-1011 ext. 7754. Student Affairs staff will meet with the person who experienced harm, discuss their needs, and review available options. The person who experienced harm chooses how they would like to proceed. A summary of the case will be made and forwarded to the Office of the AVP.

A) Consultation and Resolution

- The person who experienced harm can choose to engage directly with the person who caused harm; the SPR can help to strategize a safe course of action, considering the needs of the person who experienced harm.
- Alternatively, at the request of the person who experienced harm, the SRP can facilitate a mediation between the two parties. Mediation can be face to face or information can be shared back and forth by facilitators in a shuttle mediation. This conversation is focused on outcomes and reaching a resolution. If this option is unsuccessful the person who experienced harm may choose to initiate a Formal Negotiated Process.

B) Formal Negotiated Process

- The Student Affairs Adjudicator will meet with the person who experienced harm to collect information and the person who caused harm is informed of the claim.
- The process of this option is determined beforehand in consultation with the person who experienced harm. The process may include: both parties and any witnesses being interviewed; the person who experienced harm outlining interim measures and agreeable outcomes they would like; mediated discussion, either face to face or information can be shared back and forth by facilitators in a shuttle mediation.
- The incident is considered resolved when: the process comes to a natural conclusion, the person who experienced harm's agreeable outcomes are fulfilled, and/ or parties agree that a conclusion has been reached.

Option 2: File Report to Campus Security:

This option is guided by Trent's *Sexual Violence Prevention and Response Policy*. For both Option A) and Option B), interim safety measures can be created to ensure all necessary precautions are being taken.

A) Report made for information purposes only

- Report can be filed for information purposes, this report will be held confidential unless there is a current or future threat to the community. This will not initiate an investigation. Security can put in place interim measures to protect your safety and accommodations can still be arranged.

B) Initiate an Investigation conducted by Campus Security

- This option formally notifies the University of an incident of sexual violence.

Investigation Process:

- Statement from the person who experienced harm will be collected, which is reviewed by the investigator who will determine if there is a current threat to anyone's personal safety.
- Investigator will notify the person who caused harm about the report informing them of any interim measures
- Evidence will be collected and witnesses interviewed; only witnesses necessary to corroborate facts or establish patterns will be interviewed due to the sensitive nature of sexual violence.
- Investigator will complete the final report after receiving any last clarification from both parties
- Each party has five days to comment on the draft report; if there are any final comments, they will be added to the report.
- The report will conclude findings based on a balance of probability.

If it is found using a balance of probability that the incident did occur, the person who caused harm may face educational tasks, restorative measures, community service, loss of privileges, probation, suspension or expulsion.

Appeals -This can be filed with the Vice President Finance and Administration office, by either the person who experienced harm or the person who caused harm. The decisions of the appeal process are final.

To review in full the policy for reporting an incident refer to, www.trentu.ca/sexualviolence

Option 3: Report Incident to the Police:

The student must attend the police station closest to the location of the incident(s).

If the person who experienced harm chooses to report the incident to the police, they can still report the incident to Campus Security. However, if the police are conducting an investigation it will take precedence over the University investigation, which may include pausing an internal investigation until the police investigation and any criminal charges are resolved.

There are systems in place to support a student if they choose to report their incident to the police.

- A) If charges are laid, Trent University may impose its own interim measures.
- B) If charges are not laid, the person that experienced harm can choose to report the incident using Option 1 or Option 2.

