



Randolph Academy
for the Performing Arts

**SEXUAL VIOLENCE AND HARASSMENT
ACTION POLICY AND PROTOCOL**

Student Edition

January 2017

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STATEMENT FROM THE PRESIDENT

At the Randolph Academy for the Performing Arts, we have a shared set of values to guide our behaviour. Building on this foundation, RAPA values respect for all individuals, civility, diversity, dignity, equality, and freedom, and is committed to maintaining a healthy and safe learning, living, social, recreational and working environment. We are also committed to maintaining a community free of discrimination and harassment, and strive to foster an atmosphere of healthy attitudes and behaviours towards sexuality, sex and gender roles. Behaviour that contributes to a hostile and inequitable learning and working environment will not be tolerated by RAPA. Our commitment to supporting those who experience sexual violence is taken very seriously, and we work diligently within the RAPA community and with community partners on programs, policies and resources to ensure that our community remains free from sexual violence.

Our web site provides quick access to the information contained in RAPA's Sexual Violence and Harassment Action Policy and Protocol. The Policy and Protocol provides procedures and resources to support individuals and groups who may be directly or indirectly involved in working with persons who have experienced sexual violence.

I urge all members of the RAPA community to review the Policy and Protocol to learn about options and resources available to those who require support, or who wish to support others. We all need to work together to ensure that RAPA remains a safe and positive space where members of the RAPA community feel able to work, learn and express themselves in a safe environment that upholds human equality.

George Randolph
President and Founder

**RANDOLPH ACADEMY FOR THE PERFORMING ARTS
SEXUAL VIOLENCE AND HARASSMENT POLICY**

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This Policy applies to: All members of the Academy community including: employees, board members, students, contractors, suppliers of services, individuals who are directly connected to any RAPA initiatives, volunteers, and visitors.

1. Definitions

Sexual Assault and Sexual Violence

Sexual assault: A criminal offence under the *Criminal Code* of Canada. Sexual assault is any type of unwanted sexual act done by one person to another that violates the integrity of the victim and involves a range of behaviours from any unwanted touching to penetration. Sexual assault is characterized by a broad range of behaviours that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to.

Sexual violence: Sexual Violence is a broad term that describes any violence, physical and psychological, carried out through sexual means or by targeting sexuality. Sexual assault is any kind of contact without mutual consent. This violence takes different forms including sexual abuse and sexual assault. Anyone, regardless of age, gender or sexual orientation, can fall victim to sexual violence. Sexual Violence can profoundly impact the physical and mental well-being of individuals.

Consent: The voluntary and explicit agreement to engage in the sexual activity in question. It is the act of willingly agreeing to engage in specific sexual behaviour, and requires that a person is able to freely choose between two options: yes and no. This means that there must be an understandable exchange of affirmative words which indicates a willingness to participate in mutually agreed upon sexual activity. It is also imperative that everyone understands the following:

- Silence or non-communication must never be interpreted as consent and a person in a state of diminished judgment cannot consent.
- A person is incapable of giving consent if they are asleep, unconscious or otherwise unable to communicate.
- A person who has been threatened or coerced (i.e. is not agreeing voluntarily) into engaging in the sexual activity is not consenting to it.
- A person who is drugged is unable to consent.
- A person is usually unable to give consent when under the influence of alcohol and/or drugs.
- A person may be unable to give consent if they have a mental disability preventing them from fully understanding the sexual acts.
- The fact that consent was given in the past to a sexual or dating relationship does not mean that consent is deemed to exist for all future sexual activity.

- A person can withdraw consent at any time during the course of a sexual encounter.
- A person is incapable of giving consent to a person in a position of trust, power or authority, such as a faculty member initiating a relationship with a student whom they teach, or an administrator in a relationship with anyone who reports to that position.
- Consent cannot be given on behalf of another person.

It is the responsibility of the initiator of sexual activity to ensure clear and affirmative responses are communicated at all stages of sexual engagement. It is also the initiator's responsibility to know if the person they are engaging with sexually is a minor.

Note: For information purposes only, the *Criminal Code* defines "consent" as follows:

Consent: The voluntary agreement to engage in the sexual activity in question. No consent is obtained, where:

- a) the agreement is expressed by the words or conduct of a person other than the complainant;
- b) the complainant is incapable of consenting to the activity;
- c) the accused induces the complainant to engage in the activity by abusing a position of trust, power or authority;
- d) the complainant expresses, by words or conduct, a lack of agreement to engage in the activity; or
- e) the complainant, having consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.

Other Relevant Terms

Acquaintance sexual assault: Sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.

Age of consent for sexual activity: The age at which a person can legally consent to sexual activity. In Canada, children under 12 can never legally consent to sexual acts. Sixteen is the legal age of consent for sexual acts. There are variations on the age of consent for adolescents who are close in age between the ages of 12 and 16. Twelve and 13 year olds can consent to have sex with other youth who are less than 2 years older than themselves. Youth who are 14 and 15 years old may consent to sexual involvement that is mutual with a person who is less than 5 years older. Youths 16 and 17 years old may legally consent to sexual acts with someone who is not in a position of trust or authority.

Coercion: In the context of sexual violence, coercion is unreasonable and persistent pressure for sexual activity. Coercion is the use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment, to persuade someone to do something they do not wish to do, such as being sexual or performing particular sexual acts.

Drug-facilitated sexual assault: The use of alcohol and/or drugs (prescription or non-prescription) by a perpetrator to control, overpower or subdue a victim for purposes of sexual assault.

Sexual Harassment: The making of unwanted and offensive sexual advances or of sexually offensive remarks or acts, especially by one in a superior or supervisory position or when acquiescence to such behavior is a condition of continued employment, promotion, or satisfactory evaluation. Sexual harassment is often not about sexual desire or interest at all. In fact, it often involves hostility, rejection, and/or bullying of a sexual nature. Sexual and gender-based harassment includes but is not limited to: demanding hugs, invading personal space, leering or

inappropriate staring, sexual jokes, including circulating written sexual jokes, questions or discussions about sexual activities, and more; for a full list, visit the [Ontario Human Rights Commission](#)

Stalking: A form of criminal harassment prohibited by the *Criminal Code* of Canada. It involves behaviours that occur on more than one occasion and which collectively instill fear in the victim or threaten the victim's/target's safety or mental health. Stalking can also include threats of harm to the target's friends and/or family. These behaviours include, but are not limited to, non-consensual communications (face-to-face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyber-stalking; and uttering threats.

Survivor: Some who have experienced 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 experienced 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 experienced these circumstances to determine how they wish to identify.

2. Purpose and Intent of the Policy

All members of the RAPA community have a right to work and study in an environment that is free from any form of sexual violence. This document sets out our policy and response protocol to sexual violence and ensures that those who experience sexual violence are believed and their rights respected, and that the RAPA has a process of investigation that protects the rights of individuals and holds individuals who have committed an act of sexual violence accountable.

3. Policy Statement

Sexual assault and sexual violence are unacceptable and will not be tolerated. We are committed to challenging and preventing sexual violence and creating a safe space for anyone in the RAPA community who has experienced sexual violence. RAPA is expected to be a safe and positive space where members of the RAPA community feel able to work, learn and express themselves in an environment free from sexual violence.

All reported incidents of sexual violence will be investigated to the best of the administration's ability and in a manner that ensures due process. It is this policy's intention to make individuals feel comfortable about making a report in good faith about sexual violence that they have experienced or witnessed.

We recognize that sexual violence can occur between individuals regardless of sexual orientation, gender, and gender identity or relationship status as articulated in the Ontario *Human Rights Code*. We also recognize that individuals who have experienced sexual violence may experience emotional, academic or other difficulties.

We are committed to:

3.1. assisting those who have experienced sexual violence by providing choices, including detailed information and support, such as provision of and/or referral to counselling and medical care, information about legal options, and appropriate academic and other accommodations;

- 3.2. ensuring that those who disclose that they have been sexually assaulted are believed, and that their right to dignity and respect is protected throughout the process of disclosure, investigation and institutional response;
- 3.3. addressing harmful attitudes and behaviours (e.g. adhering to myths of sexual violence that reinforce that the person who experienced sexual violence is somehow to blame for what happened);
- 3.4. treating individuals who disclose sexual violence with compassion, recognizing that they are the final decision-makers about their own best interests;
- 3.5. ensuring that on-campus (internal) investigation procedures are available in the case of sexual violence, even when the individual chooses not to make a report to the police;
- 3.6. engaging in appropriate procedures for investigation and adjudication of a complaint which are in accordance with RAPA policies and standards, and that ensure fairness and due process;
- 3.7. ensuring coordination and communication among the various departments most likely to be involved in the response to sexual violence in the RAPA community;
- 3.8. engaging in public education and prevention activities;
- 3.9. providing information to the RAPA community about our sexual violence policies and protocol;
- 3.10. providing appropriate education and training to the RAPA community about responding to the disclosure of sexual violence;
- 3.11. contributing to the creation of an atmosphere in which sexual violence is not tolerated; and,
- 3.12. monitoring and updating our policies and protocols to ensure that they remain effective and in line with other existing policies and best practices.

4. Reporting and Responding to Sexual Violence

- 4.1. Members of the RAPA community who have experienced sexual violence are encouraged to come forward to report as soon as they are able to do so.
- 4.2. Persons in a position of authority, including persons directing the activities of others, shall take immediate action to respond to or to prevent sexual violence from occurring.

5. Complaint Process and Investigations

A complaint of sexual assault or any other kind of sexual violence can be filed under this Policy by any member of the RAPA community.

RAPA will seek to achieve procedural fairness in dealing with all complaints. As such, no sanction and/or disciplinary action will be taken against a person or group without their knowledge where there is an alleged breach of this Policy. Respondents will be given reasonable notice with full detail of the allegations, and provided with an opportunity to answer to the allegations made against them.

5.1. Right to Withdraw a Complaint

A complainant has the right to withdraw a complaint at any stage of the process. However, the RAPA may continue to act on the issue identified in the complaint in order to comply with its obligation under this Policy and/or its legal obligations.

5.2. Protection from Reprisals, Retaliation or Threats:

It is contrary to this Policy for anyone to retaliate, engage in reprisals or threaten to retaliate against a complainant or other individual for:

- having pursued rights under this Policy or the Ontario *Human Rights Code*;
- having participated or co-operated in an investigation under this Policy or the Ontario *Human Rights Code*; or
- having been associated with someone who has pursued rights under this Policy or the Ontario *Human Rights Code*.

Anyone engaged in such conduct may be subject to sanctions and/or discipline.

5.3. Unsubstantiated or Vexatious Complaints

If a person, in good faith, discloses or files a sexual violence complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed.

Disclosures or complaints that are found following investigation to be frivolous, vexatious or bad faith complaints, that is, made to purposely annoy, embarrass or harm the respondent, may result in sanctions and/or discipline against the complainant.

6. Confidentiality

Confidentiality is particularly important to those who have disclosed sexual violence. The confidentiality of all persons involved in a report of sexual violence must be strictly observed, and the RAPA will do its best to respect the confidentiality of all persons, including the complainant, respondent, and witnesses. However, confidentiality cannot be assured in the following circumstances:

- an individual is at imminent risk of self-harm;
- an individual is at imminent risk of harming another; and/or
- there are reasonable grounds to believe that others in the RAPA or wider community may be at risk of harm.

In such circumstances, information would only be shared with necessary services to prevent harm, and the name of the survivor would not be released to the public.

Where the RAPA becomes aware of an allegation of sexual violence by a member of the RAPA community against another member of the RAPA community, the RAPA may also have an obligation to take steps to ensure that the matter is dealt with in order to comply with the RAPA's legal obligation and/or its policies to investigate such allegations. In such cases, certain RAPA administrators will be informed about the reported incident on a "need to know" and confidential basis, but not necessarily of the identities of the persons involved.

7. Cross References to Other Policies and/or Legal Requirements

Student Code of Conduct

Plagiarism Handbook

Student Formal Complaint Form – see Student Code of Conduct

Ontario *Human Rights Code* [<http://www.ohrc.on.ca/en/ontario-human-rights-code>]

SEXUAL ASSAULT AND SEXUAL VIOLENCE PROTOCOL – ADDITIONAL RESOURCES & INFORMATION

1. IF YOU HAVE EXPERIENCED SEXUAL VIOLENCE

- Go to a Safe Place
- Find a trusted friend or speak to the Student Services Office
- Call the Toronto Rape Crisis Centre/Multicultural Women Against Rape 416.597.8808 (24 hours) Note: This service is for any gender identity
- Go to or call the Sexual Assault/Domestic Violence Care Centre at Women’s College Hospital: 416.323.6040; located at 76 Grenville Avenue, Toronto (24 hours)
- Call the Toronto Police Services Division closest to you. Main police number: 416.808.7000 (24 hours)
- Victim Services of Toronto: 416.808.7066 (24 hours)
- Distress Line of Toronto: 416.408.4357 (24 hours)

Anyone who has experienced sexual violence has the right to:

- be treated with dignity and respect,
- be believed,
- be informed about on- and off-campus services and resources,
- decide whether or not to access available services and to choose those services they feel will be most beneficial,
- decide whether to report to Administration and/or local police,
- have an on-campus investigation with the RAPA’s full cooperation
- have a safety plan, and
- have reasonable and necessary actions taken to prevent further unwanted contact with the alleged perpetrator(s).

2. If You Would like to File a Formal Complaint

Student Services can also assist you with filing a complaint. If the alleged perpetrator is another member of the RAPA community, you may file a complaint under this Policy.

Individuals who have experienced sexual violence may also wish to press charges under the *Criminal Code*. Student Services can also assist you with contacting the local Police.

3. What to Do if You Witness Sexual Violence

If you witness sexual violence, please call:

- 911 or go to the closest police station
- Toronto Rape Crisis Centre 24 HOUR line: 416.597.8808
- Sexual Assault/Domestic Violence Care Center: 416.323.3236; located at 76 Grenville Ave, Toronto (24 hours)
- Distress Line Toronto: 416.408.4357 (24 hours)
- Victim Services Toronto 416. 808.7066 (24 hours)