



SPECIAL CIRCUMSTANCE REPORTING

HARASSMENT, VIOLENCE, DISCRIMINATION OR BULLYING, SEXUAL ASSAULT OR VIOLENCE

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

What is your responsibility as a Placement Agency?

1. Document the incident in full including date, time, location, witnesses and details.
2. When made aware, contact the College Placement Representative to discuss situation and determine necessary safeguards.
3. Document and secure in your student's file how the student is being supported and ensure necessary safeguards are in place for any future considerations for placement.

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 immediately to the College Placement Representative.