

# Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy

427 Vaughan Road, Toronto, ON M6C 2P1

Phone: 416 748-0050

[admin@cicapp.ca](mailto:admin@cicapp.ca)

## Career College Sexual Violence Policy

### 1. Sexual Violence Policy

- (a) The Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy is committed to providing its candidates with an educational environment free from sexual violence and treating its candidates who report incidents of sexual violence with dignity and respect.
- (b) The Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its candidates that have occurred on its campus, or at one of its events and involve its candidates.
- (c) The person accused of engaging in sexual violence will be referred to as the “Respondent” and the person making the allegation as the “Complainant”.

### 2. Definition of Sexual Violence

- (a) Sexual violence means 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, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

### 3. Training, Reporting and Responding to Sexual Violence

- (a) The Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy will include a copy of the Sexual Violence Policy in every contract made between it and its candidates, and provide a copy of the Sexual Violence Policy to all Board of Directors, Administrators, faculty members, supervisors, guests and community partners, and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its candidates. Any community partner participating in offering candidate clinical opportunities on their premises must provide an undertaking in writing that it is in compliance with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide candidates access to those policies should they encounter issues relating to sexual violence in the workplace.
- (b) The Sexual Violence Policy shall be published on its website. Board of Directors, Administrators, faculty members, supervisors, guests and community partners of Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy will report incidents of or complaints of sexual violence to: Florence Loh (Director) at Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy (416 748-0050) upon becoming aware of them.
- (c) Candidates who have been affected by sexual violence or who need information about support services should contact: Florence Loh (Director) at Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy (416 748-0050).
- (d) Subject to Section 4 below, to the extent it is possible, the Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk. This will be done by:
  - (i) ensuring that all complaints/reports and information gathered as a result of the

complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and

- (ii) ensuring that the documentation is kept in a separate file from that of the Complainant/Candidate or the Respondent.
- (e) The Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.
- (f) Notwithstanding (e) above, in certain circumstances, the Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.
- (g) In all cases, including (f) above, the Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy will appropriately accommodate the needs of its candidates who are affected by sexual violence. Candidates seeking accommodation should contact Florence Loh at 416 748-0050.
- (h) In this regard, the Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy will assist candidates who have experienced sexual violence in obtaining counselling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in Appendix 1 attached hereto. Candidates are not required to file a formal complaint in order to access supports and services.

#### **4. Investigating Reports of Sexual Violence**

- (a) Under this Sexual Violence Policy, any candidate of the Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy may file a report of an incident or a complaint to Florence Loh in writing.
- (b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Florence Loh will respond promptly and determine whether an investigation should proceed in consultation with the Board of Director, and if the Complainant wishes to participate in an investigation;
  - (i) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
  - (ii) determine whether the incident should be referred immediately to the police;
  - (c) In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and
- (d) determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.
- (e) Once an investigation is initiated, the following will occur:
  - (i) the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
  - (ii) interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
  - (iii) informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation;
  - (iv) interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
  - (v) providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and
  - (vi) following the investigation, Florence Loh will:
    - (A) review all of the evidence collected during the investigation;
    - (B) determine whether sexual violence occurred; and if so



(C) determine what disciplinary action, if any, should be taken as set out in Section 5 below.

## **5. Disciplinary Measures**

- (a) If it is determined by Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:
  - (b) disciplinary action up to and including termination of contract with faculty member or supervisor;  
or
  - (c) expulsion of a candidate; and /or
  - (d) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
  - (e) any other actions that may be appropriate in the circumstances.

## **6. Appeal**

- (a) Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to Florence Loh within 14 days by submitting a letter addressed to Florence Loh at Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy, 121 Willowdale Avenue, Suite 307. Toronto, Ontario, M2N 6A3 or by email to [admin@cicapp.ca](mailto:admin@cicapp.ca) advising of the person's intent to appeal the decision.

## **7. Making False Statements**

- (a) It is a violation of this Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.
- (b) Individuals who violate this Sexual Violence Policy are subject to disciplinary and/or corrective action up to and including termination of contract with faculty member or supervisor, or expulsion of a candidate.

## **8. Reprisal**

- (a) It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.
- (b) Individuals who violate the Sexual Violence Policy are subject to disciplinary and/or corrective action, up to and including termination of contract with faculty member or supervisor, or expulsion of a candidate.

## **9. Review**

- (a) The Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy shall ensure that candidate input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) The Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. The review date will be June 30, 2021.

## **10. Collection of Candidate Data**

- (a) The Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy shall collect and be prepared to provide upon request by the Superintendent of Ontario Career Colleges such data and information as required according to Subsections 32.3 (8), (9) and (10) of Schedule 5 of the Ontario Career Colleges Act, 2005 as amended.



**11. AMENDMENTS AS OF MARCH 1 2022:**

11.1. If students, in good faith, report an incident of, or make a complaint about, sexual violence, they will not be subject to discipline or sanctions for violations of the career college's policies relating to drug or alcohol use at the time the alleged sexual violence occurred

11.2. Students who disclose their experience of sexual violence through reporting an incident of, making a complaint about, or accessing supports and services for sexual violence, will not be asked irrelevant questions during the investigation process by CICAPP staff or investigators, including irrelevant questions relating to the student's sexual expression or past sexual history.

## **Appendix 1**

- (a) The following represents a list of Provincial Rape Crisis Centers that could be provided as resources:
- (b) **Canadian Association of Sexual Assault Centres**, Ontario Provincial
- (c)
- (d) English
- (e) Assaulted Women's Helpline Toll Free: 1-866-863-0511
- (f) #SAFE (#7233) on Bell, Rogers, Fido or Telus mobile TTY: 416-364-8762
- (g) [www.awhl.org](http://www.awhl.org)
- (h) Français
- (i) Fem'aide
- (j) Telephone Toll-Free: 1-877-336-2433
- (k) ATS: 1 866 860-7082
- (l) [www.femaide.ca](http://www.femaide.ca)

### **Sexual Assault/Domestic Violence Treatment Centres**

- (m) 35 [hospital-based centres that provide 24/7](#) emergency care to women. To locate the Sexual Assault/Domestic Violence Treatment Centre nearest you, follow [this link](#).

### **(n) Alliston, Barrie, Collingwood, Midland and Orillia**

- (o) Huronia Transition Homes operates La Maison Rosewood Shelter (Midland) & Athena's Sexual Assault Counselling and Advocacy Centre
- (p) 24-Hour Crisis Line:
  - (q) Barrie: 705-737-2008 or 1-800-987-0799
  - (r) Midland: 705-526-4211 or 1-800-461-175
- (s) Office: 705-526-3221
- (t) [www.huroniatransitionhomes.ca](http://www.huroniatransitionhomes.ca)

### **(u) Belleville**

- (v) Sexual Assault Centre for Quinte and District Toll-Free: 1-877-544-6424
- (w) Office: 613-967-6300
- (x) [www.sacqd.com](http://www.sacqd.com)

### **(y) Bracebridge**

- (z) Muskoka/Parry Sound Sexual Assault Services
- (aa) Parry Sound District Office:
  - (bb) Office: (705) 774-9083 or 1-877-851-6662
- (cc) Muskoka District Office:
  - (dd) Office: (705) 646-2122 or 1-877-406-1268
- (ee) [www.daphnewymn.com](http://www.daphnewymn.com)

### **(ff) Brantford**

- (gg) Sexual Assault Centre of Brantford Crisis: 519-751-3471
- (hh) Office: 519-751-1164
- (ii) [sexualassaultcentre@sacbrant.ca](mailto:sexualassaultcentre@sacbrant.ca)
- (jj) <http://sacbrant.ca/>

### **(kk)**

### **(ll) Brockville**

(mm) Assault Response & Care Centre  
(nn) Office: (613) 345-3881 or 1-800-567-7415  
(oo) [arcc@bgh-on.ca](mailto:arcc@bgh-on.ca)  
(pp) [www.arc-c.ca](http://www.arc-c.ca)  
(qq)

**(rr) Chatham**

(ss) Chatham-Kent Sexual Assault Crisis  
Centre 24-Hour Crisis Line: 519-354-8688  
Office/TTY: 519-354-8908  
(tt) <http://cksacc.org/>

**(uu) Cornwall**

(vv) Sexual Assault Support Services for  
Women Office: 613-932-1755  
(ww) <http://sassforwomen.ca/>

(xx) Iethinisten:ha Women's Shelter  
Akwasasne Family Violence  
Program 24-Hour Crisis: 1-800-  
480-4208

(yy) Phone: 613-937-4322

(zz) [www.akwasasne.ca/iethinistenha-women's-shelter](http://www.akwasasne.ca/iethinistenha-women's-shelter)

**(aaa) Durham Region**

(bbb) Durham Rape Crisis  
Centre Crisis: 905-668-9200

(ccc) Office: 905-444-9672

(ddd) [info@drcc.ca](mailto:info@drcc.ca)

(eee) [www.drcc.ca](http://www.drcc.ca)

**(fff) Eganville**

(ggg) Women's Sexual Assault Centre of Renfrew  
County 24-Hour Crisis: 1-800-663-3060

(hhh) Office: 613-735-5551

(iii) [www.wsac.ca](http://www.wsac.ca)

**(jjj) Guelph**

(kkk) Guelph-Wellington Women in Crisis  
Crisis: 519-836-5710

(lll) 1-800-265-7233

(mmm) Office: 519-823-5806

(nnn) [www.gwwomenincrisis.org](http://www.gwwomenincrisis.org)

**(ooo) Hamilton**

(ppp) Sexual Assault Centre (Hamilton and  
Area) Crisis: (905) 525-4162

(qqq) Office (905) 525-4573

(rrr) TTY: 905-525-4592

(sss) [www.sacha.ca](http://www.sacha.ca)

**(ttt) Kenora**

(uuu) Kenora Sexual Assault Centre

(vvv) Crisis: (807) 468-7233 or 1-800-565-6161

(www) Office: (807) 468-7958

(xxx) [www.kenoralsexualassaultcentre.com](http://www.kenoralsexualassaultcentre.com)

**(yyy) Kingston**

(zzz) Sexual Assault Centre Kingston  
(aaaa) Crisis: 613-544-6424 or 1-877-544-6424  
(bbbb) Office: 613-545-0762  
(cccc) [sack@sackington.com](mailto:sack@sackington.com)  
(dddd) [www.sackington.com](http://www.sackington.com)

**(eeee) Kitchener-Waterloo**

(ffff) Sexual Assault Support Centre of Waterloo  
Region Crisis: 519.741.8633  
(gggg) Office: 519.571.0121  
(hhhh) [info@sascwr.org](mailto:info@sascwr.org)  
(iiii) [www.kwsasc.org](http://www.kwsasc.org)

**(jjj)**

**(kkkk) London**

(lll) Sexual Assault Centre  
London Crisis: 519-438-  
2272  
(mmm) Office 519-439-0844  
(nnnn) TTY: 519-439-0690  
(oooo) [sacl@sacl.ca](mailto:sacl@sacl.ca)  
(pppp) [www.sacl.ca](http://www.sacl.ca)

(qqqq) London Abused Women's  
Centre Office: 519-432-2204

(rrrr) E-Mail: [info@lawc.on.ca](mailto:info@lawc.on.ca)  
(ssss) <http://lawc.on.ca/>

**(tttt) Peel Region**

(uuuu) Hope 24/7 (formerly the Sexual Assault/Rape Crisis  
Centre of Peel) Crisis:1-800-810-0180  
(vvvv) Office: (905) 792-0821  
(www) <http://hope247.ca/>

**(xxxx) Newmarket**

(yyyy) Women's Support Network of  
York Region Crisis: 1-800-263-  
6734 or 905-895-6734  
(zzzz) Office: (905) 895-3646  
(aaaa) [www.womenssupportnetwork.ca](http://www.womenssupportnetwork.ca)

**(bbbb) North Bay**

(cccc) Amelia Rising Women's Sexual Assault Centre of Nipissing/centre d'agressions sexuelles  
de Nipissing  
(dddd) Crisis: 705-476-3355  
(eeee) Office: 705-840-2403  
(ffff) TTY: (705) 840-5877  
(gggg) [info@ameliarising.ca](mailto:info@ameliarising.ca)  
(hhhh) [www.ameliarising.ca](http://www.ameliarising.ca)

**(iiii) Oakville**

(jjjj) Sexual Assault & Violence Intervention Services of  
Halton Crisis: 905-875-1555 or 1-877-268-8416  
(kkkk) Office: 905-825-3622  
(llll) [www.savisofhalton.org](http://www.savisofhalton.org)  
(mmmm)

**(nnnnn)**  
**(ooooo) Orangeville**  
(ppppp) Family Transition Place  
(qqqqq) Crisis: 1-800-265-9178  
(rrrrr) Office: 519-942-4122  
(sssss) [www.familytransitionplace.ca](http://www.familytransitionplace.ca)

**(ttttt) Ottawa**  
(uuuuu) Sexual Assault  
Support Centre Crisis: 613-234-  
2266  
(vvvvv) Phone: 613-725-2160  
(wwwww) TTY: 613-725-1657  
(xxxxx) [info@sascottawa.com](mailto:info@sascottawa.com)  
(yyyyy) <http://sascottawa.com>

(zzzzz) Ottawa Rape Crisis  
Centre Crisis: 613-562-  
2333  
(aaaaa) Office: 613-562-2334  
(bbbbb) <http://orcc.net/>

(ccccc) **Peterborough &  
Kawartha** Kawartha Sexual  
Assault Centre  
(ddddd) Crisis: (705) 741- 0260 or 1-866-298-7778  
(eeeeee) Office/TTY: (705) 741-0260  
(fffff) [www.kawarthasexualassaultcentre.com](http://www.kawarthasexualassaultcentre.com)  
(ggggg)  
(hhhhh) YWCA  
Peterborough Haliburton  
Crisis: 1-800-461-7656  
(iiiiii) Office: 705.743.3526 x 130  
(jjjjj) [www.ywcapeterborough.org](http://www.ywcapeterborough.org)

**(kkkkk)**  
**(lllll) Sault Ste Marie**  
(mmmmm) Women in Crisis (Algoma) Inc.  
(nnnnn) Crisis: 705-759-1230 or 1-877-759-1230  
(ooooo) [www.womenincrisis.ca](http://www.womenincrisis.ca)

**(ppppp) Sarnia-Lambton**  
(qqqqq) Sexual Assault Survivors Centre  
Sarnia-Lambton Crisis: 519 337-3320 or 1-  
888-231-0536  
(rrrrr) Office: (519) 337-3154  
(sssss) [www.sexualassaultsarnia.on.ca](http://www.sexualassaultsarnia.on.ca)

**(ttttt) Simcoe**  
(uuuuu) Haldimand & Norfolk  
Women's Service Crisis: 1-800-265-  
8076  
(vvvvv) TTY: 1-800-815-6419  
(wwwww) Office: 519-426-8048  
(xxxxx) [hnws@hnws.on.ca](mailto:hnws@hnws.on.ca)  
(yyyyy) [www.hnws.on.ca](http://www.hnws.on.ca)



**(zzzzzz) St. Catherines**  
(aaaaaaa) Niagara Region Sexual  
Assault Centre Crisis: (905) 682-4584  
(bbbbbbb) Office: (905) 682-7258  
(ccccc) [carsa@sexualassaultniagara.org](mailto:carsa@sexualassaultniagara.org)  
(ddddddd) <http://sexualassaultniagara.org/>

**(eeeeeee) Thunder Bay**  
(ffffff) Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre  
(ggggggg) Office: (807) 345-0894 or 1-866-311-5927  
(hhhhhhh) [tbcounselling@tbsasa.org](mailto:tbcounselling@tbsasa.org)  
(iiiiiii) [www.tbsasa.org](http://www.tbsasa.org)

**(jjjjjj) Timmins**  
(kkkkkkk) Timmins and Area Women  
in Crisis Crisis: 1-877-268-8380  
(sexual assault) Crisis: 1-855-827-  
7233 (shelter)  
(lllllll) Office: (705) 268-8381  
(mmmmmmm) [info@tawc.ca](mailto:info@tawc.ca)  
(nnnnnnn) <http://www.tawc.ca/>

**(ooooooo) Toronto**  
(ppppppp) Oasis Centre  
des Femmes  
Téléphone: 416-591-  
6565  
(qqqqqqq) Courriel: [services@oasisfemmes.org](mailto:services@oasisfemmes.org)  
(rrrrrrr) <http://oasisfemmes.org/>  
(sssssss)  
(ttttttt) Toronto Rape Crisis Centre: Multicultural Women Against  
Rape Crisis: 416-597-8808  
(uuuuuuu) Office: 416-597-1171  
(vvvvvvv) [info@trccmwar.ca](mailto:info@trccmwar.ca)  
(wwwwwww) [crisis@trccmwar.ca](mailto:crisis@trccmwar.ca)  
(xxxxxxx) [www.trccmwar.ca](http://www.trccmwar.ca)

**(yyyyyyy) Windsor**  
(zzzzzzz) Sexual Assault Crisis Centre of  
Essex County Crisis: 519-253-9667  
(aaaaaaaa) [www.saccwindsor.net](http://www.saccwindsor.net)

**(ccccccc) Woodstock**  
(ddddddd) Domestic Abuse Services Oxford  
(eeeeeee) Crisis: 519 539-4811 or 1-800-265-1938  
(ffffff) [info@daso.ca](mailto:info@daso.ca)  
(ggggggg) [www.daso.ca](http://www.daso.ca)  
(hhhhhhh)