

CONCERN, ASSESSMENT, RESPONSE AND ENGAGEMENT (CARE) POLICY			
Effective Date	December 12, 2024	Policy Type	Academic
Responsibility	Dean, School of Students	Related Policies	CARE Procedure Student Rights and Responsibilities Academic Accommodations for Students with Disabilities Access To Confidential Student Records & Information Records Management Policy Fit to Work/Fit to Learn Policy Violence Prevention Policy Violence Prevention Procedure Sexual Violence Policy Campus Security Policy
Approval Authority	Academic Council	Review Schedule	Annually

1. Policy Statement:

1.1. In alignment with Northwestern Polytechnic's (NWP) purpose to spark and empower success, NWP recognizes that mental wellbeing is foundational to students' academic achievement, learning, resiliency, and future success. The CARE policy informs culture and decision-making regarding student mental health and wellbeing.

2. Scope:

2.1. This policy applies to all campus community members and non-registered community members.

3. Reason for Policy:

3.1. The Government of Alberta released the Post-Secondary Institutions mandates for Mental Health Care in 2018 which provides a framework for post-secondary institutions to follow. This policy ensures NWP has consistent application of the mandates with the intention of providing timely access to effective early Intervention, enhancing awareness of presenting issues and enhancing coping skills.

- 3.2. The CARE policy seeks to empower campus community members to be confident in assisting students, and contributing to a campus culture of care, diversity, belonging, and shared responsibility.

4. Definitions:

- 4.1. "Advisory Members" may consist of faculty or staff who have first-hand knowledge of the student of concern and join the CARE Team to offer advice on a case.
- 4.2. "Campus Community Member", includes students, residents, employees, volunteers, Students' Association members, and service contractors at NWP.
- 4.3. "CARE Team", The Concern, Assessment, Response, and Engagement (CARE) Team is a collaborative multi-disciplinary team of campus professionals who meet regularly to present and review information about students of concern, analyze this information, and develop and monitor Intervention plans to provide support in collaboration with on and off campus stakeholders.
- 4.4. "Case Management" is an approach to assessment, intervention, and support, providing coordination of services to students experiencing academic, personal, or medical difficulties. Case management ensures accountability and provides students of concern and the referral source a central point of contact.
- 4.5. "Crisis", is an acute situation that requires immediate intervention. This can include, but is not limited to, imminent, severe harm to oneself or others; substance overdose; or medical situations such as psychosis.
- 4.6. "Designate", an individual directed to complete one or more assigned responsibilities.
- 4.7. "Disruptive Behaviour" is behaviour that causes negative impacts on other campus community members or the function of the learning environment.
- 4.8. "Distress", is a state of extreme discomfort that interferes with one's ability to function.
- 4.9. "Imminent Risk", is a risk of harm to self or others that will occur in the near future and is not adequately addressed by risk mitigation efforts.
- 4.10. "Intervention" is the process of taking action to mitigate risk and provide support.
- 4.11. "Mandated Meeting", is a meeting that an individual is required to attend.
- 4.12. "Non-Registered Community Members" refers to individuals connected to the NWP community who are not currently registered as students. This includes, but is not limited to:
- 4.12.1. NWP housing residents who are not enrolled students,

- 4.12.2. recent graduates,
- 4.12.3. individuals who have recently withdrawn, and
- 4.12.4. students in transition between academic sessions or semesters.
- 4.13. "Risk", is a threat or hazard to oneself or others that is incompletely understood, and whose occurrence can only be predicted with uncertainty.
- 4.14. "Risk Assessment" is the process of gathering information for use in decision-making about risk.
- 4.15. "Screening" is a systematic assessment that connects the dots of information known within the institution to identify a student at higher risk for mental health concerns, using a valid instrument to assess risk.
- 4.16. "Student of Concern" includes registered students and non-registered community members displaying signs of distress, and disruptive, or threatening behaviour.
- 4.17. "Threats", include statements (written or oral) that explicitly communicate intent to cause harm, damage or negative consequences as well as statements or other intimidating behaviour that implicitly communicate an intent to cause harm, damage or negative consequences.
- 4.18. "Violence" means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. Violence includes intimate partner and sexual violence.

5. Roles and Responsibilities

CARE Team

- 5.1. The CARE team, led by the CARE team chair, is responsible for ensuring the campus community is educated about disruptive, and threatening behaviours, and signs of distress, as well as how to make a CARE referral.
- 5.2. The CARE team provides consultation and support to campus community members to assist individuals who display signs of distress, disruptive, or threatening behaviour.
- 5.3. The CARE team works collaboratively to determine risk level and appropriate intervention for every referral.
- 5.4. The CARE team is responsible for a coordinated follow-up through case management to connect students of concern with needed campus and community resources.

NWP Campus Community Members

- 5.5. The mental health and well-being of students is a shared responsibility of all campus community members.

6. Confidentiality

- 6.1. Student information is collected and maintained under the authority of the Post Secondary Learning Act, and the Freedom of Information and Protection of Privacy Act.
- 6.2. All CARE team referrals and records are stored in a secure electronic portal.
- 6.3. Information can generally be shared if there is a risk of harm to self, a risk of harm to others, or if people need the information in order to do their job.

7. Exceptions to the Policy

- 7.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Provost and Vice-President Academic.
- 7.2. The CARE team may consult other NWP personnel on visitors that cause ongoing risk to the campus community.
- 7.3. Policy exceptions must describe:
 - 7.3.1. The nature of the exception
 - 7.3.2. A reasonable explanation for why the policy exception is required
 - 7.3.3. Any risk created by the exception to this policy
 - 7.3.4. Evidence of approval by the Provost and Vice-President Academic

8. **Revision history:** This section records the changes made to the policy over time.