

Behavioural Assessment Care Team (BACT)

Terms of Reference

Purpose

The Behavioural Assessment and Care Team (BACT) is a multi-disciplinary team which supports the College community in addressing observed student behaviours of concern. The Team gathers regularly and formally assesses needs and/or risks in order to develop supportive action plans to promote student health and well-being, a successful academic experience, and a safe campus environment.

Membership

BACT Members

Associate Vice President, Safety, Security and Facilities Management - Co- Chair
Associate Vice President, Academic - Co Chair
Director, Student Services
Manager, Human Resources and College Resolution Officer - Secretary
Manager, International Affairs
Associate Registrar - Chatham Campus
Security Manager, Paladin Security Services

BACT Additional Support Members (called in as necessary)

Nurse Practitioner, Health Centre
Counselor, Student Services
Director, Athletics
Manager, Health, Safety and Wellness
General Manager, Residence
Academic Chair

Accountability

The BACT is directly accountable to the Senior Operating Group (SOG). Weekly updates regarding the Teams activities, reports and assessments will be made available directly to SOG by either the Associate Vice President, Safety, Security and Facilities Management and/or the Associate Vice President, Academic. SOG shall immediately be informed when there is a situation that results in an elevated or critical risk that requires a formal Violence Risk Assessment.

- The BACT will follow all processes and procedures as outlined in the St. Clair College Behavioural Intervention Plan (BIP).
- The BACT will assess and address the concerning behaviours that have been reported by the College Community via the online submission of the Behaviour of Concern Report, a Security Report and in some cases the filing of a formal complaint through the Code of Student Rights and Responsibilities.

- The BACT will assess students' needs and/or risks in accordance to the formal resources and tools provided by the College's membership with NaBITA (National Behaviour Intervention Team Association).
- BACT provides consultation, communication and support to staff students, and administration in assisting students who display "Behaviour(s) of Concern" (Appendix A – Behaviour Intervention Plan).
- The completion of formal risk assessments are completed using standardized tools (e.g. SIVRA-35 and VRAW) and shall only be conducted and interpreted by BACT Members who have been trained through NaBITA.

Documentation and Record Keeping

- Each report of concern will be assigned a case manager (BACT Member) by the BACT Secretary. The BACT member will create a folder in the BACT Teams site where they will document all interactions, actions, formal assessments and follow up.
- The BACT Secretary (or designate)will document each report of concern and document which BACT Member has been assigned the specific case.
- All records shall be maintained in the BACT Microsoft Teams site, which will only be accessible by BACT Members.
- All personal information will be collected, used and disclosed in accordance with College policies and applicable laws.
- Annual statistics will be gathered in accordance to the Academic calendar and shared with SOG.

Meetings

- The BACT will hold a standing weekly meeting with a minimum of 3 BACT Members present.
- BACT Additional Support Members shall be called upon to clarify, support, and provide input to supportive action plans.
- The Co-Chairs (or designate) of BACT will formalize a standard agenda and will gather additional "item" input from group members no later than one day prior to the weekly meetings.
- Minutes of each meeting will be captured on a rotational basis with each BACT Member serving as scribe for the designated meeting.
- Agendas and Minutes will be saved in the BACT Microsoft Teams site no later than one day prior to the following weekly meeting.