

Campus Care Team (CCT)

Terms of Reference

Purpose

The Campus Care Team (CCT) is a multi-disciplinary team which supports the College community in addressing risk-related student behaviours. The Team gathers regularly to coordinate information and develop supportive action plans. The goal is to promote student health and well-being, a successful academic experience, and a safe campus environment.

Examples of such behaviours may include:

- Behaviours that repeatedly interfere with classroom environment/ management or academic progress.
- Notable changes in academic performance.
- Notable changes in behaviour or appearance.
- Impairment of thoughts - verbally or in writing.
- Overly aggressive behaviour toward others.
- Poor decision-making and coping skills.
- Inappropriate, strange, or unusual behaviours.
- Difficulties with self-regulation and/or overreaction to circumstances.
- Lack of resiliency.
- Written or verbal statements (or images) endorsing violence; unusual interest in violence.
- Written or verbal threats, direct or indirect (to self or others).
- Lack of empathy and concern for others; inability to care.
- Appearance of being overly nervous, tense, or tearful.

Membership

Campus Care Team Members

Associate Vice President, Human Resources Office Administration and Facilities Services
Director, Student Services
Director, International Education
Institutional Lead, Campus Operations & Student Services - Chatham Campus
Registrar
Manager, Student Safety, Rights and Responsibilities (Team Administrator)
Security Coordinator, Paladin Security Services

Consultation as Applicable With:

Nurse Practitioner, Health Centre
Counselor, Student Services
Campus Mental Health Counselor,
Director, Athletics
Manager, Health, Safety and Wellness
General Manager, Residence (CLC and GEM)
Academic Chair
Windsor Police Services
Other community resources or partners

Accountability

The Campus Care Team is directly accountable to the Senior Operating Group (SOG). The Team Administrator will provide a summary report at the end of every academic semester that will be shared with SOG. This includes the number of students referred to CCT, the general reason (i.e. mental health, sexual violence, domestic violence, classroom behaviour) for the referral, the supports provided and the general outcomes. 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 Campus Care Team will follow all processes and procedures as outlined in the St. Clair College Intervention and Support for Risk-Related Student Behaviour policy (3.31)
- The Campus Care Team will assess and address the concerning behaviours that have been reported by the College Community via the online submission of the Campus Care Team Report, a Security Report and in some cases the filing of a formal complaint through the Code of Student Rights and Responsibilities.
- The Campus Care Team will assess students' needs and/or risks in accordance with the formal resources and tools.
- Campus Care Team provides consultation, communication, and support to staff, students, and administration in assisting students with their well-being needs.
- The completion of formal risk assessments is completed using standardized tools and shall only be conducted and interpreted by Campus Care Team Members who have received the applicable training.
- Any information shared within the Campus Care Team regarding student details is deemed sensitive and confidential.

Documentation and Record Keeping

- Each report of concern will be assigned to a case manager (Campus Care Team Member) by the Campus Care Team Administrator. The Campus Care Team case manager or Team Administrator will document all interactions, actions, formal assessments and follow up
- All records shall be maintained in a secure platform only accessible to the Care Team Members.
- The yearly report will be summarized and reviewed by the Campus Care Team for campus safety and mental health planning purposes.
- The Campus Care Terms of Reference will be reviewed annually (July).

Privacy and Confidentiality Information

- In accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), along with St. Clair College Policies (1.1.7.) and (2.16.), all student information will be protected and confidential.
- In certain circumstances, including compelling situations whereby the health or safety of an individual(s) is at risk, FIPPA does permit the disclosure of information.

Use of External Email

- The Campus Care Team will communicate with students via their St. Clair College email account or phone number listed on file.
- In some situations, whereby these means of communication have been exhausted, and there is no response from the student, or if there is an immediate safety risk (i.e.

messaging regarding potential harm to self or others), the Campus Care Team has permission to contact the student via their personal email as listed on file. This would only be utilized in situations where there is a well-being concern for the student.

Meetings

- The Campus Care Team will hold a standing weekly meeting with a minimum of 3 Campus Care Team Members present.
- Additional consultation shall be sought as needed to provide insight, support and/or safety planning as part of the care plan development process.
- Weekly meetings will consist of a review of the current cases and new referrals, discussion regarding care and support plans.