

# Canadian Montessori Teacher Education Institute

## Sexual violence Policy

### **Definition of Sexual Violence**

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".

### **Scope**

All the Adult learners enrolled at the Canadian Montessori Teacher Education Institute have the right to be in a learning environment free of sexual violence.

This document sets out the Institute's policy on sexual violence, identifies the prohibited behaviours, and outlines the process of investigation.

The Canadian Montessori Teacher Education Institute is committed to providing our Adult Learners with an educational environment free from sexual violence and treating those Adult Learners who report incidents of sexual violence with dignity and respect.

Where a complaint of sexual violence has been made under the Institute's Policy, the Canadian Montessori Teacher Education Institute will take all reasonable steps to investigate it, including as follows:

- A copy of that Policy is inserted into the Teacher Candidates Handbook and in every Master Teacher's contract.
- In the case of a complaint of sexual violence, the Canadian Montessori Teacher Education Institute will take all reasonable steps to investigate it, to respond promptly to any complaint, to provide reasonable updates to the complainant and the respondent about the status of the investigation, to assist Adult learners having experienced sexual violence in obtaining counselling and medical care, to provide the victims, if any, with information about reporting the complaint and about resource.

### **Reporting and Responding to Sexual Violence**

Adult learners and Master Teachers of the Canadian Montessori Teacher Education Institute will take all reasonable steps to prevent sexual violence involving our Adult learners in any of our training locations in the GTA or in Ottawa by reporting immediately to the Institute's Head Office if any of our enrolled Adult learners have been subject to, or they have witnessed or have knowledge of sexual violence involving our Adult learners, or have reason to believe that sexual violence has occurred or may occur which involves our Adult learners.

The Institute's Head Office will attempt to keep all information disclosed confidential except in those circumstances 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 our campus or the broader community are at risk.

The Canadian Montessori Teacher Education Institute recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, the Canadian Montessori Teacher Education Institute 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.

## Investigating Reports of Sexual Violence

A complaint of sexual violence may be filed in writing by any enrolled Adult learner of any of our PCC in Ontario to the Institute's Head Office c/o the Director, Dr. Daniel Jutras.

A complainant may ask another person to be present during the investigation.

Upon a complaint of alleged sexual violence being made the Institute Head Office will initiate an investigation, in determining whether the incident should be referred immediately to police, in determining what interim measures, if any, need to be taken during the investigation, in meeting with the complainant to determine 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, in interviewing the complainant, any person involved in the incident and any identified witnesses, in interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents, informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations, in providing reasonable updates to the complainant and the respondent about the status of the investigation, and finally in determining what disciplinary action, if any, should be taken.

Pertaining to Disciplinary Measures where criminal and/or civil proceedings are commenced in respect of allegations of sexual violence, the Canadian Montessori Teacher Education Institute may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

It the case of anyone knowingly makes a false complaint of sexual violence or provides false information about a complaint this person is subject to disciplinary and / or corrective action, up to and including termination of employment of trainers or expulsion of an Adult learner.

### Update

The Institute's policy will be reviewed in January 2020, which is three years after it has been implemented, but the Institute is open to modifications.

### \* Resources

In the GTA:

- Assaulted Women's Helpline: TTY: 416-364-8762 / [www.awhl.org](http://www.awhl.org)
- Toronto Rape Crisis Centre: Multicultural Women Against Rape / Crisis: 416-597-8808 / [crisis@trccmwar.ca](mailto:crisis@trccmwar.ca)

In Ottawa:

- Sexual Assault Support Centre: Crisis: 613-234-2266 / 613-725-2160 / [info@sascottawa.com](mailto:info@sascottawa.com) / <http://sascottawa.com>

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I acknowledge the Institute' Policy on *Sexual Violence and Harassment*.

\_\_\_\_\_  
First name and last name in print

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Date

**\* Please hand in a copy to your Master teacher (copy will be in your Office file) and keep a copy for you.**