

Approval Date: March 26, 2010

Parent Policy: [Helping Individuals at Risk Policy](#)

Helping Individuals at Risk Procedure

Office of Administrative Responsibility:	Dean of Students Office / Vice-Provost & Associate Vice-President, Human Resources
Approver:	Board Safety Health and Environment Committee
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The Helping Individuals at Risk Policy provides a framework for the creation of a system in which seemingly isolated incidents of **At Risk Behaviour** are connected. The consolidation of such reports will enable the **Individuals at Risk Case Team** to ensure that appropriate assessment and referral for assistance take place. It is expected that **Support Units** will continue to be the main contact and service provider to an **Individual at Risk**.

Purpose

The purpose of the Procedure is to provide details on the processes to be followed to connect and respond to incidents of At Risk Behaviour, including the formation of the Individuals at Risk Case Team.

PROCEDURE

1. Any individual on campus who observes At Risk Behaviour should report that behaviour in accordance with this Procedure and the Reporting Protocols [see attached Info Doc] in order to ensure that the Individual At Risk is offered appropriate help.
2. The Individuals at Risk Case Team will be chaired by a **Case Team Coordinator** and will include representation from the Dean of Students Office, Human Resource Services/Faculty Relations, Campus Security Services and, if the Case Team Coordinator concludes that it is appropriate, a senior academic administrator from the faculty or faculties involved. The Individuals at Risk Case Team may call on the expertise of internal or external advisors.
3. Reporting At Risk Behaviour to the local Support Unit is the preferred approach. However, reports may also be submitted to the Case Team Coordinator.
4. If a Support Unit receives a report of At Risk Behaviour, it must advise the Case Team Coordinator as soon as possible. However, it is recognized that service providers working within the Support Units are subject to legal, professional and ethical standards relating to client confidentiality which this policy and procedure do not usurp. Service providers are to apply their best professional judgment and expertise to each situation and make decisions about reporting and disclosure that balance their responsibilities under this policy and procedure with their professional obligations.
5. The Case Team Coordinator will receive reports, seek further information or clarification as needed, determine whether there might be a relationship between seemingly unrelated incidents, and gather the Individuals at Risk Case Team, as appropriate. Every effort will be made to work with the Support Unit(s) from which the report(s) originated.
6. The Individuals at Risk Case Team will meet at such times as the Case Team Coordinator deems necessary to develop an appropriate action plan.

7. The Individuals at Risk Case Team will provide or facilitate coordinated assessment of available information and appropriate responses and appropriate follow up where Individuals at Risk are identified.
8. The Individuals at Risk Case Team will refer cases of At Risk Behaviour that it deems to require intervention to the appropriate Support Unit(s).
9. The Individuals at Risk Case Team will, subject to protection of privacy considerations, follow up with the person who brought the concern to them to provide information on the steps that have been taken.
10. This Policy and Procedure do not apply to individuals exhibiting At Risk Behaviour who are not members of the University community. If the Case Team Coordinator receives a report about such an individual, the Case Team Coordinator can refer the matter to Campus Security Services or to the relevant Support Unit,

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

At Risk Behaviour	A person's words or conduct that, while not indicative of a clear immediate threat, give rise to a reasonable apprehension that he or she may engage in conduct injurious to others or himself or herself in the future.
Individual at Risk	A member of the University community who has exhibited At Risk Behaviour.
Individuals at Risk Case Team	A team involved in the assessment of and response to concerns about an Individual at Risk.
Support Unit	A unit or department at the University that, as part of its regular duties, provides assistance to students or staff. Examples include a faculty or department, Human Resource Services (e.g., Health Promotion and Worklife Services) and University Student Services (e.g. Student Counseling Services or Residence Services).
Case Team Coordinator	The individual who chairs, and has general administrative responsibility for, the Individuals at Risk Case Team.

FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [\[▲Top\]](#)

[Helping Individuals at Risk Reporting Protocols](#) (University of Alberta)