Guidelines for Assessing and Responding to Students of Concern: Faculty and Staff

A tool to help you determine whether or not a student is in distress and suggested next steps to follow for both urgent and non-urgent situations.

Is the student in distress?

- Has the student reported significant problems to you?
- Have you noticed signs of distress or significant changes in behaviour or mood? (e.g. increased anxiety, irritability or sadness, deterioration in quality of classroom attendance, participation or academic work; troubling changes in hygiene and appearance)
- Have other students, staff or faculty expressed significant concern to you about this student?

Yes, student is in distress.

Determine if situation is **URGENT, IMMEDIATE, POTENTIALLY URGENT** or **NON URGENT**. It is **URGENT** if:

- Student behaviour is threatening or highly disruptive
- The student makes serious threats
- The student is incoherent or uncontrollable
- Student self-harms and/or harms others
- The student is making direct or indirect reference to suicide

No. student is not in distress.

No, student is not in distress.

- No immediate action is required
- Monitor the situation
- Inform student of counselling services available on campus if needed in the future

Actions to take in URGENT and IMMEDIATE situations:

 If the student is on campus, call 911 and then security services at 705.673.6562

OR

 If the student is off campus, call 911

In all cases, inform your Supervisor/ Dean's Office

Actions to take in **POTENTIALLY URGENT** situations:

 Call or bring the student to Counselling Services in R.D Parker Building room P-230, 705.675.6506 (during regular business hours)

AND/OR

Call security services at 705.673.6562
and/or LUCERT at 705.562.5456
(available 24/7)

AND/OR

 With student's permission, 24/7 Crisis line through Health Sciences North 705.675.4760

In all cases, inform your Supervisor/ Dean's Office

Actions to take in **NON-URGENT** situations:

Listen, show concern, be non-judgemental

- Ask questions to determine the information required or appropriate type of referral
- Provide contact information for Counselling Services in R.D Parker Building room P-230, 705.675.6506

AND

• Equity, Diversity and Human Rights Office in Arts Building Room A-126, 705.675.1151 extension 3427

OR

• If student is unwilling to accept a referral, respect the decision and encourage them to stay in contact with you.

In all cases, inform your Supervisor/ Dean's Office.

