

TOR NAME Behaviour Intervention Team (BIT)	Responsible Owner BIT CHAIR	Effective date November 26, 2017
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Category	Replaces	Prior Revisions

TABLE OF CONTENTS

1. PURPOSE
2. COMPOSITION
3. MEETINGS
4. DUTIES AND RESPONSIBILITIES
5. ACCOUNTABILITY

1. PURPOSE

Douglas College has established a Behaviour Intervention Team (BIT) to assist in connecting students to campus and community resources through an early intervention process. The BIT provides proactive, preventative assessments and offers of support when students are demonstrating disturbing behaviours or showing signs of distress.

The BIT works collaboratively with the College's Threat Assessment Team (TAT), and where behaviours cause concern that an individual may be moving on a pathway to violence, the BIT will refer the case to the TAT.

2. COMPOSITION

The Core Behaviour Intervention Team will consist of:

Director, Student Affairs and Services (Chair)
 Director, Safety, Security and Risk Management (Vice-chair)
 Manager, Student Support and Conduct (Vice-chair)

and, as determined by the Core team, additional Behaviour Intervention Team representatives as follows:

- Coordinator, Centre for Students with Disabilities
- Coordinator, Counselling
- Manager, Facilities Services
- Manager, Communications
- Manager, DC International Student Services
- Manager, Campus Security Operations
- Registrar
- Human Resources Advisor

Depending on the case under assessment, additional resources may be consulted/involved, as appropriate.

3. MEETINGS

Regular meetings of the BIT will be held, at minimum, bi-weekly and as required.

4. DUTIES AND RESPONSIBILITIES

Data Collection and Information Gathering

The purpose of the data collection process is to identify and assess behaviours of concern. The nature and extent of data gathered will be limited to that which is necessary to determine student needs and possible support/response in the circumstances, and may include information obtained from:

- Concerned Reporter(s)
- Others impacted by the behaviour of the individual of concern
 - Witnesses
 - Employees
 - Classmates, friends
- Family members
- The individual of concern
- College records
- Medical professionals
- Emergency contacts
- External partners (i.e. community mental health, law enforcement)

Response

All raised concerns will be taken seriously and evaluated. Where there is a clear action required by the College, steps will be taken to monitor the situation for a deterioration of behaviour or an increase of concerns being brought forward by others.

Decision Making

The BIT will adhere to a process of consultative, inter-disciplinary assessment and case management.

Case Management

The BIT ensures that appropriate case management occurs, including regular follow up with students, staff, faculty and care teams when applicable.

Confidentiality

All reports to the BIT will be handled in a confidential manner. Personal information collected, used and shared by the BIT will be treated confidentially, and in compliance with the *BC Freedom of Information*

and *Protection of Privacy Act* or when required by law.

Education and Training

The BIT, in collaboration with the TAT, is responsible for coordinating education, training and creating awareness as to:

- The BIT's mandate and procedures;
- Identification of behaviours of potential concern;
- Methods for reporting behaviours of potential concern;
- Supporting students in distress;
- Related College policies;
- College and community supports and resources for individuals in need.

5. ACCOUNTABILITY

The BIT acts under the authority of the College's Senior Management Team in the performance of its duties and functions. The BIT has the authority to monitor and react to students of concern and to connect these students with Douglas College and/or external community agencies resources in relation to identified behaviours of potential concern.

The BIT may, with or without the student's consent, make recommendations to the Responsible Administrator, and/or the College, on sanctions and/or discipline, in accordance with the provisions of related College policies and, where relevant, the *BC Freedom of Information and Protection of Privacy Act*.