

Approval Date: March 26, 2010

Most Recent Approval Date: March 17, 2017

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

Helping Individuals at Risk Procedure

Office of Administrative Responsibility:	Vice-Provost and Dean of Students / Vice-Provost & Associate Vice-President, Human Resources
Approver:	Board Safety Health and Environment Committee
Scope:	Compliance with this University policy extends to all academic staff, administrators, colleagues, and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) ; and third party contractors, visiting speakers, volunteers, Emeriti, undergraduate students, graduate students, Postdoctoral Fellows and Visitors to Campus.

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 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.

PROCEDURE

1. Any person who observes At Risk Behaviour should report that behaviour to the **Helping Individuals at Risk Office** in accordance with this Procedure in order to ensure that the Individual At Risk is offered appropriate help.
2. Key internal stakeholders will be engaged as needed to address reported At Risk Behaviours. This will include, as appropriate, the Dean of Students Office, Residence Services, Human Resource Services/Faculty and Staff Relations and University of Alberta Protective Services. A representative from the Faculty(ies) or administrative unit involved, and internal or external advisors, may also be called upon to assist.
3. If a **Support Unit** receives a report of At Risk Behaviour, it must advise the Helping Individuals At Risk Office as soon as possible. However, it is recognized that service providers working within the Support Units may be 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.
4. Cases of At Risk Behaviour that are deemed to require intervention will be referred to the appropriate Support Unit(s).
5. Subject to protection of privacy considerations, the person who brought the concern forward will be provided information on the steps that have been taken.

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 they may engage in conduct injurious to others or themselves in the future.
Individual at Risk	A member of the University community who has exhibited At Risk Behaviour.
Helping Individuals at Risk Office	The office with responsibility to receive reports and coordinate the assessment of At Risk Behaviour and to support a response where required.
Support Unit	A unit or department at the University that, as part of its regular duties, provides assistance to students, faculty or staff. Examples include a faculty or department, Human Resource Services (Organisational Health and Effectiveness, HR Partnerships, Faculty and Staff Relations), and University Student Services (e.g. Counseling and Clinical Services or Residence Services).

FORMS

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

RELATED LINKS

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