

Mental Health and Wellness Standard Operating Procedures (SOP)

Wellness Support Services are services provided by Algoma University(AU) to provide students with equitable, diverse, inclusive, and culturally appropriate access to mental health and wellbeing support.

Students for the purposes of this SOP are individuals that are currently enrolled in studies; are not currently enrolled in studies, but who reside on campus; or are not currently enrolled, but who withdrew from AU after the refund date of the current term and are not eligible for a refund of ancillary fees.

Standard Operating Procedure No.	tbd
Title	Mental Health and Wellness
Purpose	The purpose of this standard operating procedure is to provide guidance to staff and administrators on how to support a student who presents with Mental Health and Wellness challenges.
Risk	<ul style="list-style-type: none"> • Wellness Coordinator’s response time to students may be delayed. • The communication from the AU Employee to the Wellness Coordinator may be delayed or may get missed.
Procedural Responsibility	Director, Student Success and Wellbeing
Supervisor Responsibility	Manager, Student Wellbeing
Review Frequency	Annually
Policy Reference	n/a
Legislative Reference	n/a
Internal Approvals	Director, Student Success and Wellbeing and Manager, Student Wellbeing
Related Processes	Academic Advising SOP
Revision Date	February 6, 2024
Effective Date	February 6, 2024

	Procedures
1	If the member of the Algoma University community deems that the student's safety is in immediate danger due to a mental health crisis or where the student is experiencing severe and distressing symptoms that require urgent attention please follow the Mental Health Crisis/Emergency Procedure .
2	If the student has shared with an Algoma University employee that they could use some support, but <i>it is not immediate</i> , then they can share this email with the student .
3	<p>If, in any case, the student's mental health concerns are related to the impacts of sexual violence, intimate partner violence, or gender-based violence:</p> <ul style="list-style-type: none"> - A report must be filed via the Sexual Violence Report Form. This report can be completed anonymously if the student does not wish to report. - The Wellness Coordinator - Sexual Violence and Gender-Based Violence Prevention should be contacted as soon as possible at svsupport@algonau.ca. <p>Sexual Violence Procedures</p>
4	If the student resides in AU Residence: Follow steps 1 to 3, contact the Wellness Team and the Manager, Ancillary Services and Campus Life Coordinator .
5	Once all steps are completed, email the Wellness Team so they can provide follow up services.
Additional documents	
	Flowchart for Responding to Students in Distress