



University Students' Council of the University of Western Ontario PEER SUPPORT CENTRE USAGE POLICY

EFFECTIVE: 27 November 2013

SUPERSEDES: None

AUTHORITY: Council

RATIFIED BY: Council

27 November 2013

RELATED DOCUMENTS: Workplace Conduct Policy **PAGE | 1 of 2**
Discrimination, Harassment and
Violence Prevention Policy

PURPOSE:

The Peer Support Centre (PSC) is a space located within the University Community Centre (UCC) that is owned and operated by the USC. As with all activities undertaken by the USC, the space must serve the organization's mission of enhancing the educational experience and quality of life for all undergraduate students at Western University.

The PSC has been in operation for several years, but there has not been a clear mandate written down for the space by the USC. It is the purpose of this policy to establish a mandate for the space, and to require that space usage procedures be established and maintained for the space.

1.00 SCOPE

- 1.01 This policy applies to the usage and activities of the Peer Support Centre in UCC room 38.
- 1.02 The Vice-President Internal shall regularly to the Council at the September and March council meetings regarding the Peer Support Centre, providing Council with the information it needs to continuously evaluate that the space usage align with the Council approved mandate and use of space principles.

2.00 MANDATE

- 2.01 The Peer Support Centre exists to foster an environment that is welcoming and safe for all identities by providing professional support groups, a resource hub, and a workspace for Peer Support Network coordinators.
- 2.02 In order for the PSC to be a safe space on campus for all of the undergraduate students that the USC represents, all identities must be celebrated without hatred, harassment, or judgement within the space.

3.00 USE OF SPACE - PRINCIPLES

- 3.01 The Vice-President Internal shall be responsible for maintaining a detailed set of procedures that detail rules, expectations and operations within the space. She shall



University Students' Council of the University of Western Ontario **PEER SUPPORT CENTRE USAGE POLICY**

PAGE | 2 of 2

revisit procedures on at least an annual basis to ensure they continue to meet the needs and uses of the PSC.

3.02 Procedures detailing usage must follow the following principles:

- (1) The PSC must be open and welcoming to all undergraduate students at Western. As such, all conversations, programs, and activities must support the maintenance of an inclusive environment that adheres to the USC's Discrimination, Harassment and Violence Prevention Policy.
- (2) There must be space allocated for Peer Support Network Coordinators, as their duties and responsibilities justify private office space.
- (3) The space must be a welcoming and relaxing environment while also retaining its professional function (as described by the USC's Workplace Conduct Policy).
- (4) As a resource hub, the PSC must remain open during regular business days. The hours are subject to change based on evolving needs, and shall be contained with the Peer Support Centre administrative procedures.
- (5) The PSC shall maintain a Relax and Restore space, which shall be available to all students for meditation, self-reflection, quiet conversation, and other similar activities.

4.00 PROCEDURAL AUTHORITY

4.01 The Vice-President Internal shall have the authority to approve, with advice and recommendation from the Peer Support Supervisor, administrative procedures related to the use of Peer Support Centre Space, including service hours and other operational details related to the day to day management of the space.