

To students at BAS,

From the student representative in the Board at BAS we have been informed that there is a need for some clarification about procedures and which assistance is available for students that are experiencing challenges of different kinds.

We refer initially to our web site, under emergency plan, where you will find attachments with alarm list and contact information for many different help organizations. (e.g. Student Welfare Organization, Student Priests, Life Crisis Assistance)

<http://www.bas.org/en/For-students/Emergency-Plan/Emergency-Plan>

See also the bulletin board outside the library where relevant information has been posted.

**First of all, if a student is experiencing some sort of challenge you should contact your teacher, rector or administration.**

We are not able to help unless we have been informed.

## **CONFIDENTIALITY**

**All employees at the BAS has a duty of confidentiality.**

**If a student addresses an issue with teacher/assistant teacher, one must agree whether or not the teacher should inform the administration. A teacher should treat information confidentially. Teachers are informed about the procedure.**

## **CONTACT PERSONS**

If there are cases that go beyond the student-teacher level, this could be conveyed to the administration. We want to have a low threshold to be contacted by the students. The rector is flexible and can take student meetings on short notice. The study consultants will attend these meetings if desired.

Student consultants are special contact persons for the students. This means that students can notify all difficult and challenging situations directly to them

Anne M. Hansen is contact person for 1.-3. year. [anne@bas.org](mailto:anne@bas.org)

Siv G. Aardal is contact person for 4.-5.year. [siv@bas.org](mailto:siv@bas.org)

Rector Cecilie Andersson can always be contacted. [ca@bas.org](mailto:ca@bas.org)

We want dialogue and will try to help and organize as well as possible within the framework of BAS. If the problem is of such nature that BAS cannot facilitate and assist, we will follow up on the students in relation to external support system.

## **EXTERNAL SUPPORT SYSTEM**

**The student welfare organization SAMMEN** is a close collaborator. They have a wide variety of offers for help, within counselling, different courses to master the studies and everyday life better. In the field of health, they offer free psychological help, they convey doctor and dentist.

<https://www.sammen.no/en/bergen>

Some situations are so serious and precarious for the students that we will forward them to the Life Crisis Help. This is Bergen municipality's offer to people in acute life crises. In addition to emergency help, they can help you to get further help within the public health system. We have very good experience with Life Crisis Help, and see that this can be a very important offer for students who struggle with different things.

Life Crisis Help can be found at Bergen Emergency Room, Address: Solheimsgaten 9.

Phone: 55568754. Open on weekdays 0830-2230 /weekends and holidays 1200-2030.

BAS can assist you in establishing contact with the Life Crisis Help if required.

## **VIOLATIONS**

In cases where students experience unwanted attention from teachers, employees, fellow students or other persons associated with BAS, the school has procedures and guidelines that we follow.

**This may be unwanted sexual attention, harassment or other violations.**

All employees at BAS sign up for a statement that they should act professionally and fairly with students. We focus on the fact that teacher-student relationship involves a power balance that is not to be exploited.

If students experience such matters, we would like to be informed as soon as possible. Notify either one of the following: Anne M. Hansen, Siv Aardal, Cecilie Andersson (phone/e-mail under CONTACT PERSONS)

We have a procedure that we follow and will strive to resolve the situation for the benefit of the student. In relation to the accused party, we will establish a case with possible subsequent consequences. These cases are covered by privacy, and it will not necessarily be visible to the student mass.