



TUS

Promoting Consent and Ending Sexual Violence Action Plan

Approved By	Date
EDI Steering Committee	22 nd June 2022

Institutional Culture

Action No.	Action	Person Responsible	Timeframe (start/end)	Success Indicator
1a	Assign responsibility for work in this area to a member of the institution's senior management.	Marian Duggan, VP People, Culture and EDI	Q2 2022	Responsibility assigned and formally notified to senior-management team and Governing Body.
1b	Create a publicly accessible webpage on the institution's approach to preventing sexual violence and harassment in an easy-to-find area of the institution's website. This webpage will formally state senior-management support for, and leadership of, work in this area.	EDI Manager	Q2 2022	Webpage launched and announced to all staff & students by member of senior management responsible [provide URL in progress reporting].
2a	Form a TUS Sub-Committee on Promoting Consent and ending Sexual Misconduct, achieving balanced representation.	VP People, Culture, EDI	Q2 2022: Sub Committee revised in line with TU.	Membership of this group is reviewed annually to ensure representation in terms of gender balance (minimum 30% representation) and involvement of key functions and faculties as this work progresses (eg Access office, International office, LGBTI representatives, Students Union).
2b	Agree Terms of Reference with Sub Committee members.	VP People, Culture, EDI and Sub-Committee on Promoting Consent and ending Sexual Misconduct	Q2 2022 Reviewed Annually thereafter	Terms of Reference agreed & timeline for review set.
2c	Form TUS Working Groups to progress work on policies and procedures, staff trainings, student trainings, awareness raising, achieving balanced representation.	VP People, Culture, EDI and Sub-Committee on Promoting Consent and ending Sexual Misconduct	Q3 2022	Working Groups Established
2d	Agree Terms of Reference with Working Group members.	VP People, Culture, EDI and Sub-Committee on	Q3 2022	Working Group ToR agreed

		Promoting Consent and ending Sexual Misconduct		
3a	Collate, design & disseminate information for students on external and internal services & the roles that they fulfil in responding to sexual violence. This will include on-campus posters, website download, orientation packs, student-accommodation welcome packs, social-media advertising.	Student WGs	Ongoing	Logged date(s) of dissemination to staff & students.
3b	Collate, design & disseminate information for staff on external and internal services & the roles that they fulfil in responding to sexual violence. This will include on-campus posters, website download, social-media advertising, induction pack for new staff, etc.	Staff WG	Ongoing	Logged date(s) of dissemination to staff & students.
3c	Check/update this information annually in advance of the start of the academic year.	Staff and Student WGs	Recurring August	Logged date(s) of information being checked & disseminated to all staff & students.
3d	SATU, Relevant Rape Crisis Centre; Gardai members of Sub Committee	VP People, Culture, EDI	Q3 2022	Members of SATU, Relevant Rape Crisis and Garda invited and active members of sub-Committee

Institutional Processes and Recording

Action No.	Action	Person Responsible	Timeframe (start/end)	Success Indicator
4a	Map processes for 3 reporting routes: anonymous, informal and formal reporting on flowcharts (one for disclosures about staff, and one for disclosures in relation to students), clearly illustrating potential response pathways.	Policies and Procedures WG	Q2 2022	Web content launched and announced to all staff & students by member of senior management responsible [provide URL].
4b	Launch and monitor the tool for anonymous reporting .	Ongoing monitoring by Head of Student Counselling, HR Manager/Officer , EDI Manager	System to be ready by Q3 2021. Quarterly monitoring of stats, biannual reporting	Set baseline of use of anonymous reporting tool by Sep 2022 (1 year after its introduction)
4c	Outline all response pathways on the institution's website, including differences between available methods of reporting (e.g. anonymous reporting, informal disclosure, formal reporting).	EDI Manager	Q4 2022	Review of pathways flowchart on an annual basis to ensure they are as accurate as possible
5a	Put in place comprehensive disability adaptations for in-person and remote reporting and support.	Policies and Procedures WG		Adaptations to the reporting system in collaboration with Access office, International Office and Computer Services are made and reviewed annually.
6 a	Support the implementation of national surveys coordinated through the HEA. The results from first national survey are required in the context of setting the baseline.	Sub Committee	Ongoing as required	
6b	Analyse 6-monthly data from the anonymous-reporting tool.	Admins of reporting tool.	Anonymous reporting	Success measures to be based on baseline level results

			functioning by Q3 2021	
6c	Add relevant questions to any existing annual EDI or other surveys of students/staff.	Staff and Student WGs	Collate 6 monthly data from Q3 2021 Data from HEA Survey (Q4 2021) will also be monitored	
6d	Summarise high-level data on disclosures/ formal reports made.	Admins of reporting tool.		
6e	Monitor the number of contacts made to designated contact-people	Sub Committee		

Institutional Processes and Policy

Action No.	Action	Person Responsible	Timeframe (start/end)	Success Indicator
7a	Review existing policies in light of THEA, IUA and other good-practice guidelines to ensure that policies clearly addressing sexual violence and harassment are available and published. Seek feedback on drafts from local employee and student representatives	Policies and Procedures WG	Completed by Q1 2022	Updated policy announced and published [provide URL].
7b	When new or significantly amended policies and procedures are introduced, monitor these annually.	Policies and Procedures WG	From March 2021	Policies reviewed every 2 years and Review of new/amended policy logged.
8a	Identify who is responsible for responding to disclosures of sexual violence and harassment and for reporting	Policies and Procedures WG	Start Q2 2022	Map of reporting lines published on institution's website [provide URL].
8b	Identify who is responsible for review of policies.	Policies and Procedures WG	Start Q2 2022	
8c	Map reporting line(s) between the Sub Committee, the Working Group's chairs and membership, the institution's President and senior management team, and the Governing Body.	VP People, Culture and EDI	Start Q2 2022	
9a	Map and publish processes for formal reporting on flowcharts, clearly illustrating all potential response pathways.	Policies and Procedures WG	Q2 2022	For actions 9a and 9b, indicators are: Web content launched and announced to all staff & students by member of senior management responsible [provide URL].
9b	On the institution's website, outline the purpose of anonymous information gathered through the anonymous-reporting tool, linking to a Privacy Notice, explaining how this information will be analysed and used institutionally.	EDI Manager	Q4 2021	

				Review of pathways flowchart on an annual basis to ensure they are as accurate as possible
10a	Introduce annual reporting to the Governing Body on preventative and response measures to sexual violence and harassment.	VP People, Culture and EDI with Sign off from Sub-Committee and EDI Steering Committee	<p>Start Sep 2021 with an outline of planned actions and agreed template for GB reporting.</p> <p>Sep 2022: Provide update on actions and analysis from anonymous reporting</p> <p>Sep 2023: Provide update on actions as well as analysis from anonymous reporting and formal reporting mechanisms</p>	<p>Reporting is part of EDI Report to Governing Body</p> <p>Template agreed</p>
10b	Prepare an agreed template for reporting to the Governing Body, noting data collated and initiatives proposed and/or implemented.	VP People, Culture and EDI with Sign off from Sub-Committee and EDI Steering Committee	As above	Schedule/Template agreed.

Targeted Initiatives

Action No.	Action	Person Responsible	Timeframe (start/end)	Success Indicator
11a	Continue to make Active Consent workshops available to all first-year students (embedding initial training into orientation programmes & providing follow-up training) & to all later-year students.	Student WG	Measure attendance annually by Q3	Set targets based on baseline figures to be received in Q3 2021 in terms of attendance rate, identifying and addressing any imbalances
11b	Conduct student polls to ascertain satisfaction levels and effectiveness of these workshops (e.g. in awareness-raising of existing supports).	Student WG	Measure effectiveness annually by Q3	Set targets based on baseline figures to be received in Q3 2021 in terms of satisfaction levels of workshops and awareness levels of existing supports
12	Prepare an annual plan for communications and awareness-raising activities, linking these to institutional (e.g. announcement of student workshops), national (e.g. USI Sexual Health Awareness and Guidance campaign) or worldwide events, campaigns, and milestones (e.g. 16 Days of Activism against Gender-Based Violence).	Staff and Student WG	Annual plan in place by Q1 2022	2 events a year: one focused on students, one focused on staff. Possibility of using SHAG week and 16 Days of Activism as these moments
13a	Implement education and support plan to include awareness, education, disclosure training & further specialised training for key staff and student leaders.	Staff WG	Q4 2021	[Monitor attendance & satisfaction levels, similar to student-workshop metrics.]
13b	On the introduction of any new sexual violence and harassment policies, offer information sessions for all staff, and supply straightforward “how-to” guidance on how to receive a disclosure.	Staff WG		[Monitor attendance & satisfaction levels, similar to student-workshop metrics.]
13c	Facilitate a First Responder Community of Practice for staff members who have completed	Staff WG		

	Disclosure Training and are willing to be named First Responders in TUS			
14a	Include post-workshop surveys to monitor effectiveness and satisfaction levels in relation to all student and staff training and education initiatives.	Staff and Student WG	Q2 annually	[Extract metrics on awareness and understanding from staff & student surveys.
15a	Publish a list of people who have received trauma-informed training on the TU website.	EDI Manager	Every March	Webpage checks and updates logged on agreed dates.
15b	Work with TU Human Resources team to monitor staff awareness of and satisfaction with the Employee Assistance Programme annually.	Staff WG	Start Q2 2022	Include baseline and target metrics from EAP data
15c	Identify University wide Counselling Staff training needs in relation to sexual violence and trauma and repeat annually.	Student WG	Annually Q2	Tailored Training programme provided to staff