

Ending Sexual Violence and Harassment at TU Dublin

Action Plan
2021-2024

ESVH Action Plan 2021-24

This Action Plan on Ending Sexual Violence and Harassment in the University spans the period 2021-2024. It responds to, and takes full account of, the 2019 framework document entitled *Safe, Respectful, Supportive and Positive - Ending Sexual Violence and Harassment in Irish Higher Education Institutions*, and subsequent related communication in August 2020 from Minister Simon Harris, TD. The Action Plan was approved by the President's Group on 15 March 2021 and endorsed by the EDI Committee of Governing Body on 23 March 2021.

TU DUBLIN - ENDING SEXUAL VIOLENCE AND HARASSMENT - ACTION PLAN MARCH 2021-DECEMBER 2024

Consent Framework Outcome	No.	Action	Responsibility	Timeframe	Success Indicator
1. INSTITUTIONAL CULTURE					
<i>A member of HEI senior management team will have responsibility for the implementation of the Framework.</i>	1.1	Responsibility assigned to Equality, Diversity and Inclusion Directorate in the Technological University Dublin (“TU Dublin”).	University Executive Team (UET)	March 2021 (Year 1)	Responsibility assigned to a member of the HEI senior management team.
		1.1.1 Create webpage complying with Web Content Accessibility Guidelines (WCAG 2.1) and review annually	EDI Directorate	April 2021 (Year 1); thereafter each April 2022, 2023, 2024 (Years 2-4)	Webpage is maintained with up-to-date information
<i>HEIs will establish an Institutional Working Group to coordinate Framework implementation. This will be comprised of key stakeholders including academics, support services, administration, and student's unions, and will ensure due regard to balanced representation, in particular representation of groups at particular risk of experiencing sexual violence and harassment; women, those with disabilities, ethnic minorities and LGBT+</i>	1.2	TU Dublin to establish an Institutional Working Group on Ending Sexual Violence and Harassment to advise, monitor and oversee the Framework implementation. Membership of the IWG will be gender balanced, include representation of groups at particular risk of experiencing sexual violence and harassment such as persons with disabilities, ethnic minorities and persons identifying as LGBT+, and other groups covered in the Equal Status Acts. Include representation of the key offices required for effective implementation.	University Executive Team (UET)	April 2021 (Year 1)	Working group established with appropriate representation and membership. Vacancies arising during term of office are filled promptly.
		1.2.1 Review and update ToRs for implementation working group,	University Executive Team (UET)	April 2021 (Year 1)	

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		1.2.2 Mid-term review of IWG membership and ToR, and Action Plan implementation. Publish the review and refresh all elements according to the recommendations of the review.	University Executive Team (UET)	Dec 2022 (Year 2)
		1.2.3 Prepare ToR for new 4-year IWG	University Executive Team (UET)	Dec 2024 (Year 4)
Liaison and partnership with external specialist agencies to ensure effective engagement with external structures.	1.3	TU Dublin will continue to prioritise partnering and liaising with external specialist agencies to ensure effective engagement with external structures. TU Dublin will:		Engagement with external specialist agencies (e.g. rape crisis centres, RCNI, etc.) is a regular feature of ESVH implementation
		1.3.1 Liaise with specialist external agencies (such as the DRCC and the Gardaí Sexual Violence and Assault Unit) to create contact links, to host training and information workshops, and to create toolkits to aid in the implementation of the Consent Framework.	Student Counselling Service	April-Dec 2021 (Year 1); Continue in Years 2-4
		1.3.2 Promote the existence of internal and external support services to staff and students.	Communications & Marketing	Year 1; Continue in Years 2-4
		1.3.3 Liaise with other HEIs when approaching external agencies such as the DRCC and the Gardaí to ensure a nationally consistent approach to the implementation of the Consent Framework. In this regard, utilize the experience of Working Group members who are involved in or represent external agencies	Institutional Working Group	Year 1; Continue in Years 2-4

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2. INSTITUTIONAL PROCESSES: RECORDING					
HEIs will create an easy-to-use system for students and staff to disclose and report incidents, which would be reflected in a high level of awareness and understanding among both students and staff.	2.1	TU Dublin will create an accessible system for staff and students to disclose and report incidents. TU Dublin will:			Online report and support tool or equivalent in place for students and staff to report incidents
		2.1.1 Clarify the scope of responsibility and role of TU Dublin in reporting incidents of sexual harassment and violence experienced by students and staff, and allegedly carried out by students, staff and visitors	Student Services/HR	April – December 2021 (Year 1)	
		2.1.2 Implement a clear, specific reporting structure that is GDPR compliant.	Student Services/HR	April – December 2021 (Year 1)	
		2.1.3 Adopt an accessible reporting software that has been pilot-tested by other HEIs in Ireland, and GDPR compliant, to ensure a nationally consistent approach.	Student Services/HR/Procurement	April – December 2021 (Year 1)	
		2.1.4 Review the current TU Dublin policies and procedures and adapt/ amend as appropriate.	Student Services/HR	April – December 2021 (Year 1)	
		2.1.5 Allocate responsibility in TU Dublin to appropriate person/s for taking disclosures on sexual harassment and violence, reporting same to the appropriate body (including writing reports), and referring victims of sexual violence and harassment to external / internal support services.	Student Services/HR	April – December 2021 (Year 1)	
		2.1.6 Engage a legal advisor to review all suggested policies, procedures and reporting structures prior to the implementation of same.	EDI Directorate	April – December 2021 (Year 1)	

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<p><i>The reporting system is compatible with reporting party/survivor rights, cognisant of the needs of vulnerable groups, and has the confidence of the higher education community.</i></p>	<p>2.2</p>	<p>TU Dublin will ensure that the reporting system adopted is compatible with survivor rights, the needs of vulnerable groups, and is consistent with national and international best practice. TU Dublin is also cognisant of the rights of those accused of perpetrating such an incident. TU Dublin will:</p>	<p>Reporting has been assessed by specialist advisers to ensure it is compatible with reporting party/survivor rights.</p>	
		<p>2.2.1 Engage with external specialist agencies to review the reporting system</p>	<p>Student Counselling Service</p>	<p>September – December 2021 (Year 1); Continue Years 2-4</p>
		<p>2.2.2 Consult with minority staff and student groups, and other staff and student groups in the University with ‘protected characteristics’ as defined in the Equal Status Acts</p>	<p>Student Counselling Service/EDI Directorate</p>	<p>September – December 2021 (Year 1); Continue Years 2-4</p>
		<p>2.2.3 Consider whether anonymous reports can be made</p>	<p>Stunt Services/HR</p>	<p>September – December 2021 (Year 1); Continue Years 2-4</p>
		<p>2.2.4 Engage external specialist agencies to provide appropriate support and guidance should the reporting individual be a member of a minority / vulnerable/ protected characteristic group.</p>	<p>Student Services/HR</p>	<p>September – December 2021 (Year 1); Continue Years 2-4</p>
<p><i>Institutions shall record statistics on harassment, assault, and rape and report them in the context of their strategic dialogue with the HEA.</i></p>	<p>2.3</p>	<p>TU Dublin will implement reporting software, compatible with WCAG 2.1, that will automatically record statistics on sexual violence and harassment. TU Dublin will:</p>	<p>Statistics submitted to HEA annually on request.</p>	
		<p>2.3.1 Draft an annual report on these statistics and on the success of institutional initiatives, to be presented to the Governing Authority and the HEA.</p>	<p>EDI Directorate</p>	<p>Oct-December 2021 (Year 1); Oct-December Years 2-4</p>

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3. INSTITUTIONAL PROCESSES: POLICY					
<i>Dedicated policies of breadth and depth consistent with the Framework aims referencing IUA/THEA guidelines and policies where appropriate.</i>	3.1	TU Dublin will ensure that there are stand-alone policies consistent with the Consent Framework aims in place for (1) staff; and (2) students. TU Dublin will:			Policies which explicitly address sexual harassment, assault and consent are in place and published online.
		3.1.1 Audit the current situation in TU Dublin regarding sexual violence and harassment, including surveying staff and students on their experiences, and the perceived safety of the campus (both physical and virtual).	Student Services/HR/Estates	April – December 2021 (Year 1)	
		3.1.2 Draft new policies (one for staff and one for students) to implement the Consent Framework.	Student Services/HR	April – December 2021 (Year 1)	
		3.1.3 Staff Dignity and Respect Policy for staff to be reviewed in the context of this Framework	HR/Staff Training and Development	April – December 2021 (Year 1)	
		3.1.4 Student Dignity and Respect Policy for students to be reviewed in the context of this Framework	Student Services	April – December 2021 (Year 1)	
		3.1.5 Design of new facilities, and campus maintenance plans will take account of the personal safety of all campus users– especially (though not only) in lighting and wayfinding arrangements	Campus Planning/Estates	Years 1-4	

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<p><i>Policies are explicitly linked to clear lines of responsibility, active responses, institutional reporting, and regular review.</i></p>	<p>3.2</p>	<p>TU Dublin will ensure the new policies explicitly allocate responsibility for reporting, responding to incidents, and policy review. TU Dublin will:</p>	<p>Chief Operations Officer/Registrar</p> <p>Year 2; Continue Years 3 and 4</p>	<p>Ownership of response, reporting and review actions in relation to policies addressing explicitly address sexual harassment, assault and consent are in place.</p>
<p><i>Policies include guidelines for addressing student complaints, including transparency for all involved.</i></p>	<p>3.3</p>	<p>TU Dublin will ensure all policies and procedures for addressing student and staff complaints on this issue are accessible and transparent. TU Dublin will:</p>	<p>Student Services/HR</p> <p>April-Dec 2021 (Year 1)</p>	<p>Policies including guidelines for addressing student and staff complaints in place.</p>
<p><i>Policy implementation is supported by compiling relevant information, leadership of high level HEI officer, and through the appropriate structures, an annual report on institutional initiatives and data to the Governing Authority.</i></p>	<p>3.4</p>	<p>TU Dublin will compile relevant information, including statistics, and draft an annual report on institutional initiatives and data to the Governing Authority. To support this, TU Dublin will conduct an audit of the University (as specified at 3.1.1) and will draft an annual report, with recommendations, on these statistics and institutional initiatives (as specified at 2.3.1)</p>	<p>EDI Directorate/UET</p> <p>December 2021 (year 1), Dec 2022, Dec 2023, Dec 2024</p>	<p>Annual report provided to Governing Body.</p>

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4. TARGETED INITIATIVES					
HEIs will provide direct staff and student-facing activities including workshop/classes that promote an understanding of consent; student understanding and skills for speaking up and calling out unacceptable behaviour.	4.1	TU Dublin will ensure student and staff workshops and training relating to the Consent Framework are provided. TU Dublin will:			
		4.1.1 Pilot-test a number of online training programmes and workshops, including Bystander, DRCC training, Active* Consent, Moving Forward, and Epigeum modules. Software to be compatible with WCAG 2.1.	Working Group with Staff Training and Development/ Student Services	Sept - Dec 2021 (Year 1);	
		4.1.2 Provide workshops/classes to all incoming first year students on consent, bystander training and allyship. Incorporate an intercultural awareness of respectful behaviours and expectations in provision and delivery of classes.	Student Services/Counselling	Sept - Dec 2021 (Year 1); Continue Years 2-4	100% of incoming first-year students offered training on consent and on skills for speaking up and calling out unacceptable behaviour.
		4.1.3 Provide workshops/classes to all other undergraduate students, including exchange students, on consent, bystander training and allyship. Incorporate an intercultural awareness of respectful behaviours and expectations in provision and delivery of classes.	Student Services/Counselling	Jan-April 2022 (Year 2), 2023, 2024	100% of all other undergraduate students, including exchange students, offered training on consent and on skills for speaking up and calling out unacceptable behaviour.
		4.1.4 Provide workshops/classes to all postgraduate students on consent, bystander training and allyship. Incorporate an intercultural awareness of respectful behaviours and expectations in provision and delivery of classes.	Student Services/Counselling	May-June 2022 (Year 2), 2023, 2024	100% of postgraduate students offered training on consent and on skills for speaking up and calling out unacceptable behaviour.

		4.1.5 Make training available for appropriate contact/reporting persons in relation to reporting structures and supports for individuals disclosing incidents of sexual violence and harassment.	Staff Training and Development/ Student Services	Sept - Dec 2021 (Year 1); Continue Years 2-4	
		4.1.6 Make training and workshops available to all staff on the Consent Framework, including reporting, how to take/make disclosures, consent (and definitions of consent) and first response training.	Staff Training and Development/HR	Sept - Dec 2021 (Year 1); Continue Years 2-4	100% of staff offered training on consent/harassment/sexual misconduct reporting, policies and procedures.
Ongoing messaging to disseminate information consistent with the Framework aims for cultural change and awareness.	4.2	TU Dublin will develop a robust, accessible, ongoing structure of disseminating information in relation to the Consent Framework. TU Dublin will:			
		4.2.1 Create a webpage within the TU Dublin website that contains all information relevant to the Consent Framework (see also 1.1.1 above)	Communications & Marketing /EDI Directorate	01/04/2021 (Year 1)	Evidence of awareness campaigns, training, workshops etc. including schedule of activities to cover full academic year, incorporating website links and details (type and duration) of training included in Annual Report to Governing Body.
		4.2.2 Draft a handout for staff and students with the relevant definitions related to the Consent Framework (i.e.: definitions of harassment, sexual harassment, sexual violence, etc), and produce in print and online formats (compatible with WCAG 2.1)	Communications & Marketing	Sept-Dec 2021 (Year 1)	
		4.2.3 Run information campaigns to promote a culture of respect, safety and consent on all TU Dublin campuses, and communicate findings of TU Dublin research in this area	Communications & Marketing	Year 1; Continue in Years 2-4	
		4.2.4 Incorporate the implementation of the Consent Framework into the work of the internal leadership programmes in TU Dublin and with the work of the Athena SWAN programme.	Staff Training and Development	2022 (Year 2)	

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		4.2.5 Include expectation of adherence to Consent Framework guidelines in staff/student charters and contracts.	Chief Operations Officer/Registrar	2022 (Year 2)	
		4.2.6 Include expectation of adherence to Consent Framework guidelines in third party contracts with external agencies.	Campus Planning/Procurement /Foundation Office	2023 (Year 3)	
HEIs will create and implement an education plan to ensure all staff and relevant students have at least a minimal agreed understanding and capacity to support students; create and implement a training plan for staff and students who contribute to initiatives and services.	4.3	In addition to the above mentioned training plan (see actions under 4.1 above), TU Dublin will develop an education plan to ensure that all staff and relevant students have the ability to support other staff members and students.	Staff Training and Development/ Student Services	2022 (Year 2); Continue Years 3 and 4	All Staff/Student Education plan in place.
HEIs will create and implement a system for measuring effectiveness of initiatives.	4.4	TU Dublin will implement a robust system to measure the effectiveness of the Consent Framework Initiatives, as in action 3.4.	EDI Directorate	2022 (Year 2); Continue Years 3 and 4	Effectiveness measurement system in place, with report included in annual report to the Governing Body.

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<p><i>HEIs will provide accessible, trauma-informed services; for supporting student disclosure, reporting and complaints, and for counselling and advocacy.</i></p>	<p>4.5 TU Dublin will enhance and reinforce the accessible, trauma-informed services already provided to staff and students. TU Dublin will:</p>			
	<p>4.5.1 Establish (separate to the Employee Assistance Programme) an external counselling resource - with advice from Counselling Service on appropriate skills required - for staff members requiring additional support following their making or receiving a disclosure about an incident of sexual harassment/violence.</p>	<p>HR</p>	<p>2022 (Year 2)</p>	<p>Resource in place</p>
	<p>4.5.2 Review the training requirements for all individuals working in the student Health Services in TU Dublin, in order to identify any outstanding training requirements.</p>	<p>Student Services (Health)</p>	<p>2022 (Year 2)</p>	<p>Review completed and recommendations provided to relevant offices</p>