


IT Sligo's Action Plan for Ending Sexual Violence and Harassment 2021-2024

Relevant Consent Framework Outcome	Action No.	Action	Progress to Date/ Milestones achieved	Person Responsible	Timeframe (start/end)	Success Indicator
1. Institutional Culture *Year (calendar year divided in two) Jan -Jun in table as 1.1, 2.1, 3.1, 4.1: July- December In table as 1.2,2.2,3.2,4.2) Year 1 is 2021, Year 2 is 2022 etc						
<i>A member of HEI senior management team will have responsibility for the implementation of the Framework.</i>	1a	Assign responsibility for work in this area to a member of the institution's senior management.	VP AA & Registrar and VP Online Development jointly assigned responsibility Not started	VP OL and VP AA & Registrar	1.1	Responsibility assigned in February 2021
	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.		Mental Health & Wellbeing Project Officer (MHWPO) / Communication manager/ marketing department	1.2	Webpage launched and announced to all staff & students by VP OL and VPAA & Registrar.
	1c	Review and update this webpage at least once per semester.		MHWPO / (SMP&RM ¹)	February and Sept annually	Webpage checks and updates logged.

¹ IT Sligo expects that the CUA will be designated as a Technological University in 2022 and the CUA is working towards the development of a single CUA Sexual Misconduct Policy. This policy will include the identification of a Sexual Misconduct Prevention and Response Manager, a role that would be filled in 2022 and the postholder would then have responsibility for identified tasks.

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<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 especially at risk of experiencing sexual violence and harassment; women, those with disabilities, ethnic minorities, and LGBT+.</i>	2a	Form an institutional Working Group, achieving balanced representation.	Working group in place. Membership being reviewed to achieve balanced representation from Schools, students and external groups	Working Group Chairs	1.1	Working Group in place and progress reported annually on implementing the Framework
	2b	Agree Terms of Reference with Working Group members.	No formal Terms of Reference in place	Working Group Chairs	1.1	Terms of Reference agreed & reviewed every 2 years

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<i>Liaison and partnership with external specialist agencies to ensure effective engagement with external structures.</i>	3a	Formalise relationships with SRCC, Community Gardai and other agencies	Liaison exists but information is not collated or made available. First formal meeting with SRCC scheduled for April 2021	Working Group	1.1	SRCC and Community Gardai formally inputting into Working Group
	3b	Collate, design & disseminate information for staff & students on external and internal services & the roles that they fulfil in responding to sexual violence. This will include on-campus posters, website download, student guide, inclusion in programme Module pages, orientation packs, induction slides, social-media advertising, induction pack for new staff, etc.		Collated by MHWPO/ SMP&RM Disseminated by Counselling Service, Student Services Officer, Registry, HR and Programme Boards	Included in Student Induction Packs from September 2021 1.2	Annual Dissemination of information to staff & students.
	3c	Check/update this information annually in advance of the start of the academic year.		MHWPO / SMP&RM / Student Services Officer	2.1 and annual thereafter	Annual updating of information

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2. Institutional Processes: Recording *Year (calendar year divided in two) Jan -Jun in table as 1.1, 2.1, 3.1, 4.1: July- December In table as 1.2,2.2,3.2,4.2) Year 1 is 2021, Year 2 is 2022 etc						
<i>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.</i>	4a	Map processes for formal reporting on flowcharts, clearly illustrating all potential response pathways.	Mechanisms currently exist for students and staff to make complaints and these are available on the Institute website. The new Sexual Misconduct Policy will be easy to use	CUA Sexual misconduct prevention and response manager / communication manager / website developer/ SU	2.1	For actions 4a-4c, indicators are:
	4b	Launch and monitor the tool for anonymous reporting .	IT Sligo was part of original (“Report and Support”) pilot project and is now involved with “Speak Out”		2.1	Web content launched and announced to all staff & students by VP AA & Registrar and VP OD
	4c	Outline all response pathways on the institution’s website, including differences between available methods of reporting (e.g. anonymous reporting, formal reporting).			2.1	Awareness and knowledge will be measured in staff & student surveys. Baseline will come from forthcoming National Survey

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<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>	5a	Recruit a wide-ranging institutional Working Group, including Counselling Service & representatives of relevant external specialist agencies. These members will be assigned responsibility to provide feedback on reporting mechanisms.	Working Group has been formed, and includes Counselling Service. Membership being reviewed with external agencies being approached. Reporting system will be in line with PROPEL guidance, ensuring compatibility with reporting party rights	Working group - chair	1.1 -1.2.	Reporting system in place
	5b	Put in place comprehensive disability adaptations for in-person and remote reporting and support.		Disability officer/ Access Officer SS Manager	2.1	Annual review with Access Office to review arrangements

<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>6</p>	<p>Analyse 12-monthly data from the anonymous-reporting tool.</p> <p>Add relevant questions to any surveys of students/staff.</p> <p>Summarise high-level data on disclosures/ formal reports made.</p> <p>Monitor the number of contacts made to designated contact-people.</p>	<p>Data is currently collected by the Student Counselling Service. Expectation is that anonymous reporting tool will capture more data.</p>	<p>SSM</p> <p>VP AA& Reg report to HEA</p>	<p>2.2,3.2.4.2,</p> <p>As appropriate 2.2, 3.2, 4.2</p> <p>2.2, 3.2, 4.2</p>	<p>Extract metrics on the extent and nature of sexual violence and harassment from Speak Out</p> <p>Baseline will be set by national survey</p>
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<i>Policies are explicitly linked to clear lines of responsibility, active responses, institutional reporting, and regular review.</i>	8	Identify who is responsible for responding to disclosures of sexual violence and harassment, for reporting, and for review of policies.	CUA Policy to be developed in line with PROPEL advice so lines of responsibility will be explicit	CUA Sexual Misconduct and prevention and response manager	2.1	Map of reporting lines published on institution's website.
		Map reporting line(s) between the Working Group's Chair and membership, the institution's President and senior management team, and the Governing Body.		VP AA & Reg and VP OD	2.2	

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<i>Policies include guidelines for addressing student /staff complaints, including transparency for all involved.</i>	9a	Map and publish processes for formal reporting on flowcharts, clearly illustrating all potential response pathways.	Cross-reference with actions 4a and 4c.	VP AA & Reg (students) HR (Staff)	2.1	For actions 9a and 9b, indicators are: Web content launched and announced to all staff & students by VP AA & Reg and VP OD [to provide URL in progress reporting].
	9b	On the institution's website, outline the purpose of anonymous information gathered through the anonymous-reporting tool ("Speak Out"), linking to a Privacy Notice, explaining how this information will be analysed and used institutionally.	See 4b	Communications manager/ Sec. Governance and compliance manager	2.1	Extract metrics on awareness and understanding from staff & student surveys.

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<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>	10a	Introduce annual reporting to the Governing Body on preventative and response measures to sexual violence and harassment.		VP AA & Reg & Sec. Governance and compliance manager	2.2, 3.2, 4.2	Report presented to Governing Body, as scheduled, with feedback sought on next steps.
	10b	Prepare an agreed template for reporting to the Governing Body, noting data collated and initiatives proposed and/or implemented.			2.1	Template agreed.

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4. Targeted Initiatives *Year (calendar year divided in two) Jan -Jun in table as 1.1, 2.1, 3.1, 4.1: July- December In table as 1.2,2.2,3.2,4.2) Year 1 is 2021, Year 2 is 2022 etc						
<i>HEIs will provide direct student-facing activities including workshops/classes that promote an understanding of consent; student understanding and skills for speaking up and calling out unacceptable behaviour.</i>	11a	Continue to make Active Consent workshops available to all first-year students (embedding initial training into School based element of orientation programmes & providing follow-up training) & to all later-year students.	Consent programmes has been run for 1 st years for three years.	President of Student Union or other nominated SU Officer and MHWPO / Student Services Officer	1.2	Record attendance with aim of increasing participation annually. Estimated that 25% of 1st Years attended in 2020/21, although only 10% participated in Sligo. Induction for 2021/22 may still be online thus making face to face workshops difficult. If Active Consent can be built into School based element of Induction the target would be 50% attendance in 21/22 rising to 75% in 22/23.
	11b	Bystander Training to be offered in Sem 2 annually	Once Active Consent sessions have been consolidated	President of SU or other SU Officer MHWPO / Student Services Officer.	3.1	
	11c	Explore potential to include consent education into a module on all programmes		Heads of Faculty, Programme Boards	2.1	
	11d	Conduct student polls to ascertain effectiveness of these workshops (e.g. in awareness-raising of existing supports).		MHWPO / CUA SMP&RM		

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<i>Ongoing messaging to disseminate information consistent with the Framework aims for cultural change and awareness.</i>	12	Prepare and implement an annual plan for communications and awareness-raising activities, linking these to institutional (e.g. announcement of student workshops, performances by Performing Arts Students), 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). Plan to be included in the academic calendar. New staff induction also to be used.	Awareness raising already takes place linked to National Campaigns (SHAG week)	MHWPO / CUA SMP&RM, Students' Union, Communication Manager, Senior Managers	Plan produced in September annually	3 specific activities annually

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<i>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.</i>	13a	Implement Disclosure Training for key staff and student leaders including Working Group, Heads of Dept, Year Heads, Programme Chairs.	Counselling services trained.	EDI Manager / HR Manager / Working Group Chair	1.2	Key staff trained. Review in 2 years
	13b	On the introduction of any new sexual violence and harassment policies, offer creative and engaging information sessions for all staff (possibly online training), and supply straightforward “how-to” guidance on how to receive a disclosure.		HR Manager / EDI Manager	1.2 Following approval of New Policy	High levels of staff awareness of new policy gleaned through staff survey, with baseline established in initial year

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<i>HEIs will create and implement a system for measuring effectiveness of initiatives.</i>	14a	Include a dedicated section on sexual violence and harassment in the EDI staff/student survey and monitor results.	60% of staff (59% of females) are confident that their manager would appropriately manage complaints of gender based harassment, 18% (19% of females) are not confident.	EDI Manager / HR Manager	3.2	Increase level of confidence to 80% Begin to measure awareness of new policy
	14b	Ensure that post-workshop surveys to monitor effectiveness levels for all student and staff training are included in all initiatives and collated to provide institutional effectiveness.	Undergraduate student project survey currently underway will help to establish baseline	Student's Union / MHWPO	1.2	Establish baseline, and then show year on year improvement

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<i>HEIs will provide accessible, trauma-informed services; for supporting student disclosure, reporting and complaints, and for counselling and advocacy.</i>	15a	Publish a list of people who have received trauma-informed training on the institution's website.	Counselling staff and nurses have had trauma informed training	MHWSO / Counselling Service	1.2	Webpage checks and updates logged on agreed dates.
	15b	Counselling Service annual report to identify needs & track progress re. any issues raised.	Student Health Services currently produce an annual report Student counselling Service produce an annual report	Counselling Service	2.2 and annually thereafter	Report produced and recommendations implemented