



South East Technological University



DRAFT ACTION PLAN TO TACKLE SEXUAL VIOLENCE AND HARRASSMENT

2023 to 2026

SETU Action Plan to Tackle Sexual Violence and Harassment

Relevant Consent Framework Outcome	Action No.	Action	Progress to Date/ Milestones achieved	Person Responsible	Timeframe (start/end)	Success Indicator
1. Institutional Culture						
<i>A member of SETU senior management team will have responsibility for implementation of the Framework</i>	1a	Assign responsibility for work in this area to a member of the institution's senior management.	Responsibility has been assigned to two member's of the SETU's executive team.	SETU President	May 2022	Responsibility assigned and communicated across the SETU
	1b	<p>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 executive support for, and leadership of, work in this area.</p> <p>Review this webpage at least once per semester and update to reflect any noteworthy developments.</p>	Partner Institutions have completed this action. The new SETU website will be updated with to reflect new SETU policy, contacts and supports.	<p>VP Academic Affairs and Registrar</p> <p>Vice President for Equality, Diversity, and Inclusion.</p> <p>Office for Equality, Diversity and Inclusion/ Academic Affairs & Registrar</p>	<p>Q 2 2023</p> <p>Ongoing commencing Dec 2023</p>	<p>New webpage launched and announced to all staff and students by President</p> <p>Website content kept relevant and up to date</p>
	1c	Monitor webpage visits through Google Analytics to identify trends	<p>These reviews will take place at the end of each semester and will inform website content.</p> <p>These reviews are scheduled to take place at the end of each semester in with action 1c.</p>	Office for Equality, Diversity and Inclusion/ Academic Affairs & Registrar	<p>Ongoing commencing Dec 2023</p>	<p>Data used to inform policy developments and support provision</p> <p>Ongoing/ Scheduled</p>

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	1d	SETU's new Strategic Plan will highlight senior leadership's support for work in this area.	Planned in conjunction with the development of the SETU's new strategic plan	Office for Equality, Diversity and Inclusion	Q 2 2023	
	1e	Review of structures and requirements for SETU to manage and lead work in this area is underway	This review will inform the future appointment of a designated staff member in this area.	<p>SETU President Vice President for Equality, Diversity and Inclusion</p> <p>VP Academic Affairs and Registrar</p>	Postholder to be in place by Q3 2023	Postholder in place

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<p><i>SETU 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></p>	2a	Form an SETU Working Group, achieving balanced representation both in terms of gender and other underrepresented groups. This group will report directly to SETU's executive board and President via the VP for Equality, Diversity and Inclusion.	A new SETU Working Group has been established and is meeting regularly	<p>SETU President</p> <p>Vice President for Equality, Diversity, and Inclusion</p> <p>VP Academic Affairs and Registrar</p>	Start Date May 2022	SETU Working Group established. Group to meet at least twice per semester.
	2b	Agree Terms of Reference with Working Group members.	Completed	<p>Vice President for Equality, Diversity and Inclusion</p> <p>VP Academic Affairs and Registrar</p>	Q 1 2023	TOR in place and reviewed annually
	2c	Create checklist for annual review of working group representation.	Planned	Office of Equality, Diversity and Inclusion/ Academic Affairs and Registrar	Q 3 2023	Balanced representation achieved on WG
	2d	Explore ways of formally recognising such work by staff within the institution's Workload Allocation Model and/or as criteria for consideration as part of progression/promotion and make recommendations to	Planned	<p>VP Academic Affairs and Registrar</p> <p>Vice President for Equality Diversity and Inclusion.</p> <p>VP Corporate</p>	Q1 2024	Recommendations from review implemented

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		the SETU Executive for adoption.		Affairs HR Manager		
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<i>Liaison and partnership with external specialist agencies to ensure effective engagement with external structures.</i>	3a	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, orientation packs, induction slides, student-accommodation welcome packs, social-media advertising, induction pack for new staff, etc.	Ongoing across SETU	Heads of Student Services/SLL/ Counselling Service Student Registry & HR	Start Q1 2023	A coordinated programme in place and evidence of increased staff and student awareness
	3b	Check/update this information annually in advance of the start of the academic year.	Scheduled	As above	Annually Q3	Information updated annually
	3c	Ensure all newly recruited staff receive training as part of their induction on tackling sexual violence and harassment.	Pilot training rolled out in Q1 2022 and now scheduled for all staff inductions from Q1 2023.	EDI Office HR	2023	Programme embedded in induction

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	3d	Inclusion of a minimum of three representatives from relevant external expert agencies on SETU working group and partnership on joint initiatives and events	Planned in conjunction with action 2a above	VP Academic Affairs and Registrar Vice President for Equality Diversity and Inclusion Designated Postholder in EDI Office	Q4 2022 Events ongoing	Three External members on SETU Working group by Q1 2023. At least one collaborative annual event with external partners.
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2. Institutional Processes: Recording						
<p><i>SETU 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></p>	4a	<p>Map processes for formal reporting on flowcharts, clearly illustrating all potential response pathways.</p>	<p>Partners have completed this individually. However, once the new relevant SETU policies are approved a new mapping process will be completed</p>	<p>Vice President EDI Vice President Corporate Affairs VP Academic Affairs and Registrar Designated Postholder</p>	Ongoing	<p>Mapping completed and published on website</p>
	4b	<p>Launch and promote SETU Speak Out and monitor the tool for anonymous reporting.</p>	<p>Launched across SETU</p>	<p>VP Academic Affairs & Registrar VP for EDI</p>	Ongoing	<p>Speak Out launched and publicised across SETU</p>
	4c	<p>Outline all response pathways on the institution’s website, including differences between available methods of reporting (e.g. anonymous reporting, formal reporting).</p>	<p>Planned as part of the development of SETU website</p>	<p>Designated Postholder</p>	Q3 2023	<p>Response pathways outlined on website</p>

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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>	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.	Planned as per 2a above	Vice President for Equality, Diversity, and Inclusion Institutional Working Group	Dec 2022	Committee in place with relevant membership and roles assigned.
	5b	Ensure accessible in person and remote reporting and support options.	Planned to include all staff and student training and communication	Designated Postholder collaborating with HR and Student Services	Ongoing from 2023 with annual training.	Accessible reporting and support options in place.
	5c	Conduct an annual open call for new Working Group members from among the student and staff body, highlighting the institution's wish to welcome the views of diverse participants. If interest exceeds available places, interested parties may be invited to attend focus groups or be engaged in this work in other ways.	Planned from Q4 2023 onwards	Designated Postholder	Q 4 2023	Scheduled call in place with wide engagement across SETU
	5d	Offer Peer Support Sessions for designated contact people. These peer support sessions will be clinically supported by an appropriately qualified person.	Planned bi-annually	Designated Postholder Counselling Service	Jan 2023	Peer support sessions in place to support DCPs

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	5e	Gather and analysis feedback from designated contact people including satisfaction with supports in place.	Planned bi-annually	Designated Postholder	Q3 2023, and i-annually thereafter	Peer support sessions in place to support DCPs
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<i>SETU shall record statistics on harassment, assault, and rape and report them in the context of their strategic dialogue with the HEA.</i>	6a	Analyse 6-monthly data from the anonymous-reporting tool	Planned	VP Equality, Diversity & Inclusion VP Academic Affairs & Registrar Designated Postholder	Analyse quarterly data	Data analysed and reported. Emerging trends identified and recommendations made on foot of data.
		Add relevant questions to any existing annual EDI or other surveys of students/staff.	Planned	VP Equality, Diversity & Inclusion VP Academic Affairs & Registrar Designated Postholder	Q 1 2024, ongoing thereafter	Questions included in EDI Surveys
		Summarise high-level data on disclosures/ formal reports made.	Planned. SETU will develop a policy framework to capture and report high level data on disclosures / formal reports made.	VP Equality, Diversity & Inclusion VP Academic Affairs & Registrar Designated Postholder	Q 2023	Policy in place and data analysed and published.
		Monitor and report on the number of contacts made to designated contact-people.	Planned	Designated Postholder	Ongoing in line with 6c above	Planned

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	Support staff and students' participation in future national surveys by actively publicising same and analysing institutional-specific data arising from these.	Planned	Designated Postholder HR Student Services	Ongoing	Participation by SETU Staff and Students and relevant institutional data analysed
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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>	7a	Review existing policies in light of THEA, IUA and other good-practice guidelines to ensure that policies clearly addressing SVH are available and published.	Planned	VP for Academic Affairs & Registrar VP Equality Diversity & Inclusion VP Corporate Affairs HR Manager Designated Postholder	2023, ongoing	Policies reviewed and clear recommendations published
	7b	When new or significantly amended policies and procedures are introduced, monitor these annually.	Planned	Designated Postholder	Ongoing	Annual monitoring
	7c	Develop specific standalone policy which will address SVH.	Planned	VP Academic Affairs & Registrar VP Equality, Diversity & Inclusion VP Corporate Affairs	Q 2 2024	Standalone Policy introduced and widely communicated across SETU

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<i>Policies are explicitly linked to clear lines of responsibility, active responses, institutional reporting, and regular review.</i>	8a	Identify who is responsible for responding to disclosures of sexual violence and harassment, for reporting, and for review of policies. Map reporting line(s) between the Working Group's Chair and membership, the SETU President and senior management team, and the Governing Body.	Planned as part of the new SVH Policy for SETU. In the interim existing response, reporting and review responsibilities will be identified.	VP for Academic Affairs & Registrar VP Equality, Diversity & Inclusion VP Corporate Affairs	To be completed in line with action 7c above	Persons responsible identified and published on SETU's website

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<i>Policies include guidelines for addressing student complaints, including transparency for all involved.</i>	9a	Map and publish processes for formal reporting on flowcharts, clearly illustrating all potential response pathways.	Planned with actions 4a and 4b above	Designated Postholder Student Services/SLL	End of Q4 2023	Processes mapped and published widely
	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.	Planned in alignment with action 4b above	Designated Postholder	Q2 2023	Data and Privacy Notice published

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<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>	10a	<p>Introduce annual reporting to the Governing Body on preventative and response measures to sexual violence and harassment.</p>	Planned	<p>VP Equality Diversity & Inclusion</p> <p>VP Academic Affairs & Registrar</p> <p>Designated Postholder</p>	2024 for 2023 report and annually thereafter.	Report presented to GB and feedback gathered on next steps.
	10b	<p>Prepare an agreed template for reporting to the Governing Body, noting data collated and initiatives proposed and/or implemented.</p>	Planned in line with 10a above	<p>VP Academic Affairs & Registrar</p> <p>VP Equality Diversity & Inclusion</p> <p>Designated Postholder</p>	2023	Planned
	10c	<p>Develop a secure, centralised systems for recording and monitoring the progress of cases</p>	Planned in line with the overarching policy framework and sectoral developments	<p>VP Academic Affairs and Registrar</p> <p>VP Equality, Diversity & Inclusion</p> <p>Designated Postholder</p>	To be completed by Q4 2024	Centralised system in place

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4. Targeted Initiatives						
<i>SETU 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 workshops available to all first-year students (embedding initial training into orientation programmes & providing follow-up training) & to all later-year students.	Ongoing SETU is committed to continued Active Consent and Bystander Intervention training for all students	Head of Student Services/Student Life & Learning EDI Office Designated Postholder collaborating with the Students' Union	Ongoing SETU Bystander programme launched in Q 1 2023	Active Consent Training provided to all first year students Bystander Training provided to all students
	11b	Conduct student polls to ascertain satisfaction levels and effectiveness of these workshops (e.g. in awareness-raising of existing supports).	Planned	Head of Student Services Designated Postholder collaborating with the institution's Students' Union	Ongoing	Student Polls conducted and satisfaction rates monitored

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<p><i>Ongoing messaging to disseminate information consistent with the Framework aims for cultural change and awareness.</i></p>	<p>12a</p>	<p>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).</p>	<p>Planned</p>	<p>Designated Postholder in in collaboration with Head of Student Services external specialist agencies & the institution's Students' Union, Institutional Working Group, Sectoral Groups, etc</p>	<p>Q3 2023 and ongoing thereafter</p>	<p>Annual plan and calendar published. At least one institutional event per year. Regular engagement with topics on social media.</p>
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<i>SETU 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.	Ongoing	Designated Postholder Student Services/SLL Manager HR Manager Students' Union	Annually ongoing	Training Provided with attendance monitored to ensure satisfactory
	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.	All SETU Staff will be offered training and information sessions on tackling SVH including how to receive disclosures - Ongoing	Designated Postholder	Ongoing	Policies clearly communicated and training provided

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<i>SETU 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.	Planned	VP for Academic Affairs & Registrar VP Equality Diversity & Inclusion	Q 1 2024 onwards	Inclusion of relevant questions and analysis of results
	14b	As noted, include post-workshop surveys to monitor effectiveness and satisfaction levels in relation to all student and staff training and education initiatives.	Ongoing	Heads of Student Services/SLL EDI Office	Ongoing after all training	Survey results monitored and analysed with a view to improving satisfaction
	14c	Introduce/expand exit interviews to ascertain departing staff's views of institution's performance in this area.	Planned	VP for Corporate Affairs HR Manager	Q 3 2023	Exit interviews include relevant questions and inform reporting to Governing Body

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<i>SETU will provide accessible, trauma-informed services for supporting student disclosures, 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.	Planned for new SETU website	Designated Postholder	By Dec 2023 and ongoing thereafter	List published on website
	15b	Work with the institution's Human Resources team to monitor staff awareness of and satisfaction with the Employee Assistance Programme annually.	Planned	HR Manager	2023 and annually thereafter	Awareness and satisfaction with EAP monitored and reported to the executive
	15c	Systematically liaise with members of the institutional Counselling Service to identify needs & repeat to track progress re. any issues raised.	Planned	Clinical Lead Student Counselling Head of Student Services/SLL VP Designated Postholder	Q4 202 onwards	Additional needs identified and brought to executive board to be actioned