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## Action Plan to Tackle Sexual Violence and Harassment

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**Dundalk Institute of Technology**

[www.dkit.ie](http://www.dkit.ie)

Reviewed October, 2021

## Action Plan to Tackle Sexual Violence and Harassment – Dundalk Institute of Technology

Relevant Consent Framework Outcome	Action No.	Action	Progress to Date/ Milestones achieved	Person Responsible	Timeframe (start/end)	Success Indicator
<b>1. Institutional Culture</b>						
<i>A member of HEI senior management team will have responsibility for the implementation of the Framework.</i>	1a	Responsibility for work in this area assigned to a member of Dundalk Institute of Technology's senior management team	Responsibility Assigned September 2020	Dr. Sheila Flanagan, VP for Academic Affairs and Registrar	September 2020 (Note Action Plan presentation April 2021 with yearly updates thereafter) February 2021 and launch anticipated May 2021	Responsibility assigned and Governing Body briefed and notified September 2020.
	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.	Planning discussion commenced between Communications and Marketing department and Ms Gertie Raftery, February 2021	Committee in collaboration with Ms Lynda Mc Quaid, Communications and Marketing Manager	Reviewed once per semester	Webpage to be launched and announced to all staff & students by Dr. Sheila Flanagan Late Spring 2021
	1c	Review this webpage at least once per semester and update to reflect any noteworthy developments. Formation of Committee Agreed Actions and Policies	Discussions regarding webpage development and launch underway	Ms Lynda Mc Quaid Communications and Marketing Manager and Ms Gertie Raftery, Head of Student Counselling		Webpage checks and updates logged on agreed dates each semester. Much material to be updated on a rolling basis with video and other materials

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<p><i>A member of HEI senior management team will have responsibility for the implementation of the Framework.</i></p>	1a	Responsibility for work in this area assigned to a member of Dundalk Institute of Technology's senior management team	Responsibility Assigned September 2020	Dr. Sheila Flanagan, VP for Academic Affairs and Registrar	September 2020 (Note Action Plan presentation April 2021 with yearly updates thereafter) February 2021 and launch anticipated May 2021	Responsibility assigned and Governing Body briefed and notified September 2020.
	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.	Planning discussion commenced between Communications and Marketing department and Ms Gertie Raftery, February 2021	Committee in collaboration with Ms Lynda Mc Quaid, Communications and Marketing Manager	Reviewed once per semester	Webpage to be launched and announced to all staff & students by Dr. Sheila Flanagan Late Spring 2021
	1c	Review this webpage at least once per semester and update to reflect any noteworthy developments. Formation of Committee Agreed Actions and Policies	Discussions regarding webpage development and launch underway	Ms Lynda Mc Quaid Communications and Marketing Manager and Ms Gertie Raftery, Head of Student Counselling		Webpage checks and updates logged on agreed dates each semester. Much material to be updated on a rolling basis with video and other materials

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<p><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></p>	2a	An Institutional working group was formed October 2020	An institutional Working Group has been formed drawing from a cross section from academic and functional areas, research, disability officer, student counselling, student health service, academic staff union, student's union, Human Resources, Athena Swan, Sports and Societies as well as outside experts from THEA, RCNE and the Garda Inspectorate to oversee the implementation of the Framework.	Dr. Sheila Flanagan, Vice President Academic Affairs and Registrar is chairperson and all meetings are managed and recorded by Ms Teresa Ward, Registry	October 2020	<p>Terms of Reference Agreed October 2020</p> <p>Actions agreed and rolled out on a phased a realistic basis</p> <p>Monthly meetings of Institutional Working Group take place during the academic year</p> <p>Launch of Webpage Late Spring/April 2021</p>
	2b	Prepare and Monitor Terms of Reference	<p>Agreed Terms of Reference with Working Group members which revolved around:</p> <ol style="list-style-type: none"> <li>1. The creation of an Institute Action Plan;</li> <li>2. Examination of anonymous reporting tools for use;</li> <li>3. Development of Sexual Misconduct Policy</li> <li>4. Awareness raising campaign for staff and students using E learning module from Smart Consent</li> </ol>	Dr. Sheila Flanagan, Vice President Academic Affairs and Registrar	March 2021	<p>Terms of Reference agreed and timeline for review set annually at October meeting. Action completed 2021.</p>

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			<p>Commencing March 1<sup>st</sup>, 2021.</p> <p>5. Communications campaign throughout the year to disseminate information and create discussion</p>			
<p><i>Liaison and partnership with external specialist agencies to ensure effective engagement with external structures.</i></p>	3a	<p>Collate, design &amp; disseminate information for staff &amp; students on external and internal services &amp; the roles that they fulfil in responding to sexual violence.</p>	<p>Training arranged with the Dublin Rape Crisis Centre (DRCC) for 14 key staff members chosen from across DKIT.</p>	<p>Ms. Gertie Raftery, Head of Counselling Service</p>	<p>February 10<sup>th</sup>, 2021</p>	<p>Training with the DRCC successfully completed February 2021</p>
			<p>An All Staff and All Student email to be sent out by the Registrar outlining the establishment and objectives of this steering group</p>	<p>Dr. Sheila Flanagan, Registrar</p>	<p>March 1<sup>st</sup>, 2021</p>	<p>Action completed</p>
			<p>An awareness video produced by NUIG and associated social media campaign selected as chosen option for DkIT staff and students.</p>	<p>Ms. Gertie Raftery, Head of Counselling Service</p>	<p>March 2021</p>	<p>Follow up by Ms. Gertie Raftery with NUIG to enable DkIT to link into the awareness video - anticipated Spring 2021. Action Completed.</p>
			<p>It is anticipated that the awareness video will form part of Induction Training for new Members of Staff.</p>	<p>Mr. Gerald O Driscoll, Head of Human Resources</p>	<p>Annual</p>	<p>Completion of Training prior to the</p>

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			Content of Induction programme to be signed off by committee.	Committee	March to September 2021	commencement of the 2021/22 academic year
	3b	Check/update this information annually in advance of the start of the academic year.	Annual Roll out updated	Committee	May 2021 –October 2021	Successful delivery and positive student feedback Report on effectiveness of Consent intervention completed by providers i.e. currently Active Consent
<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.	Training arranged with the Dublin Rape Crisis Centre (DRCC) for 14 key staff members chosen from across DKIT.	Ms. Gertie Raftery, Head of Counselling Service	February 10 <sup>th</sup> , 2021	Training with the DRCC successfully completed February 2021
			An All Staff and All Student email to be sent out by the Registrar outlining the establishment and objectives of this steering group	Dr. Sheila Flanagan, Registrar	March 1 <sup>st</sup> , 2021	Action completed
			An awareness video produced by NUIG and associated social media campaign selected as chosen option for DkIT staff and students.	Ms. Gertie Raftery, Head of Counselling Service	March 2021	Follow up by Ms. Gertie Raftery with NUIG to enable DkIT to link into the awareness video - anticipated Spring 2021
					Annual	Completion of Training

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	3b	Check/update this information annually in advance of the start of the academic year.	<p>It is anticipated that the awareness video will form part of Induction Training for new Members of Staff.</p> <p>Content of Induction programme to be signed off by committee.</p> <p>Annual Roll out updated</p>	<p>Mr. Gerald O Driscoll, Head of Human Resources</p> <p>Committee</p> <p>Committee</p>	<p>March to September 2021</p> <p>May 2021 –October 2021</p>	<p>It is anticipated onsite Staff induction will recommence in January 2022</p> <p>Successful delivery and positive student feedback Report on effectiveness of Consent intervention completed by providers i.e. currently Active Consent</p>
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2. Institutional Processes: Recording						
<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 <b>formal reporting</b> on flowcharts, clearly illustrating all potential response pathways.	This will be finalised once the Sexual Misconduct Policy is complete and agreed. Roles will need to be assigned and training recommendations will be included for each of the relevant post holders. (Consideration of usage of NUIG Disclose Card model in interim)	Committee	Summer 2021	Web content, including reporting information, launched and announced to all staff & students by Office of Registrar Summer 2021
	4b	Launch and monitor the tool for <b>anonymous reporting</b> .	An RFT for a national reporting tool – Speak Out - involving most 3rd level colleges was published February 2020. It is anticipated that once the tendering process is completed, the reporting tool should be live before September 2021.	Committee	Late Summer 2021	Awareness and knowledge of the reporting tool to be monitored and tracked through integration with existing questions on staff & student surveys.
	4c	Outline all <b>response pathways</b> on the institution's website, including differences between available methods of reporting (e.g. anonymous reporting, informal disclosure, formal reporting).	<b>This project is being led by PCHEI and will be coordinated by the Chair who is based in DKIT.</b>  The different pathways will be outlined on Website once we have the Sexual Misconduct Policy in place	Committee	Winter 2021	Web tool to be launched by Office of Registrar Summer 2021. The tool will provide the capability to provide yearly data to the HEA Set baseline in first survey year 21/22



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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>5a</p>	<p>Recruit a wide-ranging institutional Working Group, including Counselling Service &amp; representatives of relevant external specialist agencies. These members will be assigned responsibility to provide feedback on reporting mechanisms.</p>	<p>Cross representative Steering group has been established including experts from the National Women’s Council, Rape Crisis, Active Consent as well as liaison with an expert panel in relation to particular groups including LGBTQI, disability, culturally diverse populations</p>	<p>Ms. Gertie Raftery, Head of Counselling Service</p>	<p>September 2021</p>	<p>Steering Group reviewed October 2021 and representation from LGBTQI and Diversity Committees invited to become involved</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>5b</p>	<p>Put in place comprehensive disability adaptations for in-person and remote reporting and support.</p>	<p>As Chair of PCHEI and Lead on the roll-out of Speak Out, Gertie Raftery is involved in designing a reporting tool which it is envisaged will report across all these areas once in operation September 2021</p>	<p>Ms. Geraldine Kneel, Disability Officer</p>	<p>September 2021</p>	<p>Review by the Disability Officer prior to each reporting pathway going 'live'</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>6</p>	<p>Analyse 6-monthly data from the anonymous-reporting tool.</p>	<p>As Chair of PCHEI and Lead on the roll-out of Speak Out, Gertie Raftery is involved in designing a reporting tool which it is envisaged will report across all these areas once in operation September 2021</p>	<p>Ms. Gertie Raftery, Head of Counselling</p>	<p>First semester data available Jan 22</p>	<p>Detailed data from first academic year will provide the baseline as this data has not been collected before.</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>	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.	Working Group on the development of Sexual Misconduct Policy has been established	Ms. Linda Murphy, Head of Student Services	February 2021	
	7b	When new or significantly amended policies and procedures are introduced, monitor these annually.	Policy to be brought for consultation to IMPC, EDI Committee before approval at Governing Body	Committee with Registrar	Winter 2021  winter 2022	Updated policy announced and published.  Annual review of new/amended policy logged.
<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. Map reporting line(s) between the Working Group's Chair and membership, the institution's President and senior management team, and the Governing Body.	This will come from the Sexual Misconduct Policy currently under preparation and will include recommendations as to reporting lines	Ms. Linda Murphy lead on Policy Development Committee	June 21	Map of reporting lines published on institution's website [URL to be provided once 'live'].

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<p><i>Policies include guidelines for addressing student complaints, including transparency for all involved.</i></p>	9a	<p>Working group established.</p> <p>Map and publish processes for formal reporting on flowcharts, clearly illustrating all potential response pathways.</p>	<p>The first meeting of the group took place on 24<sup>th</sup>. A work plan was agreed using the THEA guidelines. A draft policy is under discussion. In parallel, the working group have commenced the development of the procedures for the policy in line with THEA guidelines.</p>	<p>Working Group</p>	<p>February 24 2021 – Winter 2021</p>	<p>For actions 9a and 9b, indicators are: Web content launched and announced to all staff &amp; students by member of senior management responsible</p>
	9b	<p>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.</p>	<p>On completion of policy detailed flow charts to be completed, published and circulated. Published once Speak Out tool is launched Sept 21</p>	<p>Ms. Gertie Raftery</p>	<p>September 2021</p>	<p>Baseline metrics will be available from FHERIS survey following launch late October 2021</p>

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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	Introduce annual reporting to the Governing Body on preventative and response measures to sexual violence and harassment.	Presentation to Governing Body arranged for April 27 <sup>th</sup> , 2021.	Registrar	Annual Report to Governing Body commencing on April 27 <sup>th</sup> 2021	Report presented to Governing Body, as scheduled, with feedback sought on next steps. Reporting to occur annually thereafter each Spring
	10b	Prepare an agreed template for reporting to the Governing Body, noting data collated and initiatives proposed and/or implemented.	Agreed that EDI committee of Governing Body will assist with consideration of policy documents and all other relevant material	EDI Committee of Governing Body	April 27 <sup>th</sup> , 2021	Template agreed.

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## 4. Targeted Initiatives

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<p><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></p>	11a	<p>Continue to make workshops available to all first-year students (embedding initial training into orientation programmes &amp; providing follow-up training) &amp; to all later-year students.</p>	<p>Induction training on Consent offered to all First Years Sept 21</p> <p>Launch of Active Consent ELearning Module March 4<sup>th</sup> 2021 for all students and staff</p>	<p>Registrar and Committee</p>	<p>March 4<sup>th</sup> 2021 onwards</p>	<p>Feedback through staff and student surveys run by the HEA commencing annually from April 2021</p>
	11b	<p>Conduct student polls to ascertain satisfaction levels and effectiveness of these workshops (e.g. in awareness-raising of existing supports).</p> <p>In 2019 induction Smart Consent drama was seen by 950 students with 465 completing evaluation sheets. These indicated that 75% felt well informed about consent after the drama compared with 48% before.</p> <p>2020 induction - 9 Smart Consent Online workshops offered which 278 attended. 75% indicated that they found the workshop content relevant and 88% would recommend the workshop</p>	<p>A framework for the rollout of this activity is under consideration by the Policy Guidelines working group.</p> <p>Roll out of Consent and Bystander programmes across campus</p>	<p>Ms. Gertie Raftery</p>	<p>May 2021 and Annually thereafter</p>	<p>Feedback through staff and student surveys run by the HEA commencing annually from April 2021.</p> <p>Action Completed</p>

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		Develop a theme for 2021/22 around changing the culture on campus	Series of actions through the year designed to effect change	Committee	October 2021 onwards	Updated Action Plan with series of measures completed throughout the academic year
<i>Ongoing messaging to disseminate information consistent with the Framework aims for cultural change and awareness.</i>	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).	Communications plan underway with All Staff/Student announcement made March 1 <sup>st</sup> , 2021  Working with Smart Consent NUIG	Registrar and Committee which is inclusive of internal and external stakeholders	October 2020 onwards	Rolling inputs on Consent webpage throughout academic year.  Training offered at induction for 1 <sup>st</sup> years and Oct/ Nov for subsequent years



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<p><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></p>	13a	<p>Implement Disclosure Training for key staff and student leaders. Training targets will be considered by the working group</p> <p>Developing the Sexual Misconduct Policy</p>	<p>This will run once the Sexual Misconduct Policy is completed</p>	<p>Head of Student Counselling</p>	<p>May 2021 onwards</p>	<p>Targets for training will be established by the working group on Sexual Misconduct Policy</p>
	13b	<p>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.</p>	<p>Working Group on the development of Sexual Misconduct Policy has been established</p>	<p>Head of Counselling Service and Head of Student Services</p>	<p>Policy to be brought for noting at IMPC, EDI Committee and for final approval at Governing Body summer 2021</p>	<p>Series of information sessions held, ensuring that staff knowledge of the new policy is widespread.</p>

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<p><i>HEIs will create and implement a system for measuring effectiveness of initiatives.</i></p>	<p>14a</p>	<p>Include a dedicated section on sexual violence and harassment in the EDI staff/student survey and monitor results.</p>	<p>In discussion with newly formed EDI committee</p>	<p>Dr. Fiona Lawless Chair</p>	<p>TBC</p>	<p>Baseline from first year's metrics</p>
	<p>14b</p>	<p>As noted, include post-workshop surveys to monitor effectiveness and satisfaction levels in relation to all student and staff training and education initiatives.</p>	<p>Already have metrics from Smart Consent for last two years</p>		<p>This data is available for 19/20 and 20/21 and future data will be available Nov/Dec 21</p>	

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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.	Webpage to launch Spring 2021	Committee with Head of Marketing and Communications	Spring 2022	Webpage checks and updates logged on agreed dates each semester.
	15b	Work with the institution's Human Resources team to monitor staff awareness of and satisfaction with the Employee Assistance Programme annually.		HR Manager	Autumn 2021	EDI survey in development and a baseline will be established so as to measure improvement on a temporal basis.
	15c	Conduct a survey of members of the institutional Counselling Service to identify needs & repeat to track progress re. any issues raised.	Counselling staff all trained in Trauma informed model. Further refresher training from RCC is being arranged for late in first semester	Head of Student Counselling	Jan 2022	.