

Action Plan to Tackle Sexual Violence and Harassment – RCSI University of Medicine and Health Sciences

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 HEI senior management team will have responsibility for the implementation of the Framework.</i>	1.1	Appoint member of Senior Management Team (SMT) to have responsibility for implementation of the Framework.	Responsibility has been assigned to a member of SMT with clear reporting structures.	Prof Hannah Mc Gee, Dean of the RCSI Medical School	May 2018	Framework/ ESP action plan is endorsed and supported by University leadership.
<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	Establish Ending Sexual Violence, Supporting Survivors and Promoting Consent (ESP) Forum	ESP Forum established in 2018 and expanded in 2020 following open call to all staff and students	Dr Orna Tighe, Vice Dean for Support Development & Dr Caroline Kelleher, Department of Health Psychology	May 2018	ESP Forum, which is representative of the university community, coordinates Framework implementation and develops and implements ESP three action plan
	1.3.		ESP Forum membership with 25 members including key stakeholders		January 2021	
	1.4		Terms of Reference for ESP Forum developed and adopted by membership. Membership for a period of two years (see ToR/ membership list in appendix 1)	Dr Avril Hutch, Head of EDI	November 2020	

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<i>Liaison and partnership with external specialist agencies to ensure effective engagement with external structures.</i>	1.5	Engage with external specialist agencies	Scoping visit to the UK to engage with Coventry University, Warwick University and Exeter University. Engagement with Dublin Rape Crisis Centre on policy development/review. OT and CK member of RESPECT Network. CK and AH liaise with ESTHE. AH and CK members of National Women’s Council NAC.	Dr Caroline Kelleher; Dr Orna Tighe; Dr Avril Hutch	2018 – April 2019	ESP Action Plan and implementation process are informed by best practice and external expertise
	1.6	Membership includes external specialist agencies.	Caitriona Frier, Dublin Rape Crisis Centre and Gordon Grehan, Transgender Equality Network in Ireland (TENI) joins ESP Forum as external advisors.	Dr Avril Hutch	February 2021	Ongoing engagement with specialist agencies through membership of Forum
	1.7	Mapping of local external services prior to development of action plan	Location and contact details for all national SATUs included in the student misconduct policy as well as Dublin-based sexual violence support contact details, national freephone helpline and RCSI-based supports available (see Appendix 3)	SARA, EDI, HR	2022	Map supports available at RCSI hospital sites

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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>	2.1	Establish online report and support tool or equivalent for students and staff to report incidents.	Review of existing internal report and support system undertaken and externally with Newcastle University, UCD	Dr Caroline Kelleher (CK); Dr Orna Tighe (OT); Dr Avril Hutch (AH)	2018	An easy to use report and support system is in place for staff and students to disclose and report incidents
	2.2		Flow charts and plain English guides to all staff and student policies developed to support those wishing to report and incident/survivors and published on the RCSI website (see appendix 2)		SARA, HR, Communications, ESP members (Policy and Awareness Raising workstreams)	
	2.3		Easy to access Report and Support button placed on the front page of Moodle	IT, AH	March 2021	All staff and students clearly understand the report and support process and where to find information on same
	2.4		RCSI engages with national HEI speak out group and commits to joining national anonymous report and support tool	AH, CK	March 2021 - 2022	

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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>	2.5	Engage specialist advisers to assess reporting and ensure it is compatible with reporting party/survivor rights.	Specialist internal expertise from the Dept of Health Psychology RCSI on psychosocial impact of rape and sexual assault and sexual health	CK	2018 – present	The report and support system is informed by internal and external expertise and ensures survivor rights are central to same. Staff and students have confidence in the report and support system
	2.6		Dublin Rape Crisis Centre reviewed all policy documents and processes to ensure compatibility with survivor rights	CK, OT, DRCC	March – May 2019	
	2.7		RCSI participates in development and launch of national Speak Out tool launch in 2022 with Psychological Counsellors in Higher Education Ireland	CK AH, Forum members – Report and Support Working Group, CoMPASS, HR	2022	

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<i>Institutions shall record statistics on harassment, assault, and rape and report them in the context of their strategic dialogue with the HEA.</i>	2.7	Record statistics and submit to HEA annually on request.	Incidences (formal complaints) recorded with main RCSI reporting systems	SARA, HR	Ongoing	RCSI records informal and formal reports of harassment, assault and rape in a dedicated case log
	2.8		Develop online case log portal for formal reporting and log informal reporting through the Speak Out tool	SARA, HR, EDI	2021/22	
	2.9		Submit report of formal/informal statistics to the HEA annually	EDI	TBC (HEA)	Submit formal/informal statistics to the HEA annually
3. Institutional Processes: Policy						

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<i>Dedicated policies of breadth and depth consistent with the Framework aims referencing IUA/THEA guidelines and policies where appropriate.</i>	3.1	Develop dedicated Sexual Misconduct policies for students	RCSI Student Misconduct Policy developed and published (see Appendix 3)	OT, CK, SARA, CoMPASS, Forum members	Jan – May 2019	Dedicated ESP staff and student policies, consistent with the Framework, are in place and available online. <i>Note: RCSI is not a member of the IUA or THEA</i>
	3.2	Update Dignity at Work Policy for staff to include provisions consistent with the Framework	RCSI Staff Dignity at Work Policy updated to include provisions	OT, CK, HR, EDI, Forum members	Jan – May 2019	
	3.3	Publish policies which explicitly address sexual harassment, assault and consent online.	Policies published on Moodle and staff intranet.	OT, CK, IT	June 2019	

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<i>Policies are explicitly linked to clear lines of responsibility, active responses, institutional reporting, and regular review.</i>	3.4	Agree ownership of response, reporting and review actions in relation to policies addressing explicitly address sexual harassment, assault and consent.	Clear lines of responsibility are set out in the policies and guidelines (see Appendix 3)	ESP Forum, OT, CK, AH	May 2019 onwards	Clear reporting lines and structures for students are in place
	3.5		Staff Policy to be reviewed as part of annual policy review group Student policies to be reviewed by SARA	Policy Review Group, HR, ESP Forum, SARA, EDI	Annually each March	Clear reporting lines and structures for staff are in place
	3.6		Update provided to EDI Annual Report	CK, AH	Annually each April	ESP integral to EDI Annual Report

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<i>Policies include guidelines for addressing student and staff complaints, including transparency for all involved.</i>	3.7	Ensure policies include guidelines for addressing student and staff complaints.	Guidelines for addressing student and staff complaints developed and published on RCSI portals	OT, CK, Forum membership, SARA, HR, Design	2018 - present	Clear guidelines for staff and students in place (see Appendix 2: a) Help for Students reporting an Unwanted Sexual Incident; b) Help for Students reporting an Unwanted Sexual Incident; c) Help for staff receiving a student disclosure of an unwanted sexual incident

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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>	3.8	Annual report provided to Governing Authority (Academic Council and MHSB)	Dedicated staff focal person for ESP appointed/identified in EDI Unit Report shared with Academic Council and MHSB in June 2019	AH OT, CK, AH	October 2020 June annually starting in 2019	ESP staff focal person identified to oversee implementation process (currently Head of EDI) Formal Annual Report to be developed/published as part of EDI Annual Report and shared at Academic Council and MHSB
4. Targeted Initiatives						

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<p><i>HEIs will provide direct student-facing activities including workshop/classes that promote an understanding of consent; student understanding and skills for speaking up and calling out unacceptable behaviour.</i></p>	4.1	% of incoming first-year students to have received training on consent/harassment/sexual misconduct.	90% of first year students received training in 2020	ESP Forum (Education Workstream; AH; CK)	September 2019 – End 2023	90% of (1 st -3 rd year) registered students and 50% of 4 th and 5 th year) complete online consent training by 2023
	4.2	% of all students to have received training on consent/harassment/sexual misconduct.	40 Students received Bystander Intervention Sept 2019.	CK, Education Workstream	Sept 2019 to end 2023	2 full 8 hour Bystander training programmes developed by 2023 for 15 staff
	4.3	% of staff to have received training on consent/harassment/sexual misconduct.	Bystander Intervention training – 12 Staff members trained to deliver BIT (Sept 2018).	CK, Staff trainees	From Jan 2019 to end 2023	75 students complete the Bystander intervention programme by 2023
	4.4		Mandatory disclosure training for all new starters	HR, IT	By end 2023	100% of frontline staff complete online consent/harassment/sexual conduct training by
	4.5					Digital badge developed/certificate programme to staff students who complete ESP suite;

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						Consent; Bystander; Disclosure training

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<i>Ongoing messaging to disseminate information consistent with the Framework aims for cultural change and awareness.</i>	4.6	Evidence of awareness campaigns, training, workshops etc. including schedule of activities to cover full academic year.	Established dedicated Student working group for promotion and education of Safe Sexual Health: RCSI SECSE (pronounced RCSI Sexy) S exual E ducation, C onsent, S afety & E mpowerment Presentation at all Staff Town hall (May 2019) RCSI Gets SECSI Campaign across campus throughout 2019	ESP Forum (Communications and Awareness Raising Workstream)	2018 - 2023	ESP Champions identified
	4.7					Active*Consent promotions campaign
	4.8					Bystander campaign applied to awareness raising work
	4.9					Annual ESP Positive Sexual Health/Affirmative Consent campaign run throughout academic year
	4.10					Social media campaign developed, including student takeover.
4.11	Week long ESP event implemented each academic year					

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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>	4.12	All Staff/Student Education plan in place.	Bespoke RCSI online consent training tool in place	CK, OT, IT	2019 – 2021	Bespoke RCSI training developed and delivered to staff and students to end 2021
	4.13	Training plan for relevant staff/students in place. HEI monitoring system in place.	Agreement with NUIG Active*Consent Programme to join national education programme	ESP Forum Education Workstream; CK; AH	2022 onwards	RCSI Staff and Student training plan agreed and implemented in 2022
	4.14		Implementation of HEA support Diversification of Active*Consent project			Diversified Active*Consent Programme for staff and students implemented across RCSI from 2022
	4.15					Bystander Intervention and Disclosure training programme expanded

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<i>HEIs will create and implement a system for measuring effectiveness of initiatives.</i>	4.16	HEI monitoring system in place.	Surveys/Feedback loop on existing training implemented for current online consent training (96% respondents reported the completed the training.	ESP Forum Education Workstream; CK; AH	From Oct 2019	Pre- and –post trainings surveys in place for existing all ESP trainings
	4.17	Publication of statistics on effectiveness consent training/education initiatives.	The course was appropriate for my level of expertise: 60% Understand that sex without consent is rape: 64%		From November 2021	ESP related questions incorporated to annual EDI survey
	4.18		Be more confident to understand if consent is given: 65% Be more confident to communicate consent: 68% Understand Consent misconceptions: 69% Understand how consent works in practice: 72% Understand why consent matters: 77%)		From May 2022	Training statistics and impact published in EDI annual report and includes on EDI dashboard

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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>	4.19	<p>Services in place:</p> <ul style="list-style-type: none"> • to support staff and student disclosure • for reporting and complaints • for counselling and advocacy 	3 x Student Welfare Officers completed one day DRCC disclosure training	CoMPASS	From Jan 2019	Continued delivery of disclosure training to all new staff and front line staff
	4.20		Fully funded student counselling available through the university CoMPASS service	CoMPASS	Ongoing	
			Student Assistance programme 24hrs/365 days.	CoMPASS	Ongoing	Feedback loop in place to identify challenges that arose in reporting to help improve services offered
			Mercers Medical Centre partner on key ESP initiatives	Mercer	Ongoing	
	4.21		Student Welfare Officers and counselling staff have professional de-briefing.	CoMPASS	Ongoing	Training provided for investigators and members of Disciplinary panels
4.22	All staff provided access to disclosure training on Moodle. All new starters and student facing staff are required to complete same at induction.	HR	From Sept 2019	Diversity of counselling panel used by CoMPASS and through HR reviewed		
	Awareness raising campaign for Employee Assistance Programme completed	HR, Communications	Ongoing			

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			HR partners x3 to attend one day DRCC disclosure training	HR	Ongoing	HR partners trained to manage disclosures related to sexual harassment, violence & assault

CoMPASS	Centre for Mastery: Personal, Professional & Academic Success
DRCC	Dublin Rape Crisis Centre
EDI	Equality, Diversity & Inclusion
ESP	Ending Sexual Violence, Supporting Survivors and Promoting Consent
HR	Human Resources
SARA	Student Academic & Regulatory Affairs
SATU	Sexual Assault Treatment Units
TENI	Transgender Equality Network