

Action Plan to Tackle Sexual Violence and Harassment – Maynooth University (MU)

Relevant Consent Framework Outcome	Action No.	MU Action	Milestones	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	A member of University Executive (UE) management team will have responsibility for implementation of the Framework.	Implementation of the Consent Framework assigned to a member of the University Executive team.	President/UE	Q4 2019	Responsibility for implementation of the Consent Framework is assigned to a member of the University Executive Team.
			Consent Framework Subgroup of UE established.	President/UE	Q1 2021	Strategic oversight of Consent Framework implementation across multiple areas in the University (governance, staff and student policies, EDI, and T&L) is provided by a subgroup of the University Executive team.

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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 at particular risk of experiencing sexual violence and harassment; women, those with disabilities, ethnic minorities and LGBT+.</i>	1.2	An MU Institutional Working Group will be established to coordinate operational implementation of the Framework.	Implementation Working Group (WG) established.	VPED	Q4 2019	Operational implementation of the Framework is coordinated across the institution and being led by key stakeholders.
			Appointment of Academic Expert WG Co-Chair.	VPED	Q1 2020	
			Review of the membership of the Working Group.	VPED/WG Co-Chair	Q1 2021	

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<i>Liaison and partnership with external specialist agencies to ensure effective engagement with external structures.</i>	1.3	MU will engage with external organisations to foster a close working relationship and acquire specialist advice, training, and additional support where necessary.	External advice sought on draft policies that address sexual harassment or sexual misconduct from specialists in sexual misconduct and harassment.	Led by Bursar with UE subgroup	Q2 2020 – Q2 2021	Effective engagement and partnership with external specialist organisations exists and informs our implementation of the Consent Framework
			External representation sought for Implementation Group from specialists in sexual misconduct and harassment.	VPED	Q4 2020 – ongoing	
			Disclosure Training delivered by Dublin Rape Crisis Centre (DRCC)	VPED	Q2 2021	
			Community Liaison Garda assigned to the campus.	Led by VPECD with Campus Services	Q4 2019 - ongoing	

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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	MU will implement the anonymous reporting tool 'Speak Out'.	<p>Development of 'Speak Out' Platform</p> <p>Launch of 'Speak Out' Platform</p> <p>An awareness raising campaign to inform students and staff of the anonymous reporting tool.</p>	<p>Led by MU Counselling Service with PCHEI</p> <p>Led by Student Services and MSU, with WG support</p>	Q1 2020 - Q4 2021.	Staff and students can successfully report incidents anonymously.
<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>	2.2	MU will participate as part of the national initiative led by PCHEI to develop the anonymous reporting tool and ensure it is compatible with reporting party/survivor rights.	Feed into 'Speak Out' tool questions through PCHEI.	Led by MU Counselling Service with Student Services	Q2 2021	<p>The anonymous reporting tool has been informed by relevant student and staff groups.</p> <p>The higher education community has confidence in the tool.</p>

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	2.3	The anonymous reporting tool will be reviewed on a regular basis and adapted based on the need.	Annual Review carried out.	Led by MU Counselling Service with Student Services	Q4 2022 – ongoing annually	The anonymous reporting tool is fit for purpose and in line with latest developments.
<i>Institutions shall record statistics on harassment, assault, and rape and report them in the context of their strategic dialogue with the HEA.</i>	2.4	Guidelines on recording and reporting statistics on harassment, assault, and rape will be developed.	Guidelines on the recording and reporting developed. Statistics are reported to the HEA as part of the Strategic Dialogue process.	Led by VPED with UE subgroup	Q2 2021 Q3 2021	A clear process is in place for recording and reporting statistics. HEA has updated data as part of the Strategic Dialogue process

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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	MU will review and update its staff and student policies to ensure that sexual harassment and sexual misconduct are addressed, and that the policies are consistent with IUA guidelines.	Existing staff policies reviewed.	DirHR VPA/ Registrar and DT&L.	Q1 2020 – Q2 2020	MU policies are in place for students and staff and are consistent with the Framework aims and IUA guidelines.
			Existing student policies reviewed.		Q1 2020 – Q2 2020	
			Sexual harassment and sexual misconduct are addressed within MU policies.		Q4 2021	
<i>Policies are explicitly linked to clear lines of responsibility, active responses, institutional reporting, and regular review.</i>	3.2	MU will clearly state in each policy clear lines of responsibility and institutional reporting.	Regular process to identify policies that might need a review.	Each policy owner	Ongoing	Responsibilities within the policy are identified clearly and departments have clear lines of communication in terms of communicating the work under the policy.

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<i>Policies include guidelines for addressing student complaints, including transparency for all involved.</i>	3.3	Guidelines will be developed to support the policies, providing clear and transparent processes for addressing complaints.	Draft guidelines developed.	Each policy owner	Ongoing - Q4 2021	Students and staff know where to report complaints and are aware of the process involved.
<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>	3.4	An annual report of activity under the Consent Framework will be presented to UE and the EDI Committee (joint Governing Authority / Academic Council committee) as part of the Annual EDI Report.	Report presented to UE, EDI Committee and Governing Authority	Led by VPED with UE subgroup and WG	Q4 2021	Relevant information is reported to the Governing Authority giving confidence that institutional initiatives include appropriate structures and are led by senior leadership.

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4. Targeted Initiatives						
<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>	4.1	MU will include Active*Consent workshops in the timetable for orientation week for first years	<p>Facilitators are trained in delivery of workshops.</p> <p>Campaign to raise awareness of workshops among students and staff.</p> <p>Workshops are delivered.</p> <p>Numbers of students engaging with consent workshops is measured.</p> <p>Post-workshop survey will be conducted to assess impact.</p>	Led by EDI Office with DT&L, MSU and volunteer facilitators	Q3 2020 – repeating each September	Incoming students have an understanding of what students can do to foster a culture of respect and zero tolerance of sexual harassment and sexual misconduct and what the University expects from them in relation to positive and respectful behaviours.

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	4.2	MU will work with Heads of Department to roll out consent and healthy relationship workshops to later years as part of co-curricular material.	<p>Invite departments to include Active*Consent Workshops in their course content or co-curricular material.</p> <p>Schedule workshops</p> <p>Workshops co-facilitated by Counselling Service and MSU to be held on Developing Healthy Relationships including information on Active*Consent and Bystander Intervention strategies.</p>	<p>Led by EDI Office with DT&L, MSU and volunteer facilitators.</p> <p>Student Services & MSU</p>	<p>Q1 2022</p> <p>Q1 2021 - Ongoing</p>	All students have been offered an Active* Consent Workshop or other healthy relationships workshop.
	4.3	UCC Bystander Intervention Programme will be piloted as part of course content.	Department of Law will pilot the UCC Bystander Intervention Programme as part of their course content.	Led by EDI Office with DT&L, MSU and Department of Law.	Q1 2022 start	An increased number of students feel confident to intervene as an active bystander.

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	4.4	Bystander Intervention as a peer-led module will be explored for student senators, class reps, club, and societies.	Identify student leaders to deliver and champion this work.	EDI Office, MSU, Clubs and Socs.	Q3 2022	Students in leadership positions know when to intervene.
<i>Ongoing messaging to disseminate information consistent with the Framework aims for cultural change and awareness.</i>	4.5	An awareness campaign with focal points during each semester will be run, with messages for students and staff.	Develop materials for awareness campaign. Partner with MSU to coordinate activities around key times for students e.g., SHAG week.	Led by EDI Office with MSU, Student Services, Comms.	Q1 2022	Staff and students indicate that they have a greater awareness of consent and where to report issues.
<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>	4.6	Sufficient numbers of staff will be trained in delivering targeted initiatives.	MU will maintain a group of about 20 volunteers to carry out Active*Consent workshops. MU will train department staff to carry out the Bystander Intervention Programme.	Led by EDI Office	Ongoing	There is sufficient staff trained to carry out targeted initiatives.

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	4.7	All staff and relevant students to be offered basic training in understanding sexual misconduct, harassment, and appropriate channels for dealing with incidents	Training is offered as part of the <i>Active* Consent Start Here</i> campaign.	Led by EDI Office	Q1 2022	All staff have at least a minimum understanding and capacity to support students and colleagues.
	4.8	Training in responding to disclosures of sexual harassment and sexual misconduct will be offered to all staff and students in leadership positions	All frontline support staff to be trained to receive disclosures. MSU sabbatical officers and support staff to be offered training	Led by EDI Office with Student Services, Campus and Commercial Services	2021	Students and staff who come forward feel that MU is equipped to handle disclosures. Staff feel supported by MU to respond to disclosure that they receive.
<i>HEIs will create and implement a system for measuring effectiveness of initiatives.</i>	4.9	MU will participate in national impact assessment initiatives and/or implement local impact assessment including participation in national surveys.	Follow up surveys to be conducted with participants of targeted initiatives. Survey or other impact measurement has been carried out.	Led by VPED with WG Co-Chair	Ongoing	Initiatives are fit-for-purpose and updated as needed.

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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>	4.10	Staff in student services and front-line staff will be provided with training in providing trauma informed support to students.	Training identified, for counsellors and similar for medical staff.	Student Services	Q4 2020 - Ongoing	Each service has worked to identify any gaps. Changes have been made where necessary to become more trauma informed.
		MU Services will undertake a review to assess how trauma informs their work, any indicated changes will be included in planning.	MU to undergo mapping process to identify point of impact for students who may disclose or who have experienced sexual violence or harassment.	Led by EDI & Student Services with Access Office, Campus and Commercial Services	Q3 2021 – Q4 2023	