

IADT ACTION PLAN

Implementing the Framework for Consent

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Institutional Culture

Senior Management having responsibility for implementation

Website

Institutional Working Group

Liaising with external groups

Institutional Process: Recording

System for disclosure

Policy for formal reporting

Recording statistics on harassment, assault, and rape

Institutional Process: Policy

Dedicated policy

Training for staff and students likely to be disclosed to

Establish clear lines of responsibility

Reporting procedures on complaints process

Targeted Initiatives

Consent Workshops

Bystander Intervention

Communications campaigns

First Responder Training

Information on new policies and procedures

Measure effectiveness

Trauma-informed support services

Relevant Consent Framework Outcome	Action No.	Action	Deliverables	Progress to Date/ Milestones achieved	Person Responsible	Timeframe (start/end)	Success Indicator
<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 Institute's senior management.		Responsibility assigned	President	Achieved	Responsibility assigned to the EDI Manager, with monthly updates provided to the senior management team.
	1b	Highlight senior leadership's support for work in this area as a priority in any forthcoming institutional Strategic Plans.	Define the Institute's role in promoting consent and preventing sexual violence and harassment among students and staff.	Current IADT strategic plan runs to end 2022. While the current plan does not reference work in this area, the Institute has worked to firmly embed the Framework for Consent as a strategic priority under the EDI agenda.	President	Statement made to incoming Governing Body meeting in April 2021. Governing Body to receive induction on the Framework in September 2021.	The next IADT Strategic Plan will highlight as a strategic priority the Institute's role in promoting consent and preventing sexual violence and harassment among students and staff.
	1c	Senior management to enrol in the NUIG module on Sexual consent promotion: skills and practice.		EDI Manager enrolled in this course.	EDI Manager	Achieved	Development of skills at managerial level for designing and supporting programmes on consent, sexual violence and harassment.

	2a	<p>Create a specific institutional webpage in a logical, easy-to-find area of the IADT website. The website will be publicly accessible.</p>	<ul style="list-style-type: none"> • A message of support from the IADT President and EDI Manager. • Information on current and past campaigns and initiatives • Information on how staff and students can get involved in the consent education programme. • Links for further information in relation to key internal and external services. • A list of Working Group members and designated contact people for staff and students. • A note of what these people can and cannot do. • Working Group meeting dates/minutes. • An outline of available methods for reporting/disclosure and the differences between these. • A simple guide developed for staff so that they know what to do when an incident is reported to them. 	<p>A sub-page with general information on the Framework for Consent at IADT has been created within the EDI section of the website.</p>	<p>EDI Manager, Marketing Office, Consent Officer</p>	<p>Webpage launched in September 2021.</p>	<p>Webpage launched and announced to all staff and students by EDI Manager via email and staff intranet page and shared on social media.</p>
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	2c	This webpage will be reviewed at least once per semester and updated promptly (with dates logged) to reflect any changes in membership or other noteworthy developments.	<ul style="list-style-type: none"> Up to date information available to all students and staff. 	Action not commenced.	EDI Manager, Marketing Office, Consent Officer	Webpage reviewed in September and January of each academic year – first review due January 2022.	Webpage checks and updates logged on agreed dates.
	2d	Monitor webpage visits to identify trends during the year.		Action not yet commenced.	Marketing Office	Webpage analytics monitored when awareness raising campaigns are underway (e.g. consent workshops for students or training for staff) – starting with consent workshops for Y1 students in Semester 1, 2021-22.	Effectiveness of awareness raising campaigns in directing staff and students to find out more information ascertained
	2d cont.				EDI Manager, Marketing Office, Consent Officer	Annual report on webpage analytics provided to the Working Group in June each year – first report due June 2022.	Unexpected increases in visits may also identify problematic periods during the academic year that require further investigation and action
	2e	The same information will be made available to all staff on the intranet.		IADT is currently in the process of developing a staff intranet.	EDI Manager, Consent Officer	Intranet page created in September 2021. Intranet page can be reviewed and updated more regularly and at least twice per semester to support staff – first review due December 2021.	Intranet checks and updates logged on agreed dates

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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>	3a	Form an institutional Working Group, achieving balanced representation.		IADT Promoting Consent and Preventing Sexual Violence (PROPEL) Working Group established in February 2020. Membership comprises of key stakeholders including academic staff, student support services, HR, EDI, student union representatives and the National Women's Council of Ireland (NWC). The Working Group is chaired by the EDI Manager.	EDI Manager	Achieved	Working Group established to coordinate Framework implementation.

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	3b	Agree Terms of Reference with Working Group members. These will succinctly outline: the role of the Working Group, the frequency of meetings; and the reporting and governance structure. Review Terms of Reference annually.		Terms of Reference already agreed.	EDI Manager	Achieved - First review of the Terms of Reference due in September 2021.	Terms of Reference agreed and reviewed annually.
	3c	Appoint additional academic staff representatives (one from each Faculty) to the Working Group. Male representation will be prioritised where possible to achieve better gender balance.		At present, the Working Group has only one academic representative compared to nine PMASS representatives. 23% of Working Group members are male (one academic and two student union representatives).	Heads of Faculty, Heads of Department	New academic members appointed in September 2021	Additional academic staff representatives appointed, achieving more balanced representation
	3d	Undertake focus groups/workshops with students from minority groups and following this, distribute an open call to students through the IADTSU newsletter to seek Working Group representation from students with disabilities, ethnic minority backgrounds and LGBTQ+.	<ul style="list-style-type: none"> • Set parameters of focus group. • Establish connection with Student Groups (SGs). • Devise methodology for engaging SGs. • Consult with SGs on results of focus groups. 	The student body is currently represented through IADTSU representatives.	EDI Manager, IADTSU, Access Officer, Disability Officer, Consent Officer	Focus groups/workshops held with students in October 2021. Open call distributed to students in November 2021	Additional student representatives appointed, achieving more balanced representation.

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	3e	Create a checklist for an annual review of the membership of the Working Group	<ul style="list-style-type: none"> Ensure that no gaps have arisen due to turnover in staff or student representatives. Check membership against any best practice guidelines, such as those provided by the NWC. 	Working Group already established.	EDI Manager	First review due in September 2021 and every September thereafter to take account of incoming students and new staff since the previous academic year.	Membership reviewed and changes made at agreed dates.
<i>Liaison and partnership with external specialist agencies to ensure effective engagement with external structures.</i>	4a	Collate, design and disseminate information for staff and students on external and internal services. This will include website download, orientation packs, social media advertising, VLE, staff intranet, etc.	<ul style="list-style-type: none"> Set key targets for information. Design dissemination plan. Link to action point 2. 	<p>Information for students included in IADT Active Consent Policy – January 2020.</p> <p>Information included in Active* Consent workshops and VLE for Y1 students – November 2020.</p>	EDI Manager, HR, Student Experience Team, IADTSU, Marketing Office, Consent Officer	Commenced in 2020 and ongoing	<p>All staff and students supplied with information about these external and internal services at logged dates.</p> <p>Future EDI surveys with staff and students will show high levels of awareness (>80%) about these services.</p>
	4b	Check/update this information annually in advance of the start of the academic year.		This is already embedded as standard practice in the Institute.	HR, Student Experience Team, IADTSU, Marketing Office, Consent Officer	First review and update due in September 2021	Logged date(s) of information being checked and disseminated to all staff and students.

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	4c	Establish a dialogue with local and community groups who have experience of working with people at risk of sexual violence and harassment, including the Dún Laoghaire Refugee Project, Southside Partnership, Dún Laoghaire Youth Service and Southside Travellers Action Group.	<ul style="list-style-type: none"> • Events highlighting the intersectionality of sexual violence • Input from these representatives on actions detailed within this plan to ensure an intersectional lens is upheld through all actions 	The Institute already has links with a number of local and community groups through our outreach programmes to promote access to IADT for under-represented groups.	EDI Manager, Access Officer	In November 2022 (to coincide with the Global 16 Days of Activism Against Gender-Based Violence), representatives from these groups and specialist support services will be invited to attend a roundtable discussion and information exchange hosted by IADT, with a summary report published online.	Dialogue with local and community groups established
	4d	Enhance the Institute's links with the local Gardaí (Dundrum Garda Protective Services Unit) in order to increase institutional trust among survivors and provide them with confidence about reporting to the Gardaí.	<ul style="list-style-type: none"> • Gardaí to assist with First Responder Training. • Detailed plan for increasing the visibility of local Gardaí. 	Initial contact made with Detective Sergeant in July 2020.	EDI Manager	First information session to be held in November 2021.	Annual information sessions by local Gardaí to staff and students on preventing and responding to sexual violence and harassment.

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<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>	5a	Map processes for formal reporting on flowcharts (one for disclosures about staff, and one for disclosures in relation to students), clearly illustrating all potential response pathways.	<ul style="list-style-type: none"> Flowcharts Accessible methods of dissemination 	Existing Mutual Respect Policy for staff and students outlines steps for formal and informal reports.	HR, Registry, Consent Officer	Webpage launched in September 2021	Webpage launched and announced to all staff and students by EDI Manager.
	5b	Implement PCHEI-led Speak Out Project for anonymous reporting being rolled out in September 2021.		Action not yet commenced.	EDI Manager, HR, Registry, Student counselling, Consent Officer	Completed following national roll-out of the PCHEI-led Anonymous Report and Support Tool in 2021/2022.	Future EDI surveys with staff and students will show high levels of awareness (80%) about all potential response pathways.

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	5c	Outline all response pathways on the Institute's website, the VLE and staff intranet, including differences between available methods of reporting (e.g. anonymous reporting, formal reporting).	<ul style="list-style-type: none"> Define pathways. Train staff and students along these pathways in First Responder. 	Action not yet commenced.	EDI Manager, HR, Registry, Student counselling, Marketing Office, Consent Officer	Completed following national roll-out of the PCHEI-led Anonymous Report and Support Tool in 2021/2022.	Future EDI surveys with staff and students will show high levels of awareness (80%) about all potential response pathways.
<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>	6a	A balanced, wide-ranging institutional Working Group will be key to ensuring that vulnerable groups' needs are thoroughly represented.	<ul style="list-style-type: none"> Include representation from students with disabilities, ethnic minority backgrounds and LGBTQ+. The IADT Disability Officer will continue to be represented. The NWC, who chairs the ESHTe National Advisory Committee (NAC), will continue to sit on the Working Group. 	IADT Promoting Consent and Preventing Sexual Violence (PROPEL) Working Group established.	EDI Manager	First review due in September 2021 and every September thereafter to account of incoming students and new staff since the previous academic year.	Representation on the Working Group is balanced and wide-ranging.
	6b	Put in place comprehensive disability adaptations for in-person and digital reporting and support.	<ul style="list-style-type: none"> Define points of inaccessibility Define plans to combat this. 	The IADT Disability Officer is a member of the Working Group.	Disability Officer, Consent Officer	Completed following national roll-out of the PCHEI-led Anonymous Report and Support Tool in 2021/2022.	Comprehensive disability adaptations for in-person and digital reporting and support in place.

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	6c	Seek feedback from the Dublin Rape Crisis Centre (DRCC) and the NAC Chair on a draft of the reviewed Mutual Respect policies and procedures.		Action not yet commenced.	HR Manager, EDI Manager, Consent Officer	Draft circulated in June 2021.	Feedback on draft policy received from the DRCC and NAC Chair, ensuring that the reporting system is compatible with reporting party/survivor rights and cognisant of the needs of vulnerable groups.
<i>Institutions shall record statistics on harassment, assault, and rape and report them in the context of their strategic dialogue with the HEA.</i>	7a	Collate institutional statistics from a range of sources.	<ul style="list-style-type: none"> • Add relevant questions to biennial EDI surveys of staff and students. • Summarise high-level data on formal disclosures/reports made. • Anonymously monitor the number of contacts made to designated contact-people and IADTSU. • Analyse data from the anonymous Speak Out tool. 	<p>Questions on dignity and respect included in the Institute's EDI staff survey in 2020/2021, receiving a 54% response rate from core staff.</p> <p>It is already standard practice that high-level data on complaints made under the current IADT Mutual Respect Policy are recorded by Registry (students) and HR (staff).</p>	EDI Manager, HR Manager, Registry, Consent Officer	Ongoing (embedded as standard practice).	Metrics on the extent and nature of sexual violence and harassment extracted from various sources.

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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>	8a	Review the IADT Mutual Respect Policy for staff and students (current one dates to 2015) in light of good-practice sectoral guidelines and develop a specific, standalone policy on sexual violence and harassment, given the complexity of these matters. The Institute is committed to reviewing policies and procedures on a regular basis in line with changes in the law, best practice, relevant case law and other developments.		Review process has already commenced, drawing heavily on the recommendations of the THEA PROPEL report (2021) and the Framework for Consent (2019).	President, HR Manager, Registrar, EDI Manager, Designated Liaison Person	Policy published during Semester 1 2021/2022.	Revised policy announced to all staff and students via emails, information sessions, the VLE and staff intranet. Reviews of policy logged.
	8b	Identify and train new and additional staff and student leaders as Designated Contact Persons to support the reviewed Policy and procedures.	<ul style="list-style-type: none"> Identify key staff and students to be trained. Define timeline for training. Devise marketing plan to ensure high level of attendance. 	The Institute has 9 Designated Contact Persons trained in the current Mutual Respect Policy.	HR Manager	Semester 1 2021/2022	New and additional Designated Contact Persons appointed.

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	8c	Develop an IADT Active Consent Policy which aims to support active consent for students, indicate what constitutes sexual misconduct or sexual violence, and to clarify what action the Institute takes when responding to breaches of this policy.		Policy already in place and made available to students – January 2020. Information on policy given to Y1 students as part of Active* Consent workshops - November 2020.	Registrar, EDI Manager	Starting September 2021 and every September thereafter, new students will be made aware of policy at induction and all students as part of consent and bystander workshops. Next review of policy due in January 2022.	Future EDI surveys with students will show high levels of awareness (>70%) of the IADT Active Consent Policy. Reviews of policy logged.
	8d	Research industry specific guidance to ensure that students gain an understanding of best practice in the working world and continue to act as ambassadors for consent.	<ul style="list-style-type: none"> • 'Intimacy on Set' guidelines already exist. • Research the need for industry specific guidance across other departments. 	'Intimacy on Set' guidelines issued in the National Film School and a lecturer audited the 2-day training session on this.	Heads of Department, Academic staff, Consent Officer	Ongoing (embedded as standard practice).	Industry specific guidance established and training made available to staff.
	8e	Develop training for academic staff on Trauma Informed Education (TIE)	<ul style="list-style-type: none"> • Understand best practice on TIE. • Produce guidelines on approaches to TIE. 	Research has begun on best practice. Academic staff are being consulted on methodology of approach to TIE.	EDI manager, Heads of Department, Heads of Faculty	Started April 2021.	Training and guidelines for academic staff on TIE
<i>Policies are explicitly linked to clear lines of responsibility, active responses, institutional reporting, and regular review.</i>	9a	Continue to ensure that the HR Manager (staff) and Registrar (students) have clear lines of responsibility for monitoring the implementation of the relevant policies and ensuring effectiveness.		This is already embedded as standard practice in the Institute.	HR Manager, Registrar	Ongoing (embedded as standard practice).	Map of reporting lines published on Institute website.

<p><i>Policies include guidelines for addressing student complaints, including transparency for all involved.</i></p>	<p>10a</p>	<p>Map and publish processes for formal reporting on flowcharts (one for disclosures about staff, and one for disclosures in relation to students), clearly illustrating all potential response pathways.</p>	<ul style="list-style-type: none"> • Ensure this includes safe and discreet ways of accessing information. 	<p>Existing Mutual Respect Policy for staff and students outlines steps for formal and informal reports.</p>	<p>HR, Registry</p>	<p>Webpage launched in September 2021.</p>	<p>Webpage launched and announced to all staff and students by EDI Manager.</p>
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	10b	On the Institute website, outline the purpose of anonymous information gathered through the PCHEI Speak Out project, linking to a Privacy Notice, explaining how this information will be analysed and used institutionally.		Action not yet commenced.	Data Protection Officer, Marketing Officer	Following national roll-out of the PCHEI-led Anonymous Report and Support Tool in 2021/2022.	Future EDI surveys with staff and students will show high levels of awareness (>80%) about all potential response
<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>	11a	Report high-level information on complaints made under the IADT Mutual Respect Policy to the Governing Body Risk + Audit Committee by HR (staff) and Registry (students).		This is already embedded as standard practice in the Institute.	Chair Risk + Audit Committee, HR Manager, Registrar	The Risk + Audit Committee meets 4 times per academic year.	Information presented to Risk + Audit Committee as scheduled.
	11b	Prepare an agreed template for biannual reporting to the Governing Body EDI Committee, noting data collated and cultural and education initiatives proposed and/or implemented.		EDI Committee established by Governing Body – November 2020.	Chair EDI Committee, EDI Manager, HR Manager, Registrar	The EDI Committee meets at least twice per academic year.	Template agreed and biannual reports presented to the EDI Committee as scheduled.

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<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>	12a	Continue to make consent workshops and e-learning resource available to all first-year students as part of the academic timetable, working towards offering this training to all later-year students. Training will be trauma-informed for survivors and sensitive to cultural differences.	<ul style="list-style-type: none"> Use data from Speak Out project to continue to develop content of workshops to reflect the real experiences of the college community. 	Online Active* Consent workshops made available to all Y1 students during class time in November 2020.	EDI Manager, IADTSU, Consent Facilitators, Heads of Faculty, Heads of Department, Academic staff	Commenced in 2020 and ongoing.	By 2024, >90% of students will have completed a consent workshop.
	12b	Monitor student feedback on these sessions through in-class polling software, reflective assessments, EDI biennial surveys and focus groups.		Y1 student feedback collated through Slido software and assessment materials for FACT students in November 2020.	EDI Manager, IADTSU, Academic staff	Commenced in 2020 and ongoing.	Satisfaction levels and effectiveness of these workshop ascertained and any identified further actions implemented.
	12c	Pilot the Bystander Intervention programme, allowing students to earn a digital badge on completion. Key student programmes will be targeted initially, e.g. English and Equality Studies.	<ul style="list-style-type: none"> Define targeted groups. Use data from Speak Out project to inform potential groups. 	Ongoing partnership developed with UCC Bystander team.	Heads of Faculty, Heads of Department, Academic staff, EDI Manager, Registry, IADTSU	From September 2021-June 2022.	Pilot programme completed. If programme is successful, the training will be made available to all students.

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	12d	Make Bystander Intervention training a prerequisite for class representatives, SU officers and students wishing to establish new student societies.		Partnership developed with UCC Bystander team – 2020/2021.	EDI Manager, IADTSU, Consent Officer	From September 2021.	Programme made mandatory for these cohorts of students
	12e	Lead the development of an accredited e-learning resource for staff and students on promoting consent and preventing sexual violence and harassment.		Action not yet commenced.	Registry, Heads of Faculty, EDI Manager	Planning to commence from May 2021.	Certificate launched.
<i>Ongoing messaging to disseminate information consistent with the Framework aims for cultural change and awareness.</i>	13a	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).		International Women's Day 2021 keynote lecture held in aid of the DRCC.	Marketing Office, EDI Manager, IADTSU, Student Experiences team	Commenced in 2020 and ongoing.	At least three communications and awareness-raising campaigns or planned each academic year, including one high profile event.

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	13b	Lead the development 5 short video animations covering key aspects of promoting consent and preventing sexual violence and harassments, with partners in NUIG Active* Consent and UCC Bystander Intervention.		Animations currently under development.	EDI Manager, IADT animation team, External partners, Making Office	Animations launched in September 2021.	Animations shared freely with the HEI sector and specialist agencies and used in national awareness-raising campaigns.
	13c	Launch the IADT Consent Action Plan.		Achieved			Invite all staff to attend the launch of the Consent Action Plan.

<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>	<p>14a</p>	<p>Roll out a targeted training programme on consent, bystander intervention and sexual disclosures to staff and student leaders.</p>		<p>28 members of staff and student leaders trained as facilitators for Active* Consent Workshops (this was open to all staff) in September 2020.</p> <p>8 members of frontline staff in this area registered for training in a sexual disclosures programme delivered by DRCC in September 2020.</p>	<p>EDI Manager</p>	<p>Commenced in 2020 and ongoing.</p>	<p>By the end of 2022, all members of the executive and management team, key student-facing roles, programme chairs, class tutors and departmental administrators will have received training in a sexual disclosures programme.</p> <p>By 2024, >80% of staff will have received some level of online or in-person training.</p> <p>Future EDI surveys with staff will show high levels of confidence (>80%) in knowing how to receive a disclosure.</p>
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	14b	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.		Action not yet commenced.	HR Manager	Semester 1 2021/2022 to coincide with launch of updated policy	Information sessions held and guidance developed.
<i>HEIs will create and implement a system for measuring effectiveness of initiatives.</i>	15a	Include a dedicated section on sexual violence and harassment in the EDI staff/student survey and monitor results.		Questions on dignity and respect included in the Institute’s EDI staff survey in 2020/2021	EDI Manager	Next biennial EDI surveys of staff due 2022 and 2024. EDI surveys will be distributed to students in 2022 and 2024.	Extract metrics on awareness and understanding from staff and student surveys.
	15b	As noted, monitor student feedback on consent workshops through in-class polling software, reflective assessments, EDI biennial surveys and focus groups.		Y1 student feedback collated through Slido software and assessment materials for FACT students – November-December 2020.	EDI Manager, IADTSU, Academic staff	Commenced in 2020 and ongoing.	Satisfaction levels and effectiveness of these workshop ascertained and any identified further actions implemented.

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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>	16a	Work with the Institute's Human Resources team to monitor staff awareness of and satisfaction with the Employee Assistance Programme (EAP).		Anonymised and aggregated data on EAP uptake presented to the senior management team on an annual basis.	HR Manager	Next biennial EDI surveys of staff due 2022 and 2024 will include a question on staff awareness of the EAP.	Future EDI staff surveys will show a high level (>80%) of awareness of the EAP
	16b	Continue to signpost students to internal support services namely counselling, the Student Health Centre and IADTSU, including website download, orientation packs, student handbook, social media advertising, VLE etc.		This is standard practice in the Institute.	Student Experiences team	Ongoing (embedded as standard practice).	Future EDI student surveys will show a high level (>90%) of awareness of internal support services.