Implementation action plan - updated from the version published in February 2020 to cover the work completed, in progress and planned

Work stream	Themes	Tasks	Timescale/owner
1. TRANSPARENCY **Benchmarking and Reporting**	Establish our reporting cycle	• Updates given to Council (quarterly), shared with University Executive Board (UEB) and published online • Updated on progress to Senate	15 May 11 March
		• Steering Group established to oversee implementation on discipline and principles. Membership from Joint Advisory Group	Complete
	Revise Dignity at Warwick Policy	• Activity will be informed by student sexual misconduct policy	Phase 2
	Develop ways to benchmark our activities	• Analysis of answers to Pulse to inform benchmark development	May 2020
		• Selected to take part in #combatmisconduct pilot • West Midlands HE Communities of Practice established	Delay due to Covid-19
		• Institutional response to OfS consultation on harassment and sexual misconduct • Draft response to be circulated to UEB prior to submission	Deadline extended due to Covid-19
2.POLICY	Policy for student sexual misconduct	• Approved policy implemented and evaluated over academic year. Any proposed recommendations arising will brought to UEB, Senate and Council for Approval.	complete
	Disciplinary policy including guidance and flow charts	• Wider student discipline policies under review to identify common and separate requirements for alignment.	July 2020
		• Other relevant regulations to be aligned	July 2020
3. PROCESS	Develop end-to-end process for student sexual misconduct reporting	• Approved sexual misconduct process (along with flow charts and guidance) circulated to key stakeholders and in use.	Complete
		• Process will be evaluated over academic year and any proposed recommendations arising to be brought to UEB, Senate and Council for Approval	July 2020
	Establish pool of skilled investigators	• Four external specialist investigators in place • Additional face-to-face, specialist training programme • Additional phased training to be scheduled as required	Complete Complete

Key

Complete	In progress	Not yet started	Area of concern

	Panel composition	• Recruit additional academic and new professional services staff to be panel members	Complete
	Specialist training	• Face to face training programme delivered for priority teams (Investigating Officers, new and existing panel members and chairs, student discipline team, student liaison officers) • Briefing on new policy, process and systems delivered	Complete Complete
	Additional training for all parties involved with sexual misconduct reporting and disciplinary procedures	• Briefing sessions for staff delivered at Staff conference • Training and guidance requirements assessed across first responders and delivered. • Refresher and new starter training programme in place • Briefing of new policy and procedures, systems and resourcing to key parties	Complete Complete Ongoing Complete
		• Academic department presentations to advise on supporting students to disclose sexual misconduct (Contact made with all 32 Departments, 28 completed, remaining delayed due to Covid-19)	Contact made but some dates changed until lockdown ends
		• Senior personal tutor network training	complete
	Communications protocol (reporting process)	• Built into process	Complete
	Sanctions framework	• Complete framework for sanctions to support student sexual misconduct discipline policy	complete
	Student code of conduct	• Principles incorporated into enrolment messaging for 19/20 • Principles included within Welcome Week messaging and briefings	Complete Complete
		• Re looking at 'community code of conduct' to incorporate principles for enrolment. Extend across students, staff and visitors	July 2020
	Resource requirements	Director of Student Discipline and Resolution recruited and in post. Team structure formalised and budget secured for ongoing support (Discipline Advisors and Student Liaison Officers) for sexual misconduct	Complete Complete

Key

Complete	In progress	Not yet started	Area of concern

	Online reporting tool	• Online system for students to report Sexual Misconduct and anonymous reports launched for Welcome Week • Visible signposting for students and staff from key websites and communication channels • Briefing sessions with departments and first responders • Increased awareness of Report+Support recorded	Complete Complete
		• Additional support pages built for wider extensions	May 2020
	Staff sexual misconduct	• Draft revised process approved (HR) • Consultation with key stakeholders to be progressed	May 2020 September 2020
	Racism and hate crime	• Face to face consultation with student and staff groups and societies representing race and minority groups scheduled to understand concerns, support, training and priorities to address current lack of trust and confidence that the University is committed to tackling racism and hate crime • Online consultation published capture wider input and feedback (but not being actively promoted at this time)	Delay due to Covid-19 Expected Dec 2020
	Student discipline procedures	• Adapt wider student discipline procedures to mirror sexual misconduct procedure	July 2020
	Ongoing team resource	• Identify wider resource requirements to support student discipline	July 2020
	Case management system	• Scope requirements for case management system and review against existing internal systems	July 2020
4. **EMBEDDING (principles and education)**	Warwick Values Moodle (previously Respect)	• Content under review for next enrolment cycle (September 2020) c 4,000 user accessed Moodle to date (Jan 2020)	July 2020
	'Community Values Education Programme' co-creation pilot (Dean of Students Office)	• Piloted during Welcome Week • Briefing session held at staff conference	Complete Complete
		• Delivery at scale planned for terms 2/3 in 2019-20	Delay due to Covid-19

Key

	Complete		In progress		Not yet started		Area of concern

		• Ongoing programme developing active bystander interventions for up to six academic departments across three faculties	Delay due to Covid-19
	Welcome Week	• Requirements and programme, including academic induction to be scheduled	Delay due to Covid-19
	Staff and student engagement	• Developing campaign to promote and reaffirm our values to be delivered across departments in line with 'Our Story' narrative	September 2020 tbc
		• Presented to HODs 20 January and All staff meeting 5 February	complete
	More generalist training and guidance to be considered for students and staff	• Full Programme in development • Blend of face to face and online training resources to be finalised • Staff training including in induction	In planning but delivery delayed due to Covid-19
		• Training and awareness programme to incoming SU Society execs (c 500) to include training, how to call out and how to escalate	9 May 2020
	Tackling Racial Inequality at Warwick University: Staff Programme	• Programme started April 2020 to investigate, explore and tackle the inequalities that exist for different groups of students as a result of the way we design our curriculum, teach and assess. Developing and extensive piloting to take place by July 21.	July 2021
	Recruitment cycle (prospective students and staff)	• Requirements and timing to be developed to include entire staff and student journeys, from being applicants, to members of our community, to becoming alumni and moving on from Warwick's employment	Phase 2
	Reinforcement and reward initiatives	• Content to be developed and agreed	Phase 2

Key

Complete	In progress	Not yet started	Area of concern

5. COMMUNICATIONS	Dedicated web pages for sexual misconduct	• Clearly state our position and progress on sexual misconduct	Complete
	Dedicated web pages for Warwick Values	• Provide clear links and signposting to reporting /available support • accessible information on policies and processes; principles and expected behaviours	Complete Complete
		• Community campaign will see visual update of these page	Delay due to Covid-19
	Sexual Violence leaflet	• Updated leaflet included in all welcome bags and distributed across relevant campus locations • Additional distribution to be scheduled throughout year and ensure first responders access materials	Complete
	Confidentiality leaflet	• Develop communications with guidance for friends and supporters	July 2020
	Values	• Plan agreed for ongoing Staff and student consultation to develop clear articulation of our values and principles	In progress

Key

Complete	In progress	Not yet started	Area of concern