

Implementation action plan - updated from the version published in October 2019 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	12 February
		• Updated on progress to Senate	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	• Questions added to Pulse and NSS surveys	Complete
		• Selected to take part in #combatmisconduct pilot	Across 2020 ongoing
• West Midlands HE Communities of Practice established			
	• Institutional response to OfS consultation on harassment and sexual misconduct	27 March	
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	<ul style="list-style-type: none"> Recruit additional academic and new professional services staff to be panel members 	Complete
	Specialist training	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
		<ul style="list-style-type: none"> Academic department presentations to advise on supporting students to disclose sexual misconduct (20/32 diarised to date) 	In progress
		<ul style="list-style-type: none"> Senior personal tutor network training 	March 2020
	Communications protocol (reporting process)	<ul style="list-style-type: none"> Built into process 	Complete
	Sanctions framework	<ul style="list-style-type: none"> Complete framework for sanctions to support student sexual misconduct discipline policy 	complete
	Student code of conduct	<ul style="list-style-type: none"> Principles incorporated into enrolment messaging for 19/20 Principles included within Welcome Week messaging and briefings 	Complete Complete
		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • 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
		<ul style="list-style-type: none"> • Evaluation of requirements to inform future developments 	May 2020
	Staff sexual misconduct	<ul style="list-style-type: none"> • Identifying common and necessarily separate areas for process to support staff through sexual misconduct • Planned consultation with SU, PG community, Trade Unions and other key stakeholders to inform final proposal for process, support and training • Complexities around 'status' of staff/ students and relationships between PhD students and supervisors to be part of considerations 	February 2020
	Racism and hate crime	<ul style="list-style-type: none"> • 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 also in development to capture wider input and feedback 	July 2020
	Student discipline procedures	<ul style="list-style-type: none"> • Adapt wider student discipline procedures to mirror sexual misconduct procedure 	July 2020
	Ongoing team resource	<ul style="list-style-type: none"> • Identify wider resource requirements to support student discipline 	July 2020
	Case management system	<ul style="list-style-type: none"> • Scope requirements for case management system and review against existing internal systems 	July 2020
4. EMBEDDING (principles and education)	Warwick Values Moodle (previously Respect)	<ul style="list-style-type: none"> • Content under review for next enrolment cycle (September 2020) c 4,000 user accessed Moodle to date (Jan 2020) 	July 2020

Key

	Complete		In progress		Not yet started		Area of concern
-------------------------------------------------------------------------------------	----------	-------------------------------------------------------------------------------------	-------------	-------------------------------------------------------------------------------------	-----------------	-------------------------------------------------------------------------------------	-----------------

	'Community Values Education Programme' co-creation pilot (Dean of Students Office)	<ul style="list-style-type: none"> • Piloted during Welcome Week • Briefing session held at staff conference 	Complete Complete
		<ul style="list-style-type: none"> • Delivery at scale planned for terms 2/3 in 2019-20 	March 2020
		<ul style="list-style-type: none"> • Ongoing programme developing active bystander interventions for up to six academic departments across three faculties 	July 2020
	Welcome Week	<ul style="list-style-type: none"> • Requirements and programme, including academic induction to be scheduled 	From March 2020
	Staff and student engagement	<ul style="list-style-type: none"> • Developing campaign to promote and reaffirm our values to be delivered across departments 	February 2020 onwards
		<ul style="list-style-type: none"> • Presented to HODs 20 January and All staff meeting 5 February 	complete
	More generalist training and guidance to be considered for students and staff	<ul style="list-style-type: none"> • Programme to be developed • Blend of face to face and online training resources to be finalised • Staff training including in induction 	July 2020
	Recruitment cycle (prospective students and staff)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Content to be developed and agreed 	Phase 2
5. COMMUNICATIONS	Dedicated web pages for sexual misconduct	<ul style="list-style-type: none"> • Clearly state our position and progress on sexual misconduct 	Complete
	Dedicated web pages for Warwick Values	<ul style="list-style-type: none"> • Provide clear links and signposting to reporting /available support 	Complete Complete

Key

	Complete		In progress		Not yet started		Area of concern
-------------------------------------------------------------------------------------	----------	-------------------------------------------------------------------------------------	-------------	-------------------------------------------------------------------------------------	-----------------	-------------------------------------------------------------------------------------	-----------------

		<ul style="list-style-type: none"> • accessible information on policies and processes; principles and expected behaviours 	
		<ul style="list-style-type: none"> • Community campaign will see visual update of these page 	March 2020
	Sexual Violence leaflet	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Develop communications with guidance for friends and supporters 	July 2020
	Values	<ul style="list-style-type: none"> • 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
-------------------------------------------------------------------------------------	----------	-------------------------------------------------------------------------------------	-------------	-------------------------------------------------------------------------------------	-----------------	-------------------------------------------------------------------------------------	-----------------