



EmilyTest

Tackling Gender Based Violence in Education

The EmilyTest Gender-Based Violence Charter

for Colleges & Universities

Application Pack *(Scotland)*



Contents

The EmilyTest GBV Charter	1
What is the Charter?	
How the Charter Developed	
The Charter's Minimum Standards & Excellence Framework	
Our Theory of Change	
Our Whole Institution Approach	
Our Commitments and Promises as Partners	
Charter Pathway	7
Charter Progression Timeframe	
Charter Pathway Stages	
<i>Pledge to Take the Emily Test</i>	
<i>Taking the Emily Test</i>	
<i>Panel Assessment</i>	
<i>Annual Review</i>	
<i>Excellence</i>	
Applying to the Charter	15
Application Criteria	
Application Process	
Application Deadlines	
How to apply?	
Pricing Structure	18
EmilyTest's Approach	
Pricing Structure	
Consultation Fee	
Contact Details	20

The EmilyTest GBV Charter

What is the Charter?

The first of its' kind in the world, the EmilyTest GBV Charter instils minimum standards and excellence in Gender-Based Violence (GBV) prevention, intervention, and support in Colleges and Universities by asking, **“would your institution pass the Emily Test?”**

Based directly upon the failings in Emily Drouet’s case and on testimony-led research undertaken in institutions across Scotland, the Charter provides a ‘toolbox’ alongside guided coaching for Universities and Colleges to effectively prevent, intervene and respond to GBV in line with best practice, while cementing an ‘outwards’ celebration of progress.

How the Charter Developed

The Charter was created between March 2020 and March 2021 after extensive research and co-creation across Scotland and the United Kingdom (UK) with hundreds of students, graduates, further education (FE) and higher education (HE) staff, Violence Against Women and Girls (VAWG) professionals and third sector professionals working with ‘marginalised’ groups such as ethnic minority women, disabled students, and LGBTQIA* youth.

The Charter has been continually evaluated since its creation, ensuring that the Charter is receptive to the changing needs of the FE and HE sector while keeping it aligned with evolving National Policy such as Equally Safe to ensure that the EmilyTest vision of eradicating GBV in the FE and HE sector is realised.

The Charter's Minimum Standards & Excellence Framework

The Charter is guided by five key principles and is split into two separate yet supporting tiers of 'Minimum Standards' and 'Excellence'. This ensures that GBV prevention, intervention and support is ingrained throughout the whole College/University while also promoting, and celebrating, institutional ingenuity in tackling gender-based violence on campus.

Minimum Standards

To achieve the EmilyTest Charter Award, institutions must implement Minimum Standards in relation to each principle. Drawing on failures and learnings from Emily's case, student and staff needs, and existing GBV work such as Scotland's Equally Safe strategy, we lay out critical action areas and steps for institutions to take in order to achieve all 47 Minimum Standards.

The five Principles, and the Minimum Standards pertaining to them, must be achieved before progressing onto the excellence framework. This ensures institutions can confidently answer the question, **'would your institution have saved Emily's life?'**.

Excellence

The Charter's Excellence tier recognises Universities going above and beyond in their GBV work, moving beyond Minimum Standards. Excellence celebrates innovation and best practice through centring the question, 'How could your institution have helped Emily not just survive, but thrive?'.

THE CHARTER PRINCIPLES

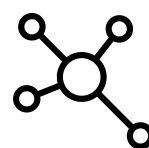


1

OPEN & LEARNING

EDUCATED & EMPOWERED

2



3

COMPREHENSIVE & CONNECTED

EQUAL & INCLUSIVE

4



5

SAFE & EFFECTIVE

Open & Learning

Open & Learning refers to Universities having an open ‘it happens here’ stance and acknowledging their duties of care towards staff and students in relation to GBV.

Institutions should embrace ‘Open and Learning’ by striving to understand the challenges their institution faces in implementing GBV prevention, intervention and support practices while seeing change as an opportunity for growth and improvement.

Educated & Empowered

Educated & Empowered refers to students and staff being equipped with the knowledge, training and tools to recognise and take action around GBV, with students knowing how to seek help and staff feeling confident and supported to give it. Through the implementation of appropriate training and tools, this principle aims to embed a culture of ‘coming forward’, whereby students and staff have the freedom to speak about their own experiences of GBV and receive informed responses.

Comprehensive & Connected

This Principle refers to having holistic understandings of, and approaches towards, GBV. This means the

University community coming together as a whole to tackle GBV & having institution-wide systems to deal with GBV.

Equal & Inclusive

This principle refers to institutions' implementation of GBV prevention, intervention and support practices being centered on inclusion of all and equality of access. We must understand that instances of GBV, and their responses, are shaped by intersecting social characteristics and identity, including age, gender, race, sexuality, disability, English language abilities, religion, socioeconomic status, visa status, and occupation. Institutions should actively engage with their student and staff demographics to understand their diverse needs and inform their institutions' implementation of GBV-related services. Additionally, Equal and Inclusive embeds the importance of a diversity of choice being available in relation to reporting, and range of trauma-informed and victim-centered options for victim/survivors.

Safe & Effective

Safe & Effective refers to GBV prevention, intervention and support being driven towards safety and effectiveness. Individual and community safety is the institutional priority, whereby institutions must occupy a preventative role instead of solely a response role. Responses and interventions to GBV should be timely and driven by risk-assessment approaches to ensure the gap between policy and policy implementation is closed. Safe & Effective also refers to those experiencing GBV to be supported to continue their studies, while additionally ensuring that staff responding to GBV are properly supported.

Theory of Change

In order to ascertain how the Charter will be implemented in each institution, one of the first asks of institutions engaging with the EmilyTest GBV Charter is to reflect on their current GBV practices, policies and procedures. Undertaken through a 'Theory of Change' workshop, questions such as "what have we already done/what are we doing in relation to gender-based violence prevention, intervention and support?" and "What do we need to

do in order to best support students?" need to be asked.

This workshop enables EmilyTest to form an evidence-based, bespoke action plan tailored to each institution's unique needs and requirements. This allows us to customise the Charter, to ensure it is best integrated into your whole institution.

Whole Institution Approach

Gender-based violence does not exist in a vacuum and its prevalence is influenced by multiple and intersecting societal factors. In Colleges and Universities this means that all aspects of university life from senior management to accommodation officials to student unions and beyond play a key role in achieving institutions that are safe from the harms of GBV.

The Charter's whole institution approach thereby means that every individual and department across every level in your institution are on board in this mission to ensure a consistent, holistic and effective response to GBV prevention, intervention and support. With the

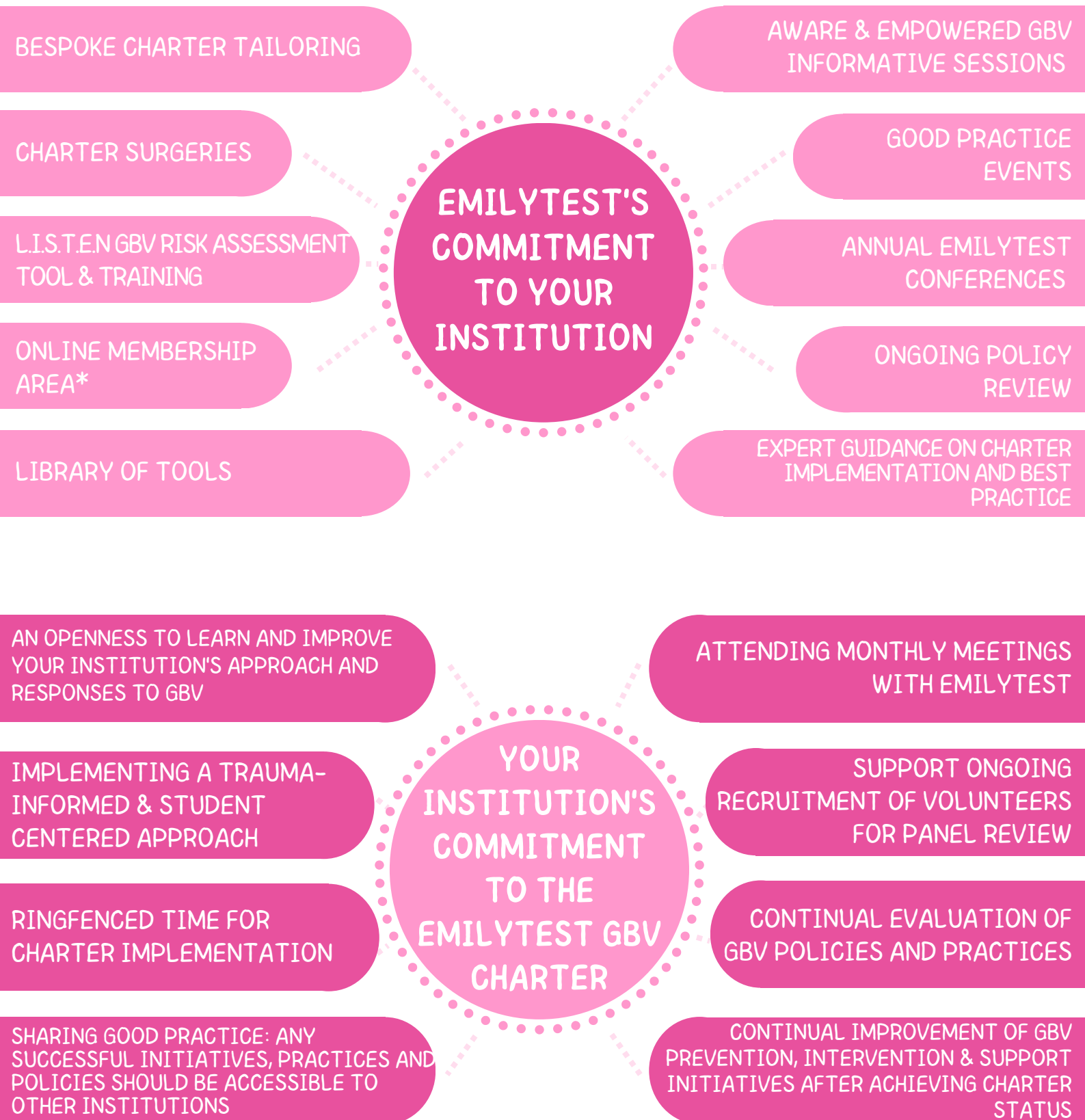
aim to not only ensure robust responses to GBV, but to change the culture of your institution.

By implementing a whole institution approach, which is committed to when becoming a Charter Institution, your institution will ingrain a proactive environment of shared responsibility and collective ownership in tackling GBV.

Embedding a culture where GBV is actively resisted will enable all students and staff, no matter their life experience, to excel in their academic and professional endeavours.

Our Commitments and Promises as Partners

EmilyTest works in close partnership with Charter institutions to help them bring meaningful and sustainable change. Achieving this requires dedication and commitment from your College or University to ensure that your institution is best equipped to pass the Emily Test.



**currently undergoing development*

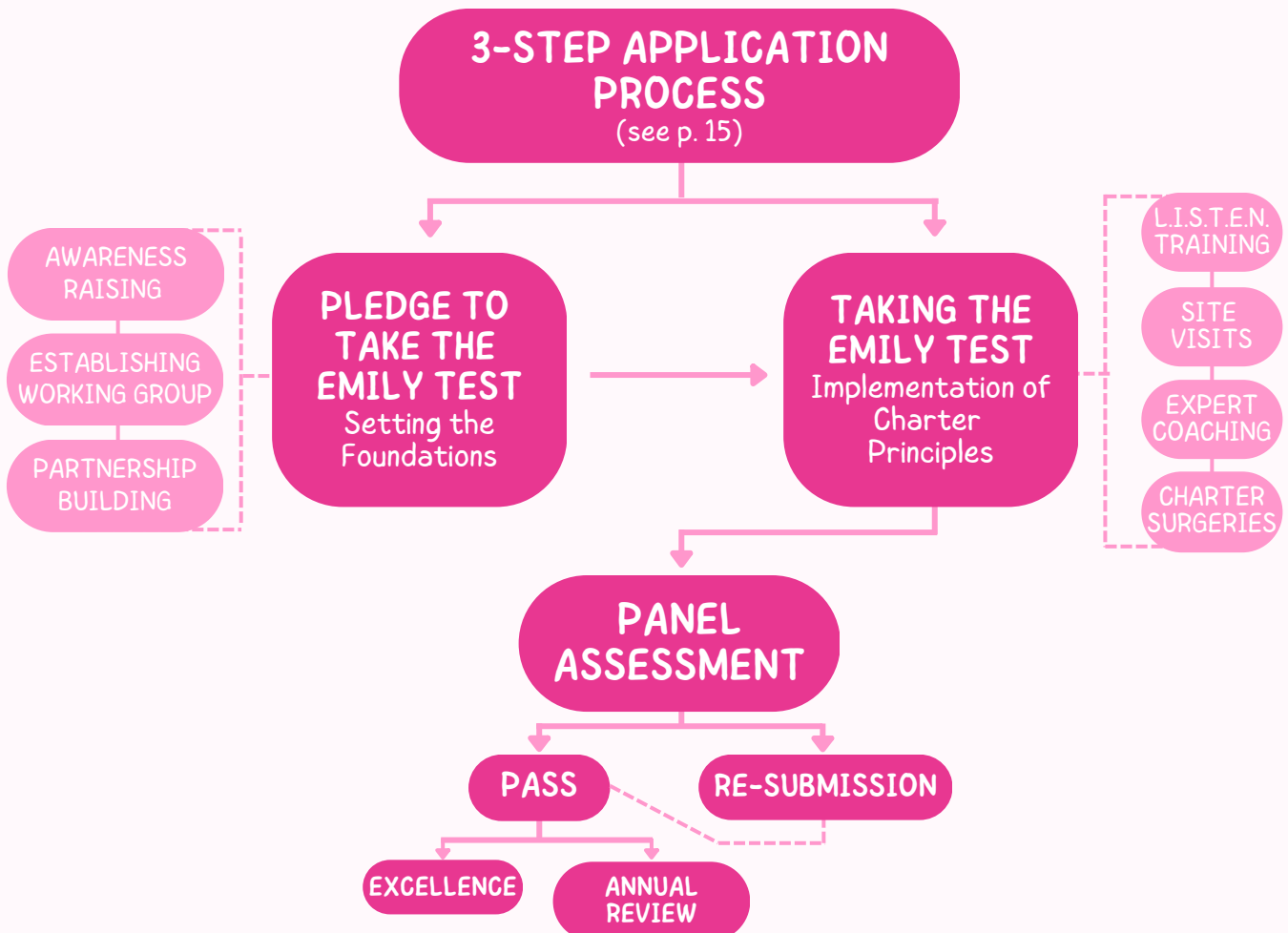
Charter Pathway

Charter Progression Timeframe

At EmilyTest we recognise that every institution will be at a different stage in implementing GBV prevention, intervention and support policies and practices. That's why we are committed to making the Charter work for institutions in the most flexible manner possible.

We work closely with institutions to adapt each Charter stage into achievable timeframes. This assessment will initially be made within the Consultation (see p.15) while Charter progression is continually evaluated to implement any adjustments required to our agreed timeframes.

The Charter Pathway



Charter Engagement Pathway

Pledge to Take the Emily Test

The pledging stage is principally focused on setting up the foundations required for 'Taking the Emily Test' and, in turn, the successful implementation of the Charter. Institutions will receive a 'Pledging' badge to display in buildings, outputs and websites.

'Pledging' includes;

Creation of GBV Working Group

This stage prioritises establishing a GBV Working Group. This group's role is to oversee and assist in Charter implementation by ensuring relevant expertise is sought, and progress is maintained.

The GBV Working Group must adopt a whole-institution approach, seeking members from across the institution. Strong representation from institutional leaders and student populations is paramount.

Structurally, any working group needs to be properly integrated into your governance pipeline, feeding into your most senior and influential decision-making bodies. Implementing a diverse and

integrated Working Group will only increase institutions' prospects of successfully passing the Emily Test.

Guided Consultancy

During the 'Pledging' Stage, institutions will meet with EmilyTest every 6-8 weeks. This is to receive advice and support regarding developing and maintaining the foundational work necessary to progress to 'Taking the Emily Test'.

Access to EmilyTest Resources

Institutions will receive a summarised account of our Minimum Standards. This enables institutions to assess their current GBV policies and practices in line with the Charter's Minimum Standards and start discussing a long-term plan to implement the Charter.



GBV Awareness Sessions

Institutions will receive 2 free Aware & Empowered GBV Educational Sessions for students. Focusing on Emily's Story, this introductory session raises awareness of the attitudes and behaviours that sustain inequality and perpetuate acts of GBV.

Partnership Working

Partnership working is essential for the whole-community approach needed to tackle GBV effectively. Institutions should recognise where their expertise and responsibilities lie and where external partners can support this.

Within the pledging stage, institutions will start identifying and building strong links with third sector organisations, public sector, local services, private organisations. Particular consideration should be given to ensuring partnerships reflect the institution's student body. This expertise from cross-sector partners will enable effective implementation of the Charter.

Taking the Emily Test

This stage is for institutions who have 'laid the foundations' and are ready to start undertaking the work required to embed the Charter's minimum standards into their institution.

Institutions will receive a 'Taking' badge to display in buildings, outputs and websites.

'Taking the Emily Test' includes;

Guided Coaching

EmilyTest provides expert support and advice for each Charter institution to help identify where your current GBV prevention, intervention and support practices align with the requirements of the Charter.

Through scoping your institution's strengths, priorities, and areas of improvement, EmilyTest will enable you to create a targeted and effective action plan for the implementation of the Charter. This guidance will help to best position institutions to pass the Emily Test.

L.I.S.T.E.N. Tool and Training

L.I.S.T.E.N. is EmilyTest's evidence-based risk assessment tool for GBV disclosures in Colleges and Universities. L.I.S.T.E.N. aims to

equip trainees with the skills to respond safely and responsibly to students disclosing Gender Based Violence (GBV).

It has been designed as an easy-to-follow conversation guide that can be applied by any individual, regardless of their understanding and knowledge of GBV.



L.I.S.T.E.N. has given me a structure for any difficult conversations I may have

~ L.I.S.T.E.N. attendee



Included in the 'Taking' Stage is 2 free training sessions where attendees will be guided through a 2-hour programme. They will work through each step of L.I.S.T.E.N. with our qualified trainer, learning how to assess the level of risk of immediate harm or abuse to the reporting student, reported student and/or extended community.

This training programme is designed for any individual working in a university or college, including staff members and students in

leadership positions. Prioritisation should be made for those in 'frontline' roles, i.e., with direct student interaction

L I S T E N

Full Access to EmilyTest Resources

Institutions will receive unlimited access to EmilyTest's Library of Tools and resources helping to provide inspiration and aid institutions in their implementation of Charter Minimum Standards.

Chartered institutions will have access to a Q&A platform, allowing them to ask questions to EmilyTest and/or the Charter community

Site Visits

During this stage, EmilyTest will conduct two site visits - one at the beginning of your institution's engagement with the Charter and one at the end.

These site visits enable EmilyTest to get an 'on the ground' account of your institution through engaging closely with your extended GBV working group in our Charter Workshop and undertaking campus walkthroughs.



Site visits additionally provide the opportunity for EmilyTest to engage directly with students, this allows the EmilyTest team to ensure the practices embedded through the Charter have been created with student needs at their core.

By undertaking site visits, it provides the best opportunity to ensure your on-campus GBV initiatives are reflected in your submission to gain the GBV Charter Award.

Charter Surgeries

Charter surgeries occur throughout the academic year. Giving institutions progressing through the GBV Charter pathway a space to come together to discuss their progress, good practice, share challenges and engage in collective solution finding.

Charter Surgeries regularly host experts in the field of VAWG and Higher/Further Education to provide in-depth knowledge and advice on certain Minimum Standards to help successfully implement the requirements of the Charter.

Panel Assessment

1. Evidence Submission

In order to pass the Emily Test, and receive the GBV Charter Award, institutions must submit evidence to a trained, independent and cross-sector panel.

For this submission, institutions will provide explanations and evidence for each of the Charter's Minimum Standards, as well as a summary of how the overall work undertaken for each Principle would have impacted Emily's Story.

2. Panel Review

Conducted over a period of 8 weeks, the independent Panel assesses your institutions' submission through reviewing the work undertaken to attain the Charter Award to ensure it is robust, effective, trauma-informed and student-cent. Regardless of outcome, the Panel provides institutions with feedback and recommendations in a report.

If institutions pass, they will be given a Charter badge to display in buildings, outputs and websites. If institutions do not pass, they will be asked to undertake changes to resubmit to panel review within an agreed timeframe.

Annual Review

To ensure institutions are continuously evaluating, reviewing and evolving they will be reviewed annually by EmilyTest. This shifts the Charter from being an institutional 'tick-box' exercise towards a practice of continuous improvement within institutions.

Excellence

The GBV Charter's Award with 'Excellence' celebrates practice that goes beyond minimum standards in GBV prevention, intervention, and support. This stage is flexible and encourages institutional ingenuity and innovation to enhance your GBV prevention, intervention, and support. Submissions for the Excellence award cannot be considered until your institution has achieved the Charter's Minimum Standards.

To achieve Excellence, institutions will, on an annual basis, have the opportunity to submit examples of their institutional excellence. These initiatives should closely align with the Five Charter Principles.

Submissions will be reviewed by a revolving, multi-sector panel who will judge if your evidence based submission would enable students and staff impacted by GBV to thrive. Your institution will receive the EmilyTest GBV Charter Award with Excellence to be displayed throughout your institution.

Applying to the Charter

Application Process

Our application process includes three stages: Declaration of Interest, Consultation, and Commitment Agreement. This is to ensure that EmilyTest can accurately evaluate institutions current GBV prevention, intervention and support practices and assess the work required, and its associated timeframes.

institutions interested are required to fill out our Declaration of Interest Form, which includes basic institution information alongside a Principal Statement of Support (see p.17).

2. Consultation

Our Consultation stage is designed to openly discuss institutions' current GBV prevention, intervention and support practices with the EmilyTest team to establish the required time-frames for Charter progression (see page 7). Institutions will receive key discussion points from EmilyTest to consider before the Consultation.

Following this Consultation, the EmilyTest team will produce a 'Memorandum of Understanding' containing the agreed details discussed in the Consultation. This Memorandum is sent to institutions to sign as confirmation of your

 **DECLARATION OF INTEREST**

1

 **CONSULTATION**

2

 **COMMITMENT AGREEMENT**

3

1. Declaration of Interest

This stage formally recognises institutions interest in starting the EmilyTest GBV Charter process.

commitment to the Charter and forms a key part of the Commitment Agreement Stage. The Memorandum acts as each party's reference point throughout our partnership.

3. Commitment Agreement

This stage is confirmation of the institution's commitment to the Charter. This includes signing our Memorandum of Understanding alongside a statement of support from every Head of College to ensure your whole institution is on board in implementing the Charter.

Application Criteria

Any college or university in Scotland can apply. We are committed to working with a diverse range of institutions.

Thereby every college and university in Scotland, including digital, rural, and specialist institutions are welcome to apply.

Application Deadlines



How to apply

If your institution is ready to progress onto the EmilyTest GBV Charter pathway, fill out our **Declaration of Interest Form**. This includes basic information questions concerning your institution such as FTE numbers and primary contact details alongside a Principal/Vice Chancellor Statement of Support. Declaration of Interest Applications close on the 31st of August 2023.

The Declaration of Interest Form is available at:
<https://forms.gle/952WavVdo8x8KvAq9>

Once completed, EmilyTest will confirm receipt of your application.

Upon receiving your institution's Declaration of Interest, EmilyTest will schedule a consultation in line with the availability provided in the Declaration of Interest Form.

Alternatively, if your institution wants to express general interest in the EmilyTest GBV Charter, as an initiative you want to undertake in the future, you can still register your interest in the Charter through our **Expression of Interest form**. By doing so, upon the launch of future

application streams your institutions interest will be registered and prioritised to advance onto the GBV Charter process.

The Expression of Interest Form is available at:
<https://forms.gle/yLjbjowNxWMhHv216>

Pricing Structure

EmilyTest's Approach

It is crucial to note that at EmilyTest we recognise increased internal investment from the institution is required to successfully implement the Charter. As such, we have worked hard to keep costs to a minimum in order to achieve our aims and ambitions as a collective whilst ensuring our pricing framework is feasible, flexible, sustainable, **and focused on tackling GBV – nothing else**. We are committed to not-for-profit ways of working.

The Pricing Structure will be discussed in detail at the consultation, where any questions institutions have on this topic will be answered.

Pricing Structure

In order to viably implement all of EmilyTest's commitments to institutions including the delivery of Charter coaching, advice, training and panel assessment that

the Charter Award Pathway requires, Chartered institutions are required to pay a subscription fee to EmilyTest to become a Charter Institution.

Our Pricing Structure operates on a sliding scale and varies accordingly to each institutions unique circumstances. This scale principally depends upon three core factors;

- **Institutional Size**: Student FTE numbers greatly influence the breadth of Charter implementation and therefore subscription fee
- **Labour Hours**: Influenced by the prior factor, institutions will receive tailored one-to-one support whilst rolling out the Charter and receive comprehensive feedback upon undertaking the Charter Award Assessment (Taking the 'Emily Test')
- **Benchmarking**: Subscription fees are reviewed in accordance with

the sector and alignment with other Charters – particularly in the education context.

Additionally, feedback gathered from College and University staff during co-creation of the Charter feed into this sliding scale.

Consultation Fee

The 90 minute Consultation institutions will receive with the EmilyTest Team (see p.15), which openly discusses your institution's current GBV prevention, intervention and support practices, requires a fixed fee of £250.

As a small charity, this fee is to ensure EmilyTest's resources and the costs incumbent in the preparation for consultation, the consultation itself, and in production of a Memorandum of Understanding are covered.

If your institution does commit to the Charter after the consultation, this fee will be deducted from the overall fee of the Charter.

Contacts

We hope this pack covers all aspects of the application process.

However, if you have any further questions or queries, please don't hesitate to get in touch with us.

For Charter enquiries email;

Ava Mayer, Charter Assisstant

projectassisstant@emilytest.co.uk