

# Prevent Duty Policy and Procedures

## Purpose

1. In 2011 the UK government published its Counter-terrorism Strategy, known as CONTEST. This has four key elements:
  - a. **Pursue:** to stop terrorist attacks.
  - b. **Prevent:** to stop people becoming terrorists or supporting terrorism.
  - c. **Protect:** to strengthen our protection against a terrorist attack.
  - d. **Prepare:** to mitigate the impact of terrorist attack.
2. The stated aim of the [UK government's Prevent Strategy](#) is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The government's Prevent Strategy has three stated objectives:
  - a. Respond to the ideological challenge of terrorism and the threat we face from those who promote it.
  - b. Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
  - c. Work with sectors and institutions where there are risks of radicalisation that we need to address.
3. Statutory guidance issued under Section 29 of the Counter-terrorism and Security Act 2015 places a duty on the University in exercising our undertaking to have 'due regard to the need to prevent people (staff, students and visitors of the University from being drawn into terrorism'.
4. This policy sets out how the University meets these legal obligations by implementing control measures and mitigation arrangements

## Scope

5. This Policy applies to all staff, students and visitors at the University, and to all activities undertaken on University premises.

## Definitions

6. The following terms are used in this policy (all definitions are as stated in the UK government's Prevent Strategy):
  - a. **Channel:** 'the multi-agency programme of the UK government to identify and provide support to people at risk of radicalisation.
  - b. **Extremism:** 'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Included in those definitions of extremism are calls for the death of members of our armed forces'.
  - c. **Radicalisation:** 'The process by which a person comes to support terrorism and forms of extremism leading to terrorism'.
  - d. **Terrorism:** 'an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause'.

## Policy statement

7. In complying with the Prevent Duty, the University aims to demonstrate an awareness and understanding of the risk of radicalisation within the institution. It does so through a safeguarding lens, mitigating risks relating to those who might be susceptible to radicalisation and those who may be exposed to radicalisation (also see the University's [Safeguarding Policy and Procedure](#)). This risk may vary greatly and can change rapidly, but no area within the institution is entirely risk free. The emphasis is on adoption of a proportionate approach to delivery of the Prevent Duty relevant to local risk exposures.

### *Leadership and governance*

8. The University will:
  - a. Establish and implement a clear governance framework for oversight and consideration of the Prevent Duty at the University, where appropriate making full use of the many existing mechanisms to understand the risks of radicalisation.
  - b. Communicate the importance of the Prevent Duty and ensure it is implemented effectively.
  - c. Ensure that it meets the requirements of the bodies appointed by the UK government to monitor the implementation of the Prevent Duty by

This will include leadership and management responsibilities for safeguarding (which includes the Prevent Duty).

### *Partnership*

9. The University will:
  - a. Maintain effective partnership arrangements, through regular communications, meetings and involvement with both internal and external agencies.
  - b. Ensure productive co-operation and engagement with key stakeholders, including but not limited to:
    - North Yorkshire Police (NYP)
    - Local Delivery Group Bronze, City of York Council (CYC)
    - Regional and National DfE Prevent Coordinators
    - Community Safety partnerships
    - Higher York
    - Counter Terrorism and Security Team (CTSA)
    - Association of University Chief Security Officers (AUCSO)
    - Safer Campus Communities
    - Office for Students (OfS)
    - Office for Standards in Education, Children's Services and Skills (Ofsted)
    - All internal University stakeholders (e.g. Council, UEB, Student Services, College Teams, Security Services, staff and students)
    - York University Students' Union (YUSU)
    - Graduate Students' Association (GSA)
    - Chaplains Services
    - York Interfaith Group

### *Capabilities*

10. The University will:
  - a. Ensure that our staff who engage with students, employers, visitors and members of the public understand what radicalisation means and why people may be vulnerable to being drawn into terrorism as a consequence of it.

- b. Seek (through our online training resources) to raise awareness of the duty.
- c. Communicate what our arrangements and available support services are to help prevent people from becoming drawn into terrorism (e.g. using the Staff Digest to provide information, guidance and updates).
- d. Ensure that appropriate awareness training is available and accessible to empower our staff and students. This will include through resources made available to staff through the Learning Management System, and to students through the Virtual Learning Environment.

### *Information sharing*

11. The University may need to share personal information about staff and students to ensure, for example, that a person at risk of radicalisation is given appropriate support (for example via the Channel programme). Information sharing will be assessed on a case-by-case basis and is governed by legislation (this approach will include stated criteria for any judgement, public identification of those making the judgement and a process of accountability for any judgement). To ensure the rights of individuals are fully protected, the University's Data Protection Officer will be consulted.
12. The University is seeking to develop data sharing agreements with key bodies including the CYC and NYP to take a systematic approach to information-sharing in these circumstances.

## **Procedures**

### *Leadership and governance*

13. The over-arching governance framework for oversight and consideration of the Prevent Duty at the University is:
    - a. **OfS:** the monitoring implementation body for the Prevent Duty across registered Higher Education Providers (HEPs) and other Relevant Higher Education Bodies (RHEBs). Acting under the statutory guidance from the DfE, OfS requires HEPs and RHEBs to comply with its monitoring framework, including seeking an annual assurance from Council and requiring an annual data return from the University.
    - b. **Council:** receives (as the governing body and trustee board of the University) high level assurance that the University is effectively managing its legal duties with regard to the Prevent Duty and the spirit of the duty as principally a safeguarding and supporting community cohesion activity.
    - c. **UEB:** responsible (as the senior executive body of the University) for ensuring that the Prevent Duty requirements are upheld and implemented. It seeks assurance from the Prevent Duty Oversight Group (PDOG), including considering the Prevent Duty annual report for recommendation to Council and being sighted on the Prevent Risk Assessment and Action Plan.
    - d. **PDOG:** a formal sub-group of UEB, chaired by the University's Prevent Duty and Accountable Policy Lead (PDAPL), bringing together senior staff, students' union representatives and external contacts in the Prevent area to co-ordinate implementation of the Prevent Duty at the University of York. PDOG has formal delegated responsibility from UEB to approve changes/additions to the University's policy and operational frameworks and processes relating to implementation of the Prevent Duty. The membership, full responsibilities and powers of PDOG are set out in its [terms of reference](#).
    - e. **PDAPL:** The PDAPL chairs PDOG, and is responsible for providing assurance to the Vice-Chancellor, UEB and Council that the University is meeting its obligations under the Prevent Duty. The PDAPL is also responsible for institutional liaison with the OfS in respect of the Prevent Duty.
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- f. **Head of Prevent Duty Operations (HPDO):** responsible for co-ordinating all activities (e.g. liaison with Channel and Prevent Co-ordinator, training, monitoring, policy) that ensure compliance with the Prevent Duty requirements. The HPDO reports to the PDAPL, and deputises for them in their absence.
- g. **Designated Safeguarding Leads (DSLs):** have strategic oversight of the University's Safeguarding Policy and Procedures, with responsibility for ensuring that the University meets its Safeguarding obligations to children and adults at risk. (The University considers Prevent concerns through a safeguarding perspective). The DSL (the Academic Registrar) and their Deputy Designated Safeguarding Lead (DDSL – the Director of Student Life and Wellbeing) play a key role in safeguarding oversight, including where safeguarding matters have a radicalisation-related element.
- h. **Local Safeguarding Liaison Officers (LSO):** a point of contact in faculties/directorates for staff and students to seek advice, and to be signposted to reporting mechanisms.

#### *Risk self-assessment and action plan*

- 14. A Prevent Risk self-assessment must be in place, using the University's template for assessing risk and taking account of the themed risk categories outlined in the OfS Monitoring Framework. There must also be a Prevent Action plan, that takes account of the Risk self-assessment and any other issues that need to be addressed in order for the University to meet its obligations under the Prevent Duty.
- 15. The Prevent Risk self-assessment and Prevent Action plan must be reviewed at each meeting of PDOG, and updated in line with this review.

#### *External speakers and events management*

- 16. A range of policies and procedures are in place for managing and mitigating risks relating to issues that are important to external speakers and events management on campus, and institution-branded events taking place off campus.
- 17. As well as being reviewed and where appropriate revised to ensure that the University meets its obligations under the Prevent Duty in respect of such activities, these policies and procedures have also been reviewed and where appropriate revised to reflect the University's duty to ensure Freedom of Speech on campus and protect Academic Freedom (including in respect of the Higher Education (Freedom of Speech) Act 2023). They include:
  - a. [Events management](#).
  - b. [Religion, belief and non-belief \(including facilities for prayer and reflection\)](#).
  - c. [Safeguarding policy and procedures](#).
  - d. [Dignity at work and study \(addressing harassment and bullying\)](#).
  - e. [Equality and diversity](#).

#### *Training*

- 18. All members of staff and the student community, including appropriate visitors and guest lecturers etc. will be offered suitable awareness information, instruction and training with respect to the Prevent Duty.
- 19. PDOG must define the key groups of student-facing staff for whom training on the Prevent Duty will be mandatory in order for the University to meet its obligations under the Prevent Duty, on the basis of a risk-based approach. It must monitor the rates of engagement with this training by these groups, and where these rates are insufficient take action to raise these rates.
- 20. All members of the University community will be encouraged to engage with the awareness training and other appropriate information that could help people from being drawn into terrorism, and challenge extremist ideas. This training will include the ability to recognise

vulnerability to being drawn in to terrorism; where to get additional advice and support; and when to make referrals under the University's [Safeguarding policy and procedures](#).

### Information sharing

21. When considering sharing personal information, the University will take account of the following:
- Necessity and proportionality:** personal information will only be shared where it is strictly necessary to the intended outcome and proportionate to it. Key to determining the necessity and proportionality of sharing information will be the professional judgement of the risks to an individual or the public.
  - Consent:** wherever possible, the consent of the person concerned will be obtained before sharing any information about them.
  - Power to share:** the sharing of data by public sector bodies requires the existence of a power to do so, in addition to satisfying the requirements of the Data Protection Act 1998, the General Data Protection Regulations (GDPR) and the Human Rights Act 1998.
  - GDPR and the Common Law Duty of Confidentiality:** in engaging with non-public bodies, the University will ensure that it is aware of its responsibilities under the GDPR and of any confidentiality obligations that exist.

### Assurance and reporting

22. All HEPs and RHEBs are required (under legislation and statutory guidance) to be subject to the [OfS Prevent Duty Monitoring Framework](#). Responsibility for ensuring that the University meets these requirements rests with the PDAPL supported by PDOG.
23. The PDAPL and PDOG must prepare a Prevent Duty Annual Report that addresses all the requirements of the [OfS Prevent Duty Monitoring Framework](#), and any other elements required by UEB and/or Council. The PDAPL and PDOG must ensure that the Prevent Duty Annual Report is presented to UEB and (subject to any revisions required by UEB) subsequently Council, at a time that allows Council to meet the OfS deadline for receiving Council's annual assurance and data return on the Prevent Duty.
24. Should any questions or concerns be raised by OfS on consideration of the University's annual assurance and data return, the PDAPL and PDOG will be responsible for undertaking the work (subject to any directions from Council and/or UEB) needed to respond to OfS and notifying UEB and Council of this.

### Monitoring and review

25. The operation of the Policy and Procedures will be monitored at each meeting by PDOG, with changes being made to the Policy and Procedures as required in light of this monitoring (including in response to relevant changes in the external environment and/or requirements).
26. The policy will be fully reviewed on a five-year cycle (and earlier if necessary due to changed circumstances or external requirements).

### Document control

<b>Approval body:</b>	Prevent Duty Operations Group
<b>Policy/procedure Owner:</b>	University Secretary
<b>Responsible Service:</b>	Governance and Assurance Office (GAO)
<b>Policy/procedure Manager:</b>	Deputy Secretary, GAO
<b>External regulatory and/or legal requirement addressed:</b>	Section 29 of the Counter-terrorism and Security Act, and related government guidance
<b>Approval date:</b>	August 2021; revised and reapproved July 2023.
<b>Effective from:</b>	August 2021
<b>Date of next review:</b>	No later than September 2026

## Appendix: Detailed role descriptors:

### Prevent Duty Accountability and Policy Lead [PDAPL]

The PDAPL is responsible for ensuring the University is compliant with the Prevent Duty requirements set out by the Home Office and the Office for Students (OfS). The PDAPL will facilitate consideration and ultimate approval by the University Council of the Prevent Duty Annual Report, and associated annual returns for submission to OfS.

The PDAPL will:

- provide strategic and regulatory oversight of compliance with the Home Office Guidance on Prevent and OfS Prevent Duty Monitoring Framework on behalf of the Vice-Chancellor and President
- be the lead accountability and policy advisor to the Vice-Chancellor and President, Council and other formal committees on the Prevent Duty as it applies at York
- facilitate the consideration, endorsement and approval of the key Prevent related outputs, including the Prevent Duty Annual Report by Council, and approval of the Accountability Declaration and Return for submission to the OfS
- be the lead point of liaison with the OfS as 'principal regulator' on Prevent matters
- chair the Prevent Duty Oversight Group
- have strategic oversight of the University's key responsibilities under its Prevent Risk Assessment and will ensure compliance with the OfS Prevent Duty Monitoring Framework
- act as the key liaison point with the DfE Regional Prevent Coordinator
- represent the University on external bodies including the City of York Council's Prevent Local Delivery Board and the North East HE Prevent Network
- seek assurance from the Designated Safeguarding Lead that Prevent related referrals related to staff and students have been effectively managed, and that any strategic and regulatory lessons have been learned
- ensure that all staff understand their role in helping the University fulfil its Prevent Duty, e.g. are aware of how to spot signs of extremism, radicalisation, terrorism, and are aware of how to report this
- ensure all relevant staff have received appropriate training on Prevent

### Head of Prevent Duty Operations [HPDO]

The HPDO will support the Prevent Duty Accountability and Policy Lead in fulfilling their responsibilities and will deputise for them in their absence.

The HPDO will:

- be the lead coordinator liaising with University and other colleagues (including YUSU and GSA) to ensure compliance with the Home Office Guidance on Prevent and OfS Prevent Duty Monitoring Framework
- oversee the annual review of the Prevent Duty Risk Assessment
- draft the Prevent Duty Annual Report and collate the Accountability Declaration and Return for submission to the OfS, for review by PDOG, UEB, ARC and Council
- work with colleagues to ensure effective data capture, retention and other procedures are in place for the effective management of the Prevent Duty
- be a key member, as well as facilitator, of the work of the Prevent Duty Oversight Group, working with the Senior Governance and Assurance Officer as Secretary to the latter
- working with Human Resources, ensure relevant staff are appropriately trained and that accurate records are kept
- ensure all staff understand the requirements of the Prevent Duty, the connection between Safeguarding and Prevent and are aware of the key signs and indicators of extremism and radicalisation

## Designated Safeguarding Lead [DSL]

The DSL has executive responsibility for ensuring the University's Safeguarding policy and process is up to date and working effectively.

The DSL will:

- ensure the safeguarding policy is fit for purpose
- review the University's Safeguarding (including Prevent) operational processes on an annual basis
- ensure effective reporting and recording systems are in place
- in conjunction with Human Resources and the University Secretary's Office, ensure Safeguarding (including Prevent) training is being provided to relevant staff, and that accurate records are kept
- chair the Safeguarding Advisory Group
- provide Safeguarding information, advice and guidance to Council (as the trustees), UEB and other senior University leaders on a regular basis
- raise awareness of Safeguarding (including Prevent) policies and operational processes to all relevant staff on a regular basis
- ensure all staff understand that the University will respond to Prevent concerns (extremism, radicalisation, terrorism) through its Safeguarding policy and process
- ensure that appropriate DBS checks are made on students engaged in 'regulated activity.'
- be the senior executive supporting staff with Safeguarding (including Prevent) cases
- be the senior decision maker in deciding whether to make a referral to an external agency (e.g. LADO, Channel etc)
- working with Human Resources, ensure any Safeguarding (including Prevent) allegations against staff are appropriately dealt with
- ensure that the University's Safeguarding policies and procedures are available publicly
- keep all staff and students informed of any Safeguarding (including Prevent) updates
- keep their own learning up to date
- encourage a culture of listening to children, young people, students and staff

The DSL is expected to refer:

- cases of suspected abuse against children and young people to the local authority and/or police
- other concerns about children or an adult at risk to social services and/or police as appropriate
- cases to the Channel programme where there is a radicalisation concern
- cases where a staff for student is dismissed, expelled or has left the University due to Safeguarding concerns to the Disclosure and Barring Service as required
- cases where a crime may have been committed to the Police as required

## Deputy Designated Safeguarding Lead [DDSL] role and responsibilities

The DDSL will support the DSL in ensuring their responsibilities are met and will deputise for the DSL when required, The DDSL has operational responsibility for Safeguarding (including Prevent) cases in their area. The DDSL has responsibility for developing and maintaining good relationships with relevant external agencies e.g. local authority, Police, Prevent regional co-ordinator.

The DDSL will:

- ensure the safeguarding process is working effectively
- provide information, advice and guidance to support staff to effectively manage a Safeguarding (including Prevent) case
- under delegated authority from the DSL, be the decision maker in whether to make a referral to an external agency (e.g. LADO, Channel etc).
- cooperate with other agencies to safeguard children and adults at risk, and in the context of Prevent, all people who may be at risk of radicalisation
- maintain effective reporting and recording systems
- be a member of both the Safeguarding Advisory Group and the Prevent Duty Oversight Group

- raise awareness of Safeguarding (including Prevent) policies and operational processes to all relevant staff on a regular basis
- ensure all staff understand that the University will respond to Prevent concerns (extremism, radicalisation, terrorism) through its Safeguarding policy and process
- keep their own learning up to date
- encourage a culture of listening to children, young people, students and staff.

The DDSL is expected to refer:

- cases of suspected abuse against children and young people to the local authority and/or police
- other concerns about children or an adult at risk to social services and/or police as appropriate
- cases to the Channel programme where there is a radicalisation concern
- cases where a staff for student is dismissed, expelled or has left the University due to Safeguarding concerns to the Disclosure and Barring Service as required
- cases where a crime may have been committed to the Police as required

### **Local Safeguarding Officer [LSO] role and responsibilities**

Local Safeguarding Officers (LSO) should be appointed within each Faculty and Service by the Dean or Director of that area. Each area will have at least one LSO. The University recommends that the Students' Union should also have an LSO and commits to providing them with training.

Each LSO will:

- provide first line support and advice on Safeguarding issues
- highlight and promote best practice relating to Safeguarding
- undertake appropriate Safeguarding training and commit to regular Continuing Professional Development
- ensure appropriate local procedures are in place.

The LSOs will meet annually with a DDSL for a review and discussion of the past year and new developments, and to update resources. The University will provide training that equips them to carry out their role effectively.