



# Radicalisation & Extremism - Prevent Policy

## Document Control

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| Responsibility for Policy: | Prevent Lead  |
| Approved by and date:      | USET 6 <sup>th</sup> February 2023  |
| Frequency of Review:       | 3 years or earlier if required to address legislative change                          |
| Next Review date:          | February 2026   |
| Related Policies:          | Safeguarding Policy<br>Freedom of Speech Code of Practice<br>IT Acceptable Use Policy |
| Minor Revisions:           | 21 <sup>st</sup> October 2024 to incorporate Apprenticeship Requirements              |

1. The Counter Terrorism Act 2015 imposes a duty on “specified authorities” when exercising their functions to have due regard to the need to prevent people from being drawn into terrorism; the University is a Relevant Higher Education Body for the purpose of the Act and the Prevent Duty Guidance 2021. The University is required to have in place appropriate pastoral and welfare support and clear referral routes to external services to stop people becoming terrorists or supporting terrorism .

## 2. Key Definitions

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| “Channel”        | This is a multi-agency process which aims to stop the process of radicalisation and divert children, young people and vulnerable adults from extremist views associated with terrorism. |
| “Prevent”        | Part of the government’s anti-terrorism strategy CONTEST This strand of the anti-terrorism strategy aims to prevent individuals being drawn into terrorism.                             |
| “Radicalisation” | The process by which an individual comes to support terrorism and forms of extremism leading to terrorism.  |

## 3. Purpose

### 3.1. This policy will:

- (i) Describe how the University aims to prevent people from becoming terrorists, or supporting terrorism, through identifying those who may be at risk and providing appropriate advice and support so that they may turn away from radicalisation.
- (ii) Demonstrate knowledge and observance of statutory requirements and good practice guidelines in the pursuit of providing a safe environment
- (iii) Identify the organisational and management structures for implementing this policy.

### 3.2. This policy applies to:

- (i) All staff, students, members of University Council and its committees and volunteers of the University;
- (ii) All recognised Partners of the University;
- (iii) Employers and learners on Degree Apprenticeship programmes
- (iv) Visitors to the University including (but not limited to) conference delegates, external hiring of facilities, visits by school groups, residential activities; and
- (v) Legally contracted services such as building contractors, maintenance companies, service suppliers etc.

## **4. Preventing Radicalisation**

### **4.1. The University will:**

- (i) Be vigilant about the risks of radicalisation
- (ii) Have in place, policies and procedures to prevent radicalisation and extremism on campus
- (iii) Train staff as necessary on how to identify extremism and radicalisation and the actions to take if suspected;
- (iv) Ensure employers of degree apprenticeships understand their responsibilities in preventing radicalisation
- (v) Support Degree Apprenticeship employers in their obligations as a partner of the University
- (vi) Support the Student Union and University Societies on the implementation of the Prevent Duty
- (vii) Conduct an annual risk assessment, assessing the risk of radicalisation and extremism and prepare an action plan based on the risk assessment.

**4.2.** The University believes potential signs of radicalisation should be dealt with utilising a safeguarding approach. This approach enables relevant services within and outside the University to identify an individual's needs and vulnerabilities, whilst also ensuring the safety of the community. The University will consider whether the Channel Process may be appropriate for the individual.

**4.3.** If a member of staff is concerned that an individual is being radicalised s/he can seek guidance from the Prevent Lead who should contact the Lead Prevent Officer. See section 5 below on how to make a formal report regarding all Prevent concerns.

**4.4.** If a student is concerned that an individual is being radicalised s/he should discuss this with the Head of Department or other senior member of staff who will follow the process above.

**4.5.** The University Company Secretary as the nominated Prevent Duty Lead, is responsible for the implementation of the University's Prevent Strategy.

**4.6.** If an Employer is concerned that an employee on the Degree Apprenticeship is being radicalised, they should discuss their concerns with the Skills Coach who will escalate it to the Head of School or other senior member of staff who will follow the process above.

**4.7.** Factors which may be relevant when determining whether an individual may be vulnerable to involvement with terrorism are broadly described as:

- (i) An individual may stop contact with peers and only be interested in contact with members of a particular ideological group
- (ii) Isolation from family and friends, increased secretiveness, especially around internet use
- (iii) Talking as if from a scripted speech
- (iv) Unwillingness or inability to discuss their views or contrary views
- (v) A sudden disrespectful attitude towards others
- (vi) Increased levels of anger
- (vii) change in habitual style of dress
- (viii) An individual may condone violence in support of their adopted ideology

## **5. Roles and Responsibilities**

### **5.1. Lead Prevent Officer**

The Lead Prevent Officer will:

- (i) Be accountable for developing, promoting, implementing and monitoring this Policy and related procedures and practice;
- (ii) Ensure monitoring and evaluation systems are in place and produce an annual report;
- (iii) Chair the Prevent Working Group, incorporating Prevent;
- (iv) Work with People Services to arrange the organisation requirements for the training of the Designated Prevent Contacts;
- (v) Oversee the monitoring and review systems, including assisting with the preparation of the annual report;
- (vi) Help create links with local authorities and the Police as necessary.

## **5.2. Designated Prevent Contact**

**5.2.1.** The role holders will take responsibility at School or Departmental level for ensuring the policies and procedures for staff and students within their respective areas appropriately reflect the requirements of Prevent.

**5.2.2.** The Designated Prevent Contact will

- (i) Act as a point of contact for any individual who may wish to seek advice on policy, procedure, or who wishes to discuss a radicalisation / extremism concern.
- (ii) Be alert for signs of potential radicalisation and extremism;
- (iii) Provide support, advice and guidance to staff and students about this policy;
- (iv) Refer all Prevent matters in accordance with the procedures in this Policy;
- (v) Ensure detailed, contemporaneous and accurate written records are kept of concerns/referrals and that they are secure, confidential, yet accessible to those with designated authority;
- (vi) Review existing policies and procedures within their own area as required and update to reflect the requirements of this policy and Prevent;
- (vii) Undertake on-going training as appropriate to the role;
- (viii) Attend Prevent Working Group meetings and other meetings regarding Prevent;
- (ix) Provide expertise on relevant Professional Body requirements in respect of Prevent and ensure these are integrated in to the local (and institutional) policies, procedures and practice as appropriate;
- (x) Identify any staff or students, or groups thereof, within their own areas, who require Prevent training.

## **5.3. All Managers and Heads of Department/School**

**5.3.1.** All Managers and Heads of Department have a duty to manage the activities for which they have responsibility in accordance with Prevent and this policy.

**5.3.2.** Managers and Heads will develop and maintain written published Policies for those areas or activities where the University policy does not address the risks within their area of responsibility. These policies will sit below the institutional Prevent policy.

**5.3.3.** All Managers and Heads of Department are responsible for

- (i) Ensuring appropriate risk assessments are undertaken for relevant activities within their department;
- (ii) Ensuring appropriate DBS checks are requested and discussed with the relevant member of the Personnel team for staff / students / volunteers within their

- department;
- (iii) Ensuring compliance within their areas and that key staff have the relevant knowledge;
- (iv) Ensuring any Prevent concerns are reported promptly to a Designated Prevent Contact.

## **6. Reporting Radicalisation**

- 6.1.** If a Prevent or potential radicalisation concern is highlighted, a report should be made without delay by completing the '[Prevent Incident Form](#)'. If a concern arises outside of office hours, the Prevent Lead should be contacted as soon as office hours resume. If there is an urgent concern outside of office hours, emergency services must be contacted. If a direct referral is made to emergency services, the Prevent Lead must be informed at the earliest opportunity.
- 6.2.** The Prevent Lead has a responsibility to respond to any radicalisation concern in a timely manner. The level of risk to individual/s is reviewed and assessed and a Prevent panel may be convened by the University Lead Prevent Officer and advice may be sought from external regulatory bodies such as the Police, Local Authority Designated Officer (LADO) and Channel.
- 6.3.** Where the allegations involve a member of staff, the Designated Prevent Contact will refer the matter to the Prevent Lead, who will refer to the Director of Personnel to initiate procedures as appropriate.
- 6.4.** Where allegations involve a student, the Designated Prevent Contact will refer the matter to the Prevent Lead who will liaise with the Deputy Vice Chancellor and Provost to initiate student disciplinary procedures as appropriate.
- 6.5.** Referrals and discussions between staff relating to radicalisation, terrorism and Prevent must be confidential at all times and limited to those staff that "need to know".
- 6.6.** When deemed appropriate, based on available evidence, the University will make a referral to the Police. Following a referral, internal formal disciplinary processes concerning radicalisation, terrorism and Prevent will not be initiated until the Police have acknowledged it is acceptable for the University to do so.

## Appendix 1 – Designated Roles

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| <b>Lead Prevent Officer</b>             | Company Secretary                           |
| <b>Academic Schools and Departments</b> | University Executive Managers x 4           |
| <b>External Relations</b>               | Director of Corporate Comms and Marketing   |
| <b>Global Hope</b>                      | Dean of Global Engagement                   |
| <b>Residential Life</b>                 | Director of Student Life                    |
| <b>Personnel</b>                        | HR Manager                                  |
| <b>Hope Park Sports</b>                 | Sport, Fitness and Development Co-Ordinator |
| <b>Caerdeon</b>                         | Head of Centre                              |
| <b>Estates</b>                          | Director of Estates                         |