



## Name of Procedure: *Prevent* Team Reporting

**RESPONSIBLE COMMITTEE:** Decanal Committee

**RESPONSIBLE OFFICER:** Senior Dean

**LINKED DOCUMENTS: College:** Identification and Reporting College Members and Staff at Risk of Radicalization Procedure; *Prevent* Duty Policy; Information Security Policy; Data Sharing on *Prevent* Policy.

**LINKED DOCUMENTS: Other:** n/a

**Annual Review date:** First meeting of Hilary Term

## PROCEDURE HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
21 June 2016	Generation of policy	na	Yes (Sandra Campbell)



## PURPOSE OF PROCEDURE

1. To guide the *Prevent* team in the procedures to be followed when a referral is being considered.

## COLLEGE PREVENT TEAM

President: (president@sjc.ox.ac.uk)

Principal Bursar: principal.bursar@sjc.ox.ac.uk

Senior Dean: senior.dean@sjc.ox.ac.uk\* *College Prevent lead*

Equality Officer: equality.officer@sjc.ox.ac.uk

Senior Tutor: [senior.tutor@sjc.ox.ac.uk](mailto:senior.tutor@sjc.ox.ac.uk)

Domestic Bursar: [domestic.bursar@sjc.ox.ac.uk](mailto:domestic.bursar@sjc.ox.ac.uk)

Lodge Manager: lodge@sjc.ox.ac.uk

College *Prevent* duty coordinator: prevent.coordinator@sjc.ox.ac.uk

## PROCEDURE

### Managing referrals:

2. When individuals at risk are identified to the *Prevent* team, a meeting will be convened to discuss the individual and to determine whether any further action is justified.
3. Discussion points for the *Prevent* team to use when considering such cases are shown in ANNEXE A.
4. The *Prevent* team should reach a decision on how to act on a case-by-case basis. Possible outcomes include:
  - a. taking no action, on the basis that there are insufficient grounds for believing that the individual is being drawn into terrorism or because any action would be unnecessary or disproportionate to the risks;
  - b. speaking to the individual about the concerns;
  - c. offering and providing support to the student to reduce vulnerability to being drawn into terrorism; or
  - d. referring the matter on to the University *Prevent* team (ideally with consent of the individual).
5. The University Registrar will be the single point of referral by the Collegiate University to the Channel programme to manage the risk of inappropriate referrals\*.

\* Sections 36 to 41 of the CT&S Act 2015 sets out the duty on local authorities and partners of local panels to provide support for people vulnerable to being drawn into terrorism. In England



and Wales this duty is the Channel programme. The government describes the 'Channel programme' as being 'about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist activity.' See <https://www.gov.uk/government/publications/channel-guidance>

## **ANNEXE A:**

### ***Prevent duty assessment***

When the *Prevent* team are considering whether a particular individual is at risk of being drawn into terrorism or extremism, they should review the *Prevent* guidance in full. The checklist below is intended to provide a framework for discussion.

- (i) Grounds for concern:
- (ii) Legal risks
- (iii) Freedom of Speech
- (iv) Academic Freedom
- (v) Freedom of religion and freedom of assembly
- (vi) Right to private and family life
- (vii) Equality Act
- (viii) Criminal Law
- (ix) Data Sharing / Data Protection
- (x) Health & Safety / Duty of Care
- (xi) Reputational risks