Name of Procedure: Identification and Reporting College Members and Staff at Risk of Radicalization

RESPONSIBLE COMMITTEE: Decanal Committee

RESPONSIBLE OFFICER: Senior Dean

LINKED DOCUMENTS: College: Prevent Duty Policy; Safeguarding Policy; Academic and Non-academic Staff Welfare and Pastoral Support Policy; Identifying at Risk Students Policy; Data Sharing on Prevent Duty Policy; Prevent Team Reporting Procedure; Non-academic Staff handbook; Graduate Handbook; Undergraduate Handbook.

LINKED DOCUMENTS: Other: n/a

Annual Review date: First meeting of Hilary Term

PROCEDURE HISTORY

<table>
<thead>
<tr>
<th>Date of GB approval</th>
<th>Brief summary of changes</th>
<th>Confirmation that linked documents have updated if necessary</th>
<th>College policy register updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>21st June 2016</td>
<td>Generation of policy</td>
<td>na</td>
<td>Yes (Sandra Campbell)</td>
</tr>
<tr>
<td>8th March 2017</td>
<td>Email address and title of Equality Officer changed in point 7 and annexe 1 Annexe 1 – additional arrows added to show liaison between the Bursary, Academic Dean and the President’s office. Policy reviewed by Committee</td>
<td>na</td>
<td>Yes (Sandra Campbell)</td>
</tr>
</tbody>
</table>
PURPOSE OF PROCEDURE

1. To identify students, academic and non-academic staff at risk of radicalization.

HOW TO SPOT THE SIGNS OF SOMEBODY AT RISK OF BEING RADICALIZED

Grounds for concern

2. It is important to remember that not everybody will share the same view or opinion. Holding a different view – religious, social or political, does not mean that somebody is radical or likely to become radicalized. Grounds for concern are when somebody with an extreme view acts or intends to act upon their view(s) in a way that is harmful to themselves or others.

3. Note - if the individual has been accessing extremist websites, there could be a good reason for them doing so, e.g. for academic or study purposes or simply for interest.

PROCEDURE FOR STUDENTS AND STAFF TO IDENTIFY INDIVIDUALS AT RISK OF BEING RADICALIZED

4. If you are a student or a member of the academic staff of the College or an Academic Visitor, you may choose to approach the Academic Dean or a member of the College’s Prevent team (see below for membership).

5. If you are a member of the College’s non-academic staff, you may choose to approach the Bursary Manager or a member of the College’s Prevent team (see below for membership).

6. See flowchart below for reporting procedure (ANNEXE 1).

CONTACTS

7. Prevent team members:
   - President: president@sjc.ox.ac.uk
   - Principal Bursar: principal.bursar@sjc.ox.ac.uk
   - Senior Dean: senior.dean@sjc.ox.ac.uk
   - Fellow for Equality: equality@sjc.ox.ac.uk
   - Senior Tutor: senior.tutor@sjc.ox.ac.uk
   - Domestic Bursar: domestic.bursar@sjc.ox.ac.uk
   - Lodge Manager: lodge@sjc.ox.ac.uk
   - College Prevent Duty Coordinator: prevent.coordinator@sjc.ox.ac.uk
ANNEXE 1
Reporting Flow Chart

University Registrar

College Prevent team – President, Principal Bursar, Senior Dean*, Fellow for Equality, Senior Tutor, Domestic Bursar, Lodge Manager (Prevent Co-ordinator – for administration).

President’s Office: receiver of emails prevent@sjc.ox.ac.uk; liaison with Bursary Manager and Academic Dean; decision process about reporting to the College Prevent team

Bursary Manager

Academic Dean

Non-academic staff

Undergraduate and graduate students Academic staff Fellows of the College Academic visitors to the College

*Senior Dean is the College Prevent Lead

Last revised: 8 March 2017
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