



Name of Procedure: *Prevent Duty Training*

RESPONSIBLE COMMITTEE: Decanal Committee

RESPONSIBLE OFFICER: Senior Dean

LINKED DOCUMENTS: College: Training Document on the *Prevent Duty*; Room Booking by Academic and Non-academic Staff Procedure; Room Booking by Students Procedure; Booking of Conference and External Events Policy; *Prevent Duty Policy*; Safeguarding 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>
June 2016	Generation of procedure	na	Yes (Sandra Campbell)
March 2017	Email address and title of Equality Officer changed Policy reviewed by Committee	na	Yes (Sandra Campbell)
March 2018	Web links updated Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)



PURPOSE OF PROCEDURE

To set out how the College will train individuals to meet their statutory *Prevent* duty.

PROCEDURE

1. *Prevent* training will ensure that practice remains subject to, and does not undermine, the rights of academics, students, staff and visiting speakers under existing law, including the Education (No 2) Act 1986, the Human Rights Act 1998, the Equality Act 2010 and data protection legislation.
2. The College will provide comprehensive training to the *Prevent* team[#] only appropriate groups using sector specific material from the Leadership Foundation for Higher Education. <http://www.lfhe.ac.uk/en/news/index.cfm/preventtraining> and/or by Conference briefing on rights protection.

[#] 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 **Prevent* lead

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

3. All College Fellows, academic staff, undergraduate and graduate students will receive an electronic copy of our College-specific 'Training Document on the *Prevent* Duty', in the first week of every Michaelmas term.
4. The 'Training Document on the *Prevent* Duty' will be updated annually or more regularly if necessary.
5. An appropriate level of additional *Prevent* training will be offered to JCR and MCR presidents and the Junior Deans.
6. For support staff, e.g. porters, estates workers, scouts, a verbal briefing will be provided by line managers. The purpose of the briefing will be to highlight the reporting route when individuals are a welfare concern for any reason.
7. *Prevent* training will be refreshed as required, typically annually for key staff.