Training Document on the Prevent Duty

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

Training Document on the Prevent Duty

The *Counter-Terrorism and Security Act 2015* imposed a duty on College to have 'due regard to the need to prevent people from being drawn into terrorism' – the *Prevent* duty. The purpose of this briefing document is to provide information on how the College will comply with this legal duty.

How the *Prevent* Duty will affect members of St John's College
The College Governing Body will ensure that it is understood by the College community as a whole that principles of free expression, academic freedom, autonomy, confidentiality, privacy, and equality of rights according to the law, provide the overarching context within which the *Prevent* duty is to be considered. As such, the Governing Body's position is that the *Prevent* strategy should be implemented in a manner that is proportionate and positively secures and protects those rights. The operation of the College's *Prevent* Policy and the *Prevent* duty will be reviewed annually by Governing Body with continuing input from Fellows, academic and non-academic staff and the student body, to ensure that the normal operation of the College and freedoms therein are not affected.

In accordance with the advice from the Conference of Colleges and the Vice-Chancellor, the College has in place a number of publically available Policies and Procedures that will allow it to comply with the *Prevent* Duty (see University position on the *Prevent* duty - https://www1.admin.ox.ac.uk/councilsec/prevent/

There will be a small number of minor effects within College, which can be viewed in detail in the Policies and Procedures section of the College website, and are summarized below for convenience. Advice can be sought at any time through the Senior Dean's Office or via email from prevent.coordinator@sjc.ox.ac.uk.

A. Booking of rooms for internal and external events.

1. **Only** criminal speech will be proscribed and therefore most risk assessments for typical events occurring in College will require minimal assessment.
2. Booking rooms where only speakers and guests internal to the University will be present:
    a. Academic and non-academic staff will risk assess their own events using a risk assessment template.
    b. For student room bookings requiring decanal permission, or permission from a Fellow – the Senior Dean's office or individual Fellows will risk assess the event using a risk assessment template.
    c. For rooms requiring no decanal permission or permission from a Fellow - student members will risk assess their own events using a risk assessment template.
3. Booking rooms where speakers and guests external to the University will be present
    a. Academic and non-academic staff will risk assess their own events using a risk assessment template.
    b. Students will submit requests for approval to the Senior Dean's Office 7 days in advance.

B. Identifying individuals at risk of radicalization
The College is required by the new legislation to provide a procedure to identify individuals at risk of being drawn into terrorism. Action will **only** be proposed in respect of serious terrorist criminal activity, where the College already has certain legal duties. It is anticipated that most 'at risk' individuals, will already have been identified and supported through the College's existing robust welfare provision.

C. Internal reporting of individuals at risk of radicalization
The College is required by the new legislation to provide a procedure for internally reporting individuals deemed to be at risk of being drawn into terrorism. The different routes of reporting are shown below:

(i)   Non-academic staff – Bursary Manager
(ii) Undergraduate and graduate students, academic staff, College Fellow and academic visitors – Senior Dean

To minimize the risk of inappropriate reporting, the College *Prevent* team will stringently assess any reports internally. Only when the help available through the robust College welfare system is insufficient, will the College *Prevent* team seek advice from the University *Prevent* team. The University *Prevent* team will itself carry out a further assessment to identify help within the University welfare system. The only source of external reporting will be from the University Registrar when all other reasonable means have been exhausted.

D. Further Training on the *Prevent* Duty
Further training on the *Prevent* duty in Universities is freely available through individual online modules from the Learning Foundation http://www.safecampuscommunities.ac.uk/training. Short briefings and advice

can be sought from the College *Prevent* Coordinator as required, prevent.coordinator@sjc.ox.ac.uk.

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.

E. IT Usage
The University IT Committee carried out a careful review of the effectiveness of filtering and is currently not recommending this on the grounds that it would not be effective and would cause a disproportionate burden. The College takes a similar view.

PROCEDURE HISTORY

Date of GB approval	Brief summary of changes	Confirmation that linked documents have updated if necessary	College policy register updated
June 2016	Generation of training document	Confirmed	Yes (Sandra Campbell)
March 2017	Annexe contained letter from VC removed. Policy reviewed by Committee	Confirmed	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Jan 2019	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Feb 2020	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Kate Doornik)
Jan 2021	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)