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

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

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 *Prevent* lead
   Equality Officer: equality.officer@sjc.ox.ac.uk
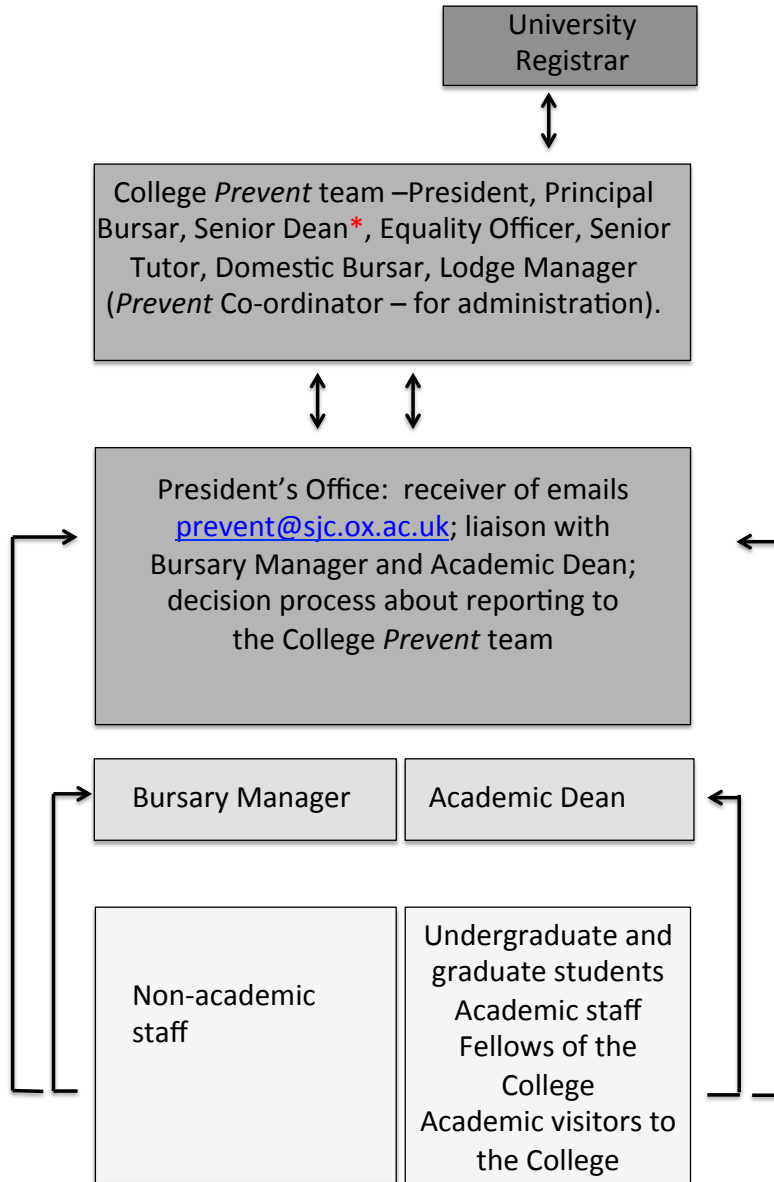   Senior Tutor: senior.tutor@sjc.ox.ac.uk
   Domestic Bursar: domestic.bursar@sjc.ox.ac.uk
   Lodge Manager: lodge@sjc.ox.ac.uk
   College Prevent Duty Coordinator: prevent.coordinator@sjc.ox.ac.uk

ANNEXE 1
Reporting Flow Chart

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                        ┌─────────────────┐
                        │   University    │
                        │   Registrar     │
                        └────────┬────────┘
                                 ↕
          ┌──────────────────────────────────────────┐
          │  College Prevent team –President, Principal │
          │  Bursar, Senior Dean*, Equality Officer, 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      │
          └────────────────────┴─────────────────────┘
          ┌────────────────────┬─────────────────────┐
          │                    │  Undergraduate and   │
          │                    │  graduate students   │
          │  Non-academic      │  Academic staff      │
          │  staff             │  Fellows of the      │
          │                    │  College             │
          │                    │  Academic visitors to│
          │                    │  the College         │
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*Senior Dean is the College *Prevent* Lead