



St Mary's  
University  
Twickenham  
London

## Prevent Policy

### 1. Policy

The University is required under the Counter-Terrorism and Security Act 2015 to 'have due regard to the need to prevent people from being drawn into terrorism'. Under section 29, it must have regard to guidance issued by the Home Secretary. The *Prevent Duty Guidance for higher education institutions in England and Wales* came into effect on 18 September 2015 following approval by Parliament. Some of the ways in which we meet these responsibilities are set out in this document.

### 2. Scope of the Procedure

The Prevent Policy applies to all staff and (where relevant) students of the University.

- All persons (whether academic staff or otherwise) whose normal place of work is on premises of the University
- All registered students at the University (whether full-time or part-time)
- The St Mary's University Students' Union (SMSU), and any of its constituent societies, clubs and associations
- The officers and employees of the SMSU
- All bodies or persons not associated with the University who hire or otherwise use the University's facilities

This Policy applies for the following meetings and events:

- Meetings and events within the University which are arranged by staff or students but outside normal academic activity and which involve an external speaker not associated with the University (i.e. persons associated with the University using University facilities but not for meetings or events directly connected with their academic activity in the same way as persons outside the University immediately below, whether by hire or any other arrangement)
- Meetings and events within the University or other uses of University facilities which are arranged by persons not associated with the University, whether by hire or any other arrangement

- Meetings and events arranged by SMSU or a SMSU society, club or association which involve an external speaker not associated with the University or SMSU

This Policy does not normally apply to activities directly linked with the academic work of the University, committee meetings, official Trade Union activities and sporting, social or cultural events. However it may be invoked if the University becomes aware that an event is likely to lead to a contravention of our Prevent Duty, which is to prevent people being drawn into terrorism.

### **3. Roles and Responsibilities**

All members of staff should be aware of the University's responsibilities under the Prevent Duty and of the measures set out to comply with it. Members of the University community who are concerned about a student who might be at risk of being drawn into terrorism should report this to their line manager and the relevant Head of School or Service. Training is provided to support staff in their responsibilities under this Policy.

As Heads of School also play an important role in having oversight of activities and events in their Schools, the relevant Head of School must also be notified if there is a concern regarding an event, speaker or student in their school.

### **4. Approach**

4.1 The University welcomes the Government's intention that the Prevent Duty is implemented 'in a proportionate and risk-based way' and that it should not create large new burdens on institutions. We therefore intend to implement our legal responsibilities as part of our existing policies and procedures, which we also consider to be the best way of ensuring a joined-up approach.

4.2 The University has a duty of care towards its students and is committed to providing an environment that promotes opportunities to learn and develop as individuals. We take seriously our responsibility to ensure the safety and wellbeing of students, staff and the wider community and as part of this wish to do all that we can to prevent any member of the university community from being drawn into terrorism. We also have a responsibility to protect academic freedom and general freedom of expression.

### **5. Leadership**

The University takes seriously the need to prevent terrorism occurring in our community. Our approach has been approved by the Vice-Chancellor, following consideration in relevant University committees and this policy has been approved by the Board of Governors.

The Senior Director of People, has been identified as the member of senior management responsible for ensuring that the University complies

appropriately with the Prevent Duty, in liaison with the BIS regional Prevent coordinator and other key stakeholders within and beyond the University. An annual report will be made to the Board of Governors in order that the Board can discharge its responsibilities under legislation and HEFCE reporting requirements.

## **6. Pastoral Care**

The University is responsible for the welfare of all of its students. Pastoral care is a key way of safeguarding student welfare, particularly those who may be vulnerable to being drawn into terrorism. Pastoral care is delivered through Academic/personal tutors, resident mentors or senior residents (for those students living in campus accommodation), Student Services, Chaplaincy and the Students' Union. Training will be provided for all staff involved directly in student welfare, so that such staff are aware of their duties under Prevent, and understand the processes by which they can support vulnerable students. Advice and guidance are available for students should they require it from Chaplaincy, Student Services, Students Union and the student's Personal Tutor.

All staff and students should be aware that, should they have concerns regarding the wellbeing of a student, they can raise these in confidence with the relevant staff contact as outlined [here](#).

## **7. Risk Assessment and Action Plan**

As required by the Prevent Duty and HEFCE reporting requirements, we have carried out an assessment of the risk of our students being drawn into terrorism. That is reflected in the University's Risk Register which is monitored by the Audit Committee of the Board of Governors on behalf of the Board.

Where any significant risk is identified we will consider what action might mitigate the impact/ likelihood of that risk crystallising, and if necessary include it in the University's Prevent Action Plan.

## **8. External Speakers**

8.1 The *Policy and Procedure on Freedom of Speech* sets out how we will ensure that we meet the different legal requirements on us, not least the duty under the Education (No. 2) Act 1986 to secure freedom of speech within the law. Under the Policy, where the views expressed constitute views that risk drawing people into terrorism, or are shared by terrorist groups, permission must be sought by the staff or student organiser from the University Secretary, who will consult as appropriate and will seek a decision from SMT if necessary.

Due diligence is carried out where required and we will share information with other institutions if appropriate about any event that comes within the remit of Prevent.

8.2 In complying with the Prevent Duty the University will not:

- Provide a platform for any proscribed terrorist organisation or permit the encouragement of terrorism in any way;
- Allow gender segregation at any event it organises or at events held on its premises

8.3 The University underlines its commitment to protect academic freedom as set out in the University's Articles.

8.4 In conjunction with the University's Policy and Procedure on Freedom of Speech, the Students' Union has its own complementary procedures in place in relation to events organised by its societies where external speakers will be participating.

## **9. Sensitive Research**

In certain circumstances, some staff members and students may require access to sensitive material as part of their scholarly work. In such circumstances, the University ethics procedure will be followed in a way that does not impact on academic freedom. It is the responsibility of academic supervisors to ensure that students follow this procedure when relevant.

## **10. Staff Training**

We will provide awareness training on a regular basis for all relevant staff, tailored to need.

## **11. Faith Facilities**

The University seeks to ensure that appropriate provision is made for those of any faith (or those without faith) to access appropriate facilities for pastoral care and for religious purposes.

## **12. IT Networks**

We consider it unacceptable for our IT networks to be used in any way that supports, promotes or facilitates terrorism. Relevant IT policies and procedures will be kept under review with reference to Prevent. The University will also keep the use of social media under review.

## **13. Communications**

We will not permit material supporting terrorism to be displayed within University premises and will remove any such material if it is found. Likewise, we will seek to ensure that the University's printed and electronic communications (including its website) do not contain or support terrorist material or material likely to encourage terrorism and will investigate immediately if any such instances are raised.

## 14. Students' Union

The University works closely with the Students' Union in ensuring that we provide excellent support to our students. This includes the various matters covered by this document. Students' Union staff and Officers will participate in the Prevent training being provided by the University and are very aware of their duties as charitable bodies. SMSU has its own policies with reference to the establishment of societies and to external speakers.

## 15. Information Sharing

The University is aware of the Channel process and of the opportunities for informal and formal sharing of information with relevant authorities. We will use these when we consider it is necessary and appropriate to do so in the interests of preventing people from being drawn into terrorism. Information sharing will only take place with external authorities when this is consistent with the provisions of the Data Protection Act.

## 16. Related Policies and Procedures

The following policies and procedures are related to the Prevent Policy:

- Freedom of Speech policy and procedure
- IT Acceptable Use Policy
- IT Security Policy
- *Organised Events: Event Management Policy and Guidance Notes (Health and Safety)*
- Event/Speaker Referral procedure
- *University Equality and Diversity Policy Statement and Code of Practice and Racial Equality Policy*

Date Written	<b>6 April 2016</b>
Author	Jo Blunden
Version number	5
Person responsible	Jo Blunden
Effective from	Immediately
Review date	April 2019
Impact Assessment date	6 April 2016
History (where discussed / who circulated to / committees considered)	Prevent Working Group/SMT/F&S Committee/PRC/Unions/Board of Governors