

Prevent Action Plan 2023-24

	Theme	Action	Measure	Person Responsible	Achieve By	Progress Report	Achieved
A	Senior Management Commitment and Governance						
	1	Hold 3 meetings of the Prevent Working Group	Minutes are produced for three meetings in the academic year	Prevent Lead	01-Aug-24	For 23/24 - 1st meeting to be held on 6.11.23.	Ongoing
B	Risk Assessment						
	2	Review risk assessment annually and respond accordingly	Prevent duty risk(s) are reviewed and mitigated as necessary.	Head of Security & Emergency Planning	01-Aug-24	<p>Risk assessment reviewed regularly in 2019/20, 2020/21, 2021/22, 2022/23.</p> <p>Head of Security & Emergency Planning brought risk assessment to 3.8.22 working group meeting with addition of Incel Culture consideration. Also reviewed at Working Group on 28.3.23 to consider updates since new CTLP released. Plus removal of Covid-19 as a specific risk.</p> <p>Review again in 2023/34 in light of new Prevent duty guidance.</p>	Ongoing
C	Action Plan						
	3	Update action plan annually	Prevent Action plan updated annually and updated onto the website	Prevent Lead	01-Aug-24	Review action plan at all meetings in 23/34 and publish on Prevent webpage.	Ongoing

D	Reporting on Prevent to OfS						
	4	Produce Prevent Duty Accountability Statement and Data Return 2022/23 in line with Office for Students guidelines	Accountability Statement and Data Return submitted on date requested	Prevent Lead	01-Dec-23	Accountability & Data Return for 2023 covering period 1 August 2022 to 31 July 2023 to be considered at Working Group meeting on 6.11.23 prior to being approved by Council, noted by Senate and submitted to the OfS by 1 December 2023.	Ongoing
E	Information Sharing Agreement and Partnerships						
	5	Maintain current Prevent related partnerships / networks	Attend LBH Prevent meetings and London HE Network	Prevent Lead	Aug-24	Prevent Lead continues to liaise with DfE Prevent Coordinator and OfS when relevant and either Prevent Lead or Head of Security & Emergency Planning will continue to attend relevant meetings with LBH as part of Hillingdon Prevent Network during 2023/24. Will continue to consolidate relationship with external Prevent stakeholders in 2023/24.	Ongoing
F	Student Engagement and Consultation						

	6	Consult students and staff on the Prevent duty at various points	Students and staff are consulted and aware of the University's Prevent arrangements. All views are considered by the University.	Prevent Lead	Ongoing	<p>Student Union are invited to working group meetings and minutes and papers are always sent to the officers and CEO of Student Union who are named as members of the group in the ToR.</p> <p>Prevent Coordinator had asked Ruth Sharma in the Advice Centre to contact the new Student Officers in UBS and invite them to attend the working group and training on Prevent was also offered again. Meeting with Ruth Sharma and Sabbatical Officers needed to be rescheduled as Student Union couldn't make it. Prevent Lead has now contacted Huw Harris who is Advice Manager in UBS and George Blake who is the Democratic Review Project Officer offering the opportunity to meet with them and the new Officers. Date to be confirmed.</p> <p>For 2023/24 Prevent Lead will continue to investigate possibility of other students being involved on the Prevent Working Group. Prevent Lead to work with Apprenticeship Hub to see if a rep from Apprenticeship Programmes would wish to be involved once they have done their training. Prevent Lead has also contacted Job Shop to see if that would be a route to recruiting student reps, but that is not possible.</p>	Ongoing
G	Data Collection and Data Recording						

	7	Keep accurate records of any Prevent cases	Data will be available for annual reporting in line with Office for Students requirements. Cases/concerns recorded accurately and efficiently and can be monitored effectively.	Prevent Lead	01-Aug-24	Data being collected and secured for period 1 August 2023 to 31 July 2024. APEX incident database now formally being used to record Prevent-related safeguarding concerns (as we have been doing on an ad hoc basis anyway). A Prevent category has been introduced into the APEX incident database which allows data to be captured for the annual Accountability & Data Return for the Office for Students and notes can be added to the incident log to add updates on case handling. Head of Security & Emergency Planning, Prevent Coordinator and Student Support & Welfare Manager all have access to this system and the Prevent data which will be stored here. Administrative Assistant in the Office of Student Complaints, Conduct & Appeals (OSCCA) checks APEX daily, and can notify the Prevent Lead / Head of Security & Emergency Planning of any potential Prevent-related safeguarding concerns, as well as updating the log when required.	Ongoing
H	Information Technology and Ethical Research						
I	Events and External Speakers						
	8	Further review of COP in the context of Freedom of Speech with the imminent Higher Education (Freedom of Speech) Bill which would impose requirements for universities and students' unions to protect freedom of speech	Update process in Code of Practice on Free Speech and Events	University Secretary and General Counsel and Prevent Lead	Aug-24	Revised Code of Practice published in 23/24, along with an updated Freedom of Speech statement. Consider reviewing COP again in 2023/24 in the light of new Higher Education (Freedom of Speech) Act 2023 - await guidance from OfS.	Ongoing

	9	Raise awareness of the University's Event Policy and Procedure	All staff and students are aware of the University's event / external speaker processes and procedures. All events have the proper safeguards in place	Events / Prevent Lead	Aug-24	Prevent Awareness Raising training now includes specific reference to the Code of Practice on Freedom of Speech and Events and explains that there is an events process to follow and an External Speaker form to complete, as well as the Events toolkit. Consider further University-wide promotion if further updates to COP are made.	Continue with in 23/24
J	Prevent Training						
	10	Deliver at least 12 sessions of prevent training during the year	12 sessions are delivered through Staff Development department	Prevent Lead	Aug-24	For 2023/24 the Prevent Coordinator and Head of Security & Emergency Planning are carrying out monthly virtual Prevent Awareness Raising Training via Teams. Online refresher training also available.	Ongoing
	11	Identify staff that need more intensive Prevent training	Training provided to staff who may require more intensive Prevent training	Prevent Lead	01-Aug-24	For 23/24 Prevent Lead will continue to notify key staff of additional sessions run by DfE Coordinator and Prevent Lead at LBH and encourage them to book on to the sessions. DfE Coordinator not running bespoke sessions for HEIs for less than 15 members of staff but the wider sessions provide more indepth training about key issues e.g. incel culture.	Ongoing
	12	Prevent Working Group to consider training data at each meeting and discuss actions for improving Prevent training number uptake if required.	Prevent training compliance to be at 85% which is the University's target for compliance training.	Prevent Lead	01-Aug-24	Data to be discussed at all working groups in 2023/24.	Ongoing
	13	Promote the necessity to complete Prevent training, as part of wider drive to improve completion rates for all types of compulsory compliance training.	Prevent training compliance to be at 85% which is the University's target for compliance training.	Prevent Lead and HR/Organisational Development.	01-Aug-24	To be discussed at working group on 6.11.23	Ongoing
K	Space Usage and Booking						
L	Welfare and Chaplaincy						

	14	Draft Policy for Prayer Rooms and other Faith-Related Facilities has been drafted, implemented and promoted.	Policy for Prayer Rooms and other Faith-Related Facilities has been drafted, implemented and promoted.	Head of Student Services	Aug-24	<p>Policy for Prayer Rooms and other Faith-Related Facilities has been drafted, implemented and promoted. At Working Group on 16.03.22 the Head of Student Services reported that the Student Equality and Diversity Manager has drafted The Student Religion and Belief Policy, which has been to SEWC. It does not include details of current prayer room and facilities, but she is trying to put together what is available. This is not a policy as such as it depends on space, but information has been collated.</p> <p>Update from Head of Student Services given at 28.11.22 Working Group meeting: Don't necessarily need a Prayer Room Policy as have the Religion and Belief Policy. Get update / additional info on work being done around this at meeting on 06.11.23 as key staff absent from March and August meetings</p>	Ongoing
M	Balancing Legal Duties						
	15	Update Prevent Policy annually	Revised policy updated and loaded online	Prevent Lead	01/01/2024	Prevent Policy currently being reviewed again. Discuss at meeting on 06.11.23.	Ongoing
	16	Link up with the Anti-Racism Working Group; Freedom of Speech Panel and other University Working Groups to ensure joined up approach.	Work cross-group to achieve University aims.	Prevent Lead / Student Equality & Diversity Manager / Registrar.	Ongoing	We have cross-membership of Prevent Working Group members on the Anti-Racism Working Group and Prevent Lead is on the Anti-Racism Review of Procedures sub-group and Freedom of Speech Panel. We need to be alive to overlaps and bring anything relevant to the Prevent Working Group.	Ongoing

17	Review and oversee implementation of any changes to the University's approach to Prevent following publication in September 2023 of revised Prevent Duty Guidance.	Prevent Duty Guidance 2023 reviewed with any changes to the University's approach to Prevent being made to ensure continued compliance with the	Prevent Lead	Jan-24	Review Prevent Duty Guidance and briefing notes at Working Group meeting on 6.11.23	Ongoing
18	Monitor and oversee implementation of recommendations arising from 2023 internal Prevent Audit	Audit recommendations will have been implemented.	Prevent Lead (who will also liaise with Director of HR; Head of Privacy and Chief Information Security Officer where relevant)	Aug-24	Final audit recommendations TBC. Once the final report and recommendations have been provided, monitoring and implementation can progress.	Ongoing