

Prevent Action Plan 2024-25

	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-25	For 24/25 - 1st meeting held on 19.11.24. 2nd meeting 25.3.25. 3rd meeting 10.7.25.	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-25	<p>Risk assessment reviewed regularly in previous academic year cycles.</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 annually in 2022/23 and 2023/24 to consider whether updates were required since annual CTLP release. Covid-19 as a specific risk removed in 2023 too.</p> <p>Review again in 2024/25. Reviewed at March 2025 meeting and will be reviewed again at meeting in July 2025.</p>	Ongoing
C	Action Plan						
	3	Update action plan annually	Prevent Action plan updated annually and updated onto the website	Prevent Lead	01-Aug-25	Review action plan at all meetings in 24/25 and publish on Prevent webpage.	Ongoing

D	Reporting on Prevent to OfS						
	4	Produce Prevent Duty Accountability Statement and Data Return 2024/25 in line with Office for Students guidelines	Accountability Statement and Data Return submitted on date requested	Prevent Lead	01-Dec-24	<p>Accountability & Data Return for 2024 covering period 1 August 2023 to 31 July 2024 was considered at Working Group meeting on 19.11.24 prior to being approved by Council, and then submitted to the OfS on 2 December 2024.</p> <p>OfS confirmed 18.3.25 that it was content with our Prevent accountability and data return (ADR) for the academic year 2023-2024 (1.8.23 to 31.7.24) and that it had no further queries about the submission.</p> <p>Data now being collected for 2024/25 return covering 1 August 2024 to 1 July 2025 and the ADR will be prepared next autumn.</p>	<p>Complete for 2023/24 return.</p> <p>Ongoing for 2024/25 return.</p>
E	Information Sharing Agreement and Partnerships						
	5	Maintain current Prevent related partnerships / networks	Attend LBH Prevent meetings and London HE Network	Prevent Lead	Aug-25	<p>Prevent Lead continues to liaise with DfE Prevent Coordinator and OfS when relevant and Prevent Lead will continue to attend relevant meetings with LBH as part of Hillingdon Prevent Network during 2024/25.</p> <p>Will continue to consolidate relationship with external Prevent stakeholders in 2024/25.</p> <p>Await outcome of Thematic Review conducted by OfS in 24/25.</p>	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 and Head of Security and Campus Support Services met with UBS and Officer Team to discuss Prevent on 27 August and explain how students and the officers can contribute to the university's Prevent work. We await hearing from the UBS as to whether they wish to engage and CEO on meeting invitations. Prevent Lead to follow up further once new officers are in post to see what their position is with regard to engagement with the working group. Work therefore ongoing to engage with UBS and students.</p> <p>Prevent Lead to arrange to meet with UBS Officers ahead of 25/26 academic year.</p>	Ongoing
G	Data Collection and Data Recording						
	7	Keep accurate records of any Prevent cases	<p>Data will be available for annual reporting in line with Office for Students requirements.</p> <p>Cases/concerns recorded accurately and efficiently and can be monitored effectively.</p>	Prevent Lead	01-Aug-25	<p>Data collected and secured for period 1 August 2024 to 31 July 2025.</p> <p>APEX incident database is formally used to record Prevent-related safeguarding concerns. A Prevent category 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 & Campus Support Services, Prevent Lead 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.</p>	Ongoing

H	Information Technology and Ethical Research						
I	Events and External Speakers						
	8	Further review of COP and related policies / processes in the context of Freedom of Speech when the Higher Education (Freedom of Speech) Act 2023 is implemented	Code of Practice on Freedom of Speech and Academic Freedom, Freedom of Speech Statement plus other relevant policies and procedures are in line with external OfS guidance.	University Secretary and General Counsel and Prevent Lead	Date TBC	<p>Revised Code of Practice published in 23/24, along with an updated Freedom of Speech statement.</p> <p>Consideration to be given to necessity to review COP again in the light of new Higher Education (Freedom of Speech) Act 2023 now OfS Regulatory advice 24 Guidance Related to Freedom of Speech has been published (effective from 1 August 2025).</p>	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	University Secretary and General Counsel / Prevent Lead / Marketing & Comms Teams	Date TBC	<p>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.</p> <p>Consider further University-wide promotion if and when further updates to COP are made.</p> <p>Freedom of Speech training to all staff due to be rolled out as from 1 August 2025 as part of all staff compliance training to ensure compliance with the new OfS Condition of E6 regulation in relation to harassment and sexual misconduct and following OfS Freedom of Speech Guidance Regulatory Advice 24 as well as training for students which does highlight the university's Freedom of Speech duties and the FoS Statement.</p>	Ongoing / action on hold

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-25	For 2024/25 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-25	For 24/25 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-25	Data to be discussed at all working groups in 2024/25.	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-25	Discussed at working group in 23/24. Since March 2025 meeting, compliance dashboard has been updated which allows extraction of training data so compliance rates can be monitored again. Alerts are now sent to staff so they are reminded to do their Prevent training.	Ongoing
K	Space Usage and Booking						
L	Welfare and Chaplaincy						

	14	Consider university arrangements and facilities for prayer space and other faith-related facilities	Suitable arrangements and facilities for prayer space and other faith-related facilities will be available.	Head of Student Services	Aug-25	<p>Working Group agreed at meeting in March 2024 to keep this item on the agenda for oversight and awareness.</p> <p>Working Group previously noted that we don't need a Prayer Room Policy as we have the Religion and Belief Policy which sets out the university's position with regard to prayer space on campus.</p> <p>It is understood that a central space would be made available as a prayer space and for other faith-related requirements. Further updates given at working group meeting on 25.3.25: A multi-faith space in the Hamilton has been secured, with three small rooms leading off it. It will be open in normal business hours and is not bookable by societies but remains with the Meeting House, who will keep an eye on it, as well as occasional security patrols. It will be swipe access with a sign for suggested behaviours. A sign with the maximum capacity was suggested and this will be followed up.</p>	Ongoing
	15	Update Prevent Policy annually	Revised policy updated and loaded online	Prevent Lead	01/08/2025	<p>Review again in 2024/25 academic year. Reviewed draft to be brought to July 2025 meeting.</p>	Complete for 23/24
	16	Link up with the University Equity Steering Group; HR & Equity Committee; Student Experience & Welfare Committee, University Education & Student Experience Committee and Freedom of Speech Panel and other University committees and working groups to ensure joined up approach.	Work cross-group to achieve University aims.	Prevent Lead / all	Ongoing	<p>We have cross-membership of Prevent Working Group members on the University Equity Steering Group, HR & Equity Committee, Student Experience & Welfare Committee, University Education & Student Experience Committee and Prevent Lead is on the Freedom of Speech Panel. We need to be alive to overlaps and bring anything relevant to the Prevent Working Group.</p> <p>Check for updates / relevant reports at July 2025 meeting.</p>	Ongoing
	17	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 HR; Head of Privacy and Chief Information Security Officer where relevant)	Aug-25	<p>Final audit recommendations included within Audit Report and were reviewed at working group meeting on 12.3.24 and 16.7.24.</p> <p>Date for completion amended as work ongoing in some areas.</p>	Ongoing