

# Prevent Action Plan 2020-21

	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 Coordinator	01-Aug-21	Meetings scheduled for: 07.10.20, 20.1.21 and 12.5.21	Ongoing
	2	Add Prevent Working Group membership to Job Description of Associate Dean (Equality and Diversity)	Information included in Job Description	Prevent Coordinator / Dean of Students / Associate Director Business Partnering – Academic	01-Nov-20	Executive Board agreed in May 2019 that Associate Deans (Student Experience) are to be replaced on the Prevent Working Group by Associate Deans (Equality & Diversity). Prevent Coordinator has written to the Associate Deans (Equality & Diversity) inviting them to join the group and group secretary will notify them of the next meeting dates. Now need to add Prevent Working Group membership to the Job Description of Associate Dean (Equality & Diversity)	Achieved. The JD reads: 'Represent the college on appropriate committees and strategy/working groups e.g. Prevent Working group'.

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<b>B</b>	<b>Risk Assessment</b>						
	3	Review risk assessment annually and respond accordingly	Prevent duty risk(s) are reviewed and mitigated as necessary.	Head of Security & Emergency Planning	01-Aug-21	Risk assessment reviewed and updated and reported to working group at meeting on 6.11.19. Head of Security & Emergency Planning prepared a draft and this was considered at meeting on 07.10.20. Risk assessment updated after the meeting. To be considered again at meeting on 20.1.20 Risk assessment to be reviewed and updated again by 1/8/20 ready for new academic year. This will be a temporary risk assessment to take into account any Covid-19 implications.	Ongoing: Head of Security & Emergency Planning prepared a draft and this was considered at meeting on 07.10.20. Risk assessment updated after the meeting. To be considered again at meeting on 20.1.20
<b>C</b>	<b>Action Plan</b>						



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E	<b>Information Sharing Agreement and Partnerships</b>						
	6	Maintain current Prevent related partnerships / networks	Attend LBH Prevent meetings and London HE Network	Prevent Coordinator	Aug-21	Prevent Lead to attend LBH Prevent meetings and London Prevent HE Network Group in 2020/21.	Ongoing
F	<b>Student Engagement and Consultation</b>						
	7	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 Coordinator	Aug-21	Student Union are invited to working group meetings. Prevent Coordinator met with SU Officers on 19th August 2020 and invited them to the Working Group meetings and followed this up with an email. SU Officer attended meeting on 7.10.20.	Ongoing



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I	Events and External Speakers						
	10	Review Freedom of Speech process	Updated Freedom of Speech process and form	Chief Governance Officer / Head of Legal Services	Mar-20	Prevent Coordinator has spoken to the University's Paralegal/Legal Administrator in the University's Legal Team about this and the Code of Practice to Ensure Freedom of Speech and Freedom of Expression is being reviewed and revised. Progress delayed as responsibility has now passed to Chief Governance Officer who is new to post.	Ongoing.
	11	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 Coordinator	Jan-21	Prevent Coordinator has spoken to Head of Legal and the Paralegal/Legal Administrator about reviewing and revising the Code of Practice to Ensure Freedom of Speech and Freedom of Expression and once done this will be promoted and publicised widely. Progress delayed as drafting/review of procedure has now passed to Chief Governance Officer who is new in post.	Ongoing.

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J	Prevent Training						
	12	Deliver 20 sessions of prevent training during the year	20 sessions are delivered through Staff Development department	Prevent Coordinator	Aug-21	For 2020/21 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
	13	Identify staff that need more intensive Prevent training	Training provided to identified staff	Prevent Coordinator	01-Aug-20	DfE Prevent Lead invited to Prevent working group meeting in June 19 (rescheduled to 7 August 19). Key staff identified at meeting with advice from Prevent Lead. Training arranged by Prevent Coordinator and run by DfE Prevent Lead. Held on 2.12.2019. Further enhanced training held with Student Wellbeing team via Teams on 26.5.20 and to Prevent Working Group on 7.10.20.	In progress

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	14	Identify online training suitable for refresher training for staff	Module identified and in place through Staff Development online module training portal	Prevent Coordinator	01-Aug-19	Online module now available through Staff Development web pages for refresher training every 3 years. Home Office e-learning module being used.	Complete
<b>K</b>	<b>Space Usage and Booking</b>						
	15	Review current arrangements for managing and booking prayer and faith facilities on Campus	Arrangements for managing all prayer and faith facilities on Campus are fit for purpose and in line with the University's Equality duty / Prevent duty	Prevent Coordinator / Chaplains	01-Jan-19	Meeting arranged with Student Union and Meeting House Interfaith Advisor to confirm process for booking and submitting Freedom of Speech forms	Completed
<b>L</b>	<b>Welfare and Chaplaincy</b>						



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	16	Ensure sufficient training for Student Support and Welfare team as first point of referrals of cases of concern	Training session provided	Prevent Coordinator	Aug-20	Student Wellbeing team identified as key staff who attended the additional training referred to at J13 above. Further training with Prevent Coordinator at the DfE happened for 26.5.20.	Achieved.
<b>M</b>	<b>Balancing Legal Duties</b>						
	18	Update Prevent Policy annually	Policy updated and loaded online	Prevent Coordinator	01/05/2021	Review and update during 2020/21	Ongoing
	17	Link up with the Anti-Racism Working Group and Changing the Culture Working Group to ensure joined up approach.	Work cross-group to achieve University aims.	Prevent Coordinator / Student Equality & Diversity Manager / Registrar.	Aug-21	To be actioned.	Ongoing