

PREVENT COMMITTEE

Minutes of the 8th Meeting of the Prevent Committee held on 8th November 2018

Present: Dr D Needham (Dean & Chair); Mr Torben Sell (DCSA); Mr G Greenfield (Head of Domestic Operations and Secretary); Mr D Scott (Head Porter); Ms AM MacDougall (Bursary)

Apologies: None

33 Declarations of Interest

There were no declarations of interest.

34 Minutes of the previous meeting

The minutes of the previous meeting were approved and signed.

35 Specific Business from the Chair

None

36 Minutes of the Previous Meeting

The following items from the last Minutes are in progress and will be reported on at the next Prevent meeting:

Minute 18a. The Bursar undertook to check the policy for the amendment requested.

Minute 19a(3). The Bursar undertook to recirculate RA4 and RA5.

Minute 19a(4). The Committee suggested that the Bursar seeks to obtain a template from another college to assist in producing a risk assessment for leaflet drops.

27 Review of PREVENT incidents

The Dean reported that there had been no PREVENT-related incidents since the last meeting. The Bursary reported that they had had the same confirmation from the Head Porter for report at the meeting.

Since May we have had 7 External Speaker Forms submitted - none have been referred to PREVENT

For the academic year 2017/18 - we have had 34 External Speaker Forms submitted - none were referred to PREVENT.

28 Review of PREVENT Training

The Dean confirmed that, in line with the College Prevent Training Policy, he would approach

the two Vice-Masters with a view to them completing the Home Office online training. It was agreed that the College training policy be modified to remove the provision for lecture style training to be given by College employees on Prevent, and instead, to recommend that all staff complete the Home Office online training.

It was noted that one of the DCSA Welfare Officers has completed the training, and the DCSA President was reminded of the training Policy which requires the President and Welfare officers to complete the training.

To date, ALL College Staff covered by the stipulations of the College training policy have followed the training cycle, and this has been monitored and recorded by the Bursary.

A Mental Health Awareness training session has been organised by the College for 7th December and has been fully subscribed by staff.

29 **Main agenda item – report to OfS**

The Head of Domestic Operations (GG) presented to the Committee a brief verbal report on the new reporting framework which the College would now have to follow since national responsibility for Prevent has passed from the HEFCE to the OfS. The key points of the new monitoring process centres around a new reporting framework which has been published, the main part of which concerns an annual accountability return to be filed annually by the start of December. This requires:

- i. a governing body declaration confirming that, in 20xx-xx, the College has:
 - had due regard to the need to prevent people being drawn into terrorism (the PREVENT duty);
 - has provided to the OfS all required information about its implementation of the PREVENT duty;
 - has reported to the OfS in a timely way all serious issues related to the Prevent duty (or otherwise now attaches any reports that should have been made, with an explanation about why they were not submitted);
 - has reviewed and, where necessary, updated its PREVENT risk assessment and action plan.
- ii. a short statement from the governing body (maximum 300 words) outlining how it has assured itself that the College has fulfilled the above requirements.
- iii. an enhanced data set return, focussing on numbers of PREVENT-related and total welfare cases; number of PREVENT-affected and total external events, and numbers of new and current staff “trained” in the academic year.
- iv.

The OfS have also made a provision for the introduction of “PREVENT review meetings”, which is cited as their future primary way of gaining assurance, consisting of a short-notice visit by the OfS to the College, either as a result of a serious incident, major changes or as part of a random sample. The review meetings are likely to consist of meetings with the College PREVENT Lead as well as staff and students selected by the OfS (not by the College) and the presentation at short notice of documentation of the College (almost certainly including the College’s PREVENT risk assessment). The review meeting will also be designed to “stress-test” the College’s processes against relevant scenarios and case studies.

GG also drew the Committee’s attention to a new process for reporting serious incidents and the OfS response to such a report. These are detailed at Annexe A.

30 **Comments on risk assessments, policies and OfS report not already covered**

The Head Porter confirmed the full compliance with policies regarding the Fixing of Posters, Advertising of Events, Room Bookings and External Speakers through an authorisation process including the approval of GG in each instance.

GG confirmed that he would prepare the Prevent report in a timely fashion, and that the Committee would receive this before sending it to Council and the Governing Body prior to submission on the 3th December 2018.

31 **Any other business**

No other matters were raised for discussion.

32 **Date of Next Meeting**

The date of the next scheduled meeting is 14th February at 4pm.

Signed:

Dated:

PREVENT COMMITTEE

APPENDIX A of the 8th Meeting of the Prevent Committee held on 8th November 2018

Reporting of serious incidents

The Office for Students expects College to report immediately in the following circumstances (while stressing it is for the College to decide what is “serious” enough to report...):

- a) incidents that have led to the review and substantial revision of any PREVENT-related policy or procedure;
- b) incidents that have caused reputational or actual harm to Fellows, staff or students;
- c) any other incidents that could reasonably be perceived as relating to PREVENT.
- d) near-misses of any of the above.

Formal CHANNEL referrals and informal contact with the police or other external agencies are **NOT** classed as “serious incidents”.

Serious incidents should be reported within five days after the incident occurring or being identified. Reports should be made to prevent@officeforstudents.org.uk or by phone on 0117 9317079. They should include answers to the following:

- i. When did you become aware?
- ii. How did you become aware?
- iii. Who have you shared this information with at the College, at the University and externally?
- iv. Who else needs to be informed?
- v. Who is the point of contact at the College?
- vi. What are your media handling lines, if appropriate and necessary?
- vii. Which senior leaders are aware of the incident? Have you shared this information with the governing body or with the Head of House?
- viii. What immediate action has been taken? Is there anything further that needs to be done to ensure the safety of you students and staff?
- ix. What action do you intend to take, and when, to prevent further occurrences? What actions are short-term and which are longer term (e.g. an internal or independent review, updates to related policies, training)?
- x. When do you intend to conclude activity related to the incident?

When a report is made, the Office for Students will review the information and decide initially whether this is PREVENT-related or not. If it concludes that it is, it will identify whether the College’s actions demonstrate “due regard to the PREVENT duty” or not, and may outline short- and long-term requirements for the College to enact, and then will monitor the implementation of those requirements. If serious deficiencies in the College are identified, the OfS may escalate the incident to the Department for Education.