

## **Prevent Duty Implementation & Delivery Model**

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<b>Indicate whether the document is for public access or internal access only</b>  <b>Indicate whether the document applies to collaborative provision?</b>  <i>(Strikethrough text, as appropriate)</i>	<b>Public Access</b> <del><b>Internal Access Only</b></del>  <b>Applies to Collaborative Provision</b>
<b>Summary:</b>  This document defines the approach to implementation and delivery of the statutory Prevent Duty at the University of Winchester	

# **Prevent Duty Implementation & Delivery Model - University of Winchester**

## **The Prevent Duty**

The University is under a statutory duty, when exercising its functions, to have due regard to the need to prevent people from being drawn into terrorism (the 'Duty').

## **Values, Strategic Themes & Objectives**

In developing the University's approach to meeting the Duty, three core Prevent Duty Values of Capability, Leadership & Partnership were established, each with an embedded strategic theme which characterises the implementation and delivery of the tactical and operational strands of the Duty at the University of Winchester.

Both the values and the themes have been established to reflect the relationship between the nature and character of the University and delivery of the Duty. They seek best fit with the organisational culture and to shape the framework most appropriate for active and efficient engagement with the requirements of the Duty.

### **Capability**

#### **Managing Risk - Keeping Pace with Change**

The University recognises that proportionate, reasonable, objective and fair (PROF) risk management undertaken in the context of the flow of global events is integral to delivering the Duty. The national threat level and relevant local and regional matters are monitored and the Risk Assessment is updated regularly via the University Risk Register. This value promotes development and agile, frequently dynamic exercise of informed professional judgment and decision-making, together with freedom of speech in accordance with the University's policies. The strategy seeks to achieve continuously updated reference, guidance and dialogue, protecting staff, students and apprentice learners from infringing the University's requirements under the Duty whilst supporting academic freedom and access.

### **Leadership**

#### **Supporting Staff, Supporting Students and Apprentice Learners – Making Sure Everybody Knows What's Needed**

The University recognises the importance of engaging with all staff colleagues, students and apprentice learners, raising awareness and alertness levels, generating peer support and providing informed advice to ensure no member of the University feels they cannot engage with the requirements of the Duty. Training around safeguarding and signposting to support is given to staff. This value promotes discussion, information sharing and training together with staff, student, apprentice learner and Student Union and Societies engagement with delivery of the Duty. The strategy has two aims. First, it seeks to foster sharing of good practice across the University and with external practitioners, supported by clear, relevant advice and information to achieve a common understanding of delivery of the Duty. Secondly, it seeks to promote trust throughout the Campus Community, to improve the University's ability to manage risk and to make a positive contribution to the University of Winchester's reputation as a responsible, competent and caring local community member, regional employer and international education provider.

## Partnership

### Always Acting Together – Maintaining Consistency Across the University

The University recognises that every mode of study, job role and multiple aspects of living and learning, teaching, study, research and employment at the University can have a relationship with the Duty. This value promotes shared understanding and ownership of risks and action in mitigation, across the Campus Community and in relationships with Key External Contacts (**Appendix I**). The strategy seeks to achieve continuous two-way communication, to demonstrate application of the PROF test in all relevant assessment, decision-making and operations and to ensure that engagement with all external contacts is effective, consistent, representative of the University's interests and values and appropriately coordinated.

### Development Context

The Prevent Duty Implementation & Delivery Model and the Freedom of Speech Policy & Code of Practice for External Speakers, Conferences & Events On & Off-Campus were developed in the following context, and will be progressed as live documents subject to update, amendment and review according to the following influences and activities:

- The Counter-Terrorism and Security Act 2015 and any subsequent legislation
- On-going consideration and advice from Central Government, OfS (Office for Students) DfE (Department for Education) and all other relevant colleagues and partners such as Ofsted (Office for Standards in Education)
- Prevent Duty Delivery Team (PDDT) Bi-Monthly Meetings
- Dynamic review - PDDT offers recommendations to ELT for change and development
- Annual Reporting – to OfS in December of each year
- Operational experience of local delivery of the Duty
- Stress testing through training, review and development

These documents, actions and activities are the primary reference points and materials for delivery of the Duty throughout the University of Winchester.

### Duty Delivery

The University has established the Prevent Duty Delivery Team (PDDT) led by the Chief Operating Officer. The Team links into all areas of University activity and makes regular and ad hoc comment and recommendation as necessary to the University's Executive Leadership Team and Board of Governors.

PDDT is required to work in accordance with the University's Prevent Duty Values via the strategic themes, partnering all areas of the University, ensuring measures are in place to support and promote the organisational culture whilst meeting the requirements of the Duty, always utilising the PROF approach to assessment, decision-making and operation. A Bi-Monthly Meeting is held throughout the year.

The key Prevent roles in the University are as follows:

University Role	Duty Designation
Chief Operating Officer	Institutional & Strategic Lead
Director, Estates & Facilities Services	Senior Member
Head of Housing & Security	Operational Lead
Director, Student Support and Success; Director, Human Resources	Student and Apprentice Learner Safeguarding Lead; Staff Safeguarding Lead
Security Manager	Operational Coordinator
President, Winchester Student Union	Student Lead

The opportunity to refer concerns or issues around the health, safety and wellbeing of staff, students and apprentice learners to Student Support and Success, the Student Union, Academic Staff, the Human Resources Department, the Health and Safety Manager and the Security Team is widely publicised through arrival and Induction activities, departmental publicity, the University website and word-of-mouth. The Student Union promotes inclusion, participation and representation, providing direct support to students and apprentice learners, signposting to services on Campus and working closely with the University to ensure the Freedom of Speech Policy & Code of Practice for External Speakers, Conferences & Events On & Off-Campus is upheld.

The management of Knowledge and Digital Services and ICT is principally undertaken by the Directorate of Knowledge & Digital Services. The University recognises that cyberlife is integral to all aspects of the study, learning and working experience including management of virtual events on and off-campus and that the borderless and anonymous nature of the internet means that it has the potential to be a high-risk route to radicalisation. The University recognises its responsibility to ensure that all systems and services including for example ResNET as the Internet Service Provider for students resident in University owned and managed accommodation comply with the Prevent Duty and all other security, legal and regulatory requirements. The University's IT and cyber policies clearly outline provision of service, acceptable and secure use, monitoring of use and the responsibilities of all users.

The management of Prayer and Faith Facilities is principally undertaken by the Chaplaincy. All students, apprentice learners and staff are made aware of this through arrival and induction information, via both the Student and the Staff Handbooks which are available in hard copy and on-line to all new and existing members of the University community, and also through the University's published Christian Foundation Strategy (2019-24).

The Key External Contacts Lists at **Appendix I** demonstrate the extent and reach of the local, regional and national networking and liaison the University undertakes to ensure it maintains an informed approach to meeting civil and criminal challenge.

## **Managing Concerns**

### **Channel Case Management & Referral**

Where any cause for concern is identified, the process detailed at **Appendix II** will be followed by the University through PDDT and in conjunction with other internal colleagues as may be necessary, liaising with local partners and supporting any individual involved throughout the activity to the point at which the Individual exits the Channel process. Monitoring and review will be progressed on the basis of recommendation of Prevent partners and agreed at the next scheduled Bi-Monthly PDDT Meeting or at a PDDT Meeting specifically convened for the purpose, whichever is most appropriate, immediately following conclusion of the Channel process.

## **Reporting to the Board of Governors**

### **Incident Reporting**

ELT will be notified within 1 hour and where possible in advance, or if out-of-hours at the next reasonable opportunity, of any incoming or outgoing external contact regarding any Prevent-related matter concerning any individual, whether identified or not in the course of contact.

Fast-track reporting of immediate need-to-know to ELT is in place between the Operational Lead, the Senior Member and the Institutional & Strategic Lead in the cases of either a developing scenario or a confirmed incident, with ELT to inform the Board of Governors within 6 hours.

In the case of imminent threat or activity entering the criminal space, the situation is reported to the Police immediately as a matter of emergency.

In the case of potential Channel referral, the Institutional & Strategic Lead, Senior Member and in the case of a student or apprentice learner the Student Lead within PDDT will be made aware within 24hrs of when the Operational Lead and Operational Coordinator trigger information gathering in liaison with the appropriate Safeguarding Lead. ELT will be made aware within the same 24hr period and ELT will inform the Board within a further 24 hrs. Regular updates will be provided as appropriate to the progress of the activity, ensuring continued and ongoing engagement with the Board until the individual exits the Channel process and the case is concluded.

### **Annual Reporting**

An Annual Data Return and Accountability Declaration is made to OfS by PDDT in December of each year. This is shared with ELT and received and approved by the Board of Governors.

### **Related Policies & Documents**

Freedom of Speech Policy & Code of Practice for External Speakers, Conferences & Events On & Off-Campus  
RKE Ethics Policy and Procedures  
ICT Acceptable Use Policy  
Network Security Policy  
Security Monitoring Policy (ICT)  
Home and Mobile Working Policy (ICT)  
Bring Your Own Device Policy  
Safeguarding Children and Vulnerable Adults Policy  
Student Handbook  
Staff Handbook

### **Appendices**

Appendix I - Key External Contacts Lists

Appendix II - Process Map for Channel Case Management & Referral

### **Key Contact Details**

Institutional & Strategic Lead: [Gavin.Hunter@winchester.ac.uk](mailto:Gavin.Hunter@winchester.ac.uk)

Operational Lead: [Martin.Cliburn@winchester.ac.uk](mailto:Martin.Cliburn@winchester.ac.uk)



## Appendix I

### Key Formal & Informal External Contacts

Name/Title	Details	Body	Commentary
Police Partners & Communities Together (PACT)	Winchester Group	Voluntary, organised by Hampshire Constabulary	Chaired by Police Staff Member
PC Andrew Pollock (20527) High Harm Team Sergeant Kyle Belcher (25667) Neighbourhoods Team Acting Seargeant Michelle Harris (25235) Neighbourhoods Team	SPOC Police Liaison Officers	Winchester City Police	Information Sharing Agreement in place
University/Hospital Security Liaison Meeting	University of Winchester & Royal Hampshire County Hospital	Voluntary, Security Managers for each organisation plus colleagues as required	Security Manager is Joint Lead
King Alfred Quarter Neighbourhood Liaison Group  West Downs Quarter Neighbourhood Liaison Group	University convenes and invites local residents and representative bodies	Voluntary, addresses any community concerns relating to activity involving students, apprentice learners and/or visitors on or around the University campus	Chaired by Director of Estates & Facilities Services
Winchester & East Hants Neighbourhood Watch	Regional Group	Voluntary, Chair is Neighbourhood Watch representative for Winchester City Police	Chaired by Local Resident
Winchester City Centre Partnership & Winchester Business Improvement District (BID)	Winchester City Group	Voluntary, broad representation, manages the Pubwatch and Shopwatch initiative groups, shares information on Winchester-wide causes for concern	Vice Chancellor is Board Member
AUCSO – Association of University Chief Security Officers	National/International Group led by UK Universities	Voluntary, available to all institutions, holds regional and national meetings and events, hosts secure members forum	Head of Housing & Security and Security Manager are named representatives
CSSC – Cross-sector Safety & Security Communications Partnership	Partnership between law enforcement agencies, local and national government organisations and private sector businesses	Operates under charitable status. Aims to help members develop resilience and emergency planning. Voluntary, available to education providers by application	Head of Housing & Security is named representative



## Key Formal External Prevent-Specific Contacts

Name/Title	Details	Body	Commentary
Prevent Adviser	Advice, information, review and monitoring	OfS	Southern Region
Prevent Inspector	Review, advice and information	Ofsted	South East Region
DfE Prevent Regional FE/HE Coordinator	Advice, information, training and partnership	Department for Education	South East Region
Hampshire Prevent Partnership Board	Regular meetings, information and partnership	Hampshire County Council	Multi-agency body chaired by Local Authority. Active in delivering the Duty locally – the University of Winchester is a Board member, represented via PDDT, Head of Housing & Security with Security Manager as alternate
Prevent Plan Coordinator	FE/HE liaison	Winchester City Council	Community Safety and Neighbourhood Services
Prevent Team	Advice and information	Hampshire Constabulary	Northern Area/Hampshire



## Appendix II

### University of Winchester Channel Case Management Referral & Support Process

