

## **Appendix A – Prevent Student Concern Referral Process**

### **Stage 1 - Concern raised around student behaviour or activity.**

Personal Tutor / other School representative discusses concerns with student and makes an informed assessment.

If no further concerns – continue to monitor, no further referral, inform Prevent Co-ordinator that professional discussion took place and basic anonymised statistics recorded (e.g. age, ethnicity, far right / daesh etc.)

If concerns still exist – Personal Tutor / other school representative refers to Head of School – see Stage 2.

**Note:** Students Support will provide guidance and support to the student at this and subsequent stages.

### **Stage 2 - Referral to Head of School.**

Head of School and other nominated members from the relevant School (e.g. other Lecturers) meet with student to discuss concerns.

If no further concerns – continue to monitor, no further referral, inform Prevent Co-ordinator that professional discussion took place and basic anonymised statistics recorded (e.g. age, ethnicity, far right / daesh etc.)

If concerns still exist – Personal Tutor / other school representative refer to the University Secretary for further action – see Stage 3.

### **Stage 3 - Referral to University Secretary.**

Following referral from Stage 2, the University Secretary will convene a Prevent Safeguarding Panel, the number of representatives and composition of which will depend on each case and may include University Secretary, Head of Student Support, Head of Security, a Vice Principal, Head of School (This, list is not exhaustive).

The case will be presented and discussed by the panel.

If no further concerns – continue to monitor, no further referral, inform Prevent Co-ordinator that professional discussion took place and detailed statistics recorded.

If concerns still exist – the University Secretary contacts Police Scotland and Prevent Lead for Grampian to seek advice and, in all likelihood, this will progress to a Prevent referral to the Statutory Authorities and a Professional Concerns (PPC) multi agency panel discussion, who will determine further actions.

University Prevent Co-ordinator to record statistical data.

### **Stage 4 - Referral to Prevent Multi Agency Panel (PMAP)**

PMAP convened and case discussed.

The University implements any recommendations made by the panel.

Basic data on decisions at all stages in this process must be provided to the Prevent Co-ordinator at [buscontinuity@abdn.ac.uk](mailto:buscontinuity@abdn.ac.uk).