

## **Appendix B – Prevent Staff Concern Referral Process**

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

Line Manager, school or departmental representative discusses concerns with staff member 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 – Line Manager, school or other departmental representative refer to Head of School or Department– see Stage 2.

**Note:** Human Resources will provide guidance and support to all staff involved in the process, at this and subsequent stages.

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

Following referral from Stage 1, the Head of School or Department for the member of staff concerned meets with other nominated members from the relevant business area and the staff member 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 – Head of School or Department 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 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).