

Prevent Duty Policy**1. Introduction and Policy Statement**

The University is committed to safeguarding the welfare of its students and staff, and to meeting its duties under the Counter Terrorism & Security Act 2015 and the UK Government's associated Prevent strategy.

The Counter Terrorism & Security Act 2015 and the UK Government's associated Prevent strategy require universities and public bodies to 'have due regard to the need to prevent people from being drawn into terrorism' and places responsibility on them to ensure that measures are taken to meet these responsibilities.

The University has issued detailed guidance to researchers working in areas that are subject to counter terrorism legislation and Prevent measures (Prevent and Counter Terrorism Guidance).

The Prevent duty is explained in detail in the Statutory Guidance issued by the Scottish Government.

The risk of extremist activity at the University is kept under constant review as our duty of care to students and staff is of the utmost importance.

2. Scope

The Counter Terrorism & Security Act 2015 contains a number of parts which apply to various parts of the United Kingdom, including Scotland.

The legislation, and therefore this policy applies to all University of Aberdeen staff and students when in the UK.

Staff and students working and studying abroad, such as on the Qatar campus, will be subject to local laws and will develop its own statement and local guidance.

3. Aims and Objectives

The Prevent strategy, published by the UK Government in 2011, is part of the UK's overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as "prevent people from being drawn into terrorism".

The Prevent strategy has 3 specific strategic objectives, to:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

The underpinning principle of the Prevent strategy is to safeguard individuals from harm, and for higher education institutions this presents a challenge – to balance the principles of academic freedom with their statutory duties, while safeguarding students and staff.

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With this in mind, the University of Aberdeen has worked to ensure the adoption of measures under Prevent strikes an appropriate balance between academic freedom and student and staff welfare.

Our proportionate approach has included consultation with our student and staff community to ensure full consideration of all of the issues at hand, and reference to relevant guidance from sources including the Scottish Higher Education Prevent Working Group and the UK Government's Prevent Duty Guidance for Scottish Higher Education Institutions.

4. Responsibilities**University Secretary**

The University Secretary is the University Lead for Prevent and responsible for:

- Ensuring appropriate arrangements are in place to meet the prevent duty;
- Convening the Prevent Safeguarding Panel as and when required;
- Sharing information, on concerns raised, with external agencies when appropriate;
- Representing, or ensuring representation, for the University at case conferences when these are necessary;
- Representing, or ensuring representation, for the University at the Scottish Higher Education Prevent Working Group and similar forums.

Director of People

The Director of People is responsible for:

- Ensuring the provision of guidance and support to those involved in the referral process at any stage via Human Resources and/or Student Services as appropriate;
- Acting as the single point of contact (SPOC), for the University, for all Prevent duty related requests for information, processing these as described in the Grampian Prevent Information Sharing protocol.

The Safeguarding Panel

The Safeguarding Panel is responsible for deciding whether concerns should be shared with relevant external agencies, and acts as the final 'check' in the safeguarding process for serious concerns. This process includes multiple checks to ensure careful and detailed consideration of the matter at hand.

The Safeguarding Panel has three permanent members including the University Secretary, the University's Prevent Coordinator, and the Senior Vice-Principal. Other members are co-opted on a case-by-case basis, depending on the matter being discussed.

Head of Security

The Head of Security is responsible for:

- Evaluating the risks associated with speakers and events;
- Advising on security arrangements;
- Liaising with external agencies where appropriate;
- Escalating issues of concern to the University Secretary where appropriate;
- Assisting with the design and delivery of appropriate training for staff.

Prevent Duty PolicyHead of Health, Safety and Wellbeing

The Head of Health, Safety and Wellbeing is responsible for keeping this policy, and associated guidance, under review and updating and revising them as and when required.

Prevent Coordinator

The Prevent Co-ordinator is responsible for:

- Overseeing the training program;
- Maintenance of Prevent related training records;
- Collating and maintaining records of basic anonymised statistics of concerns raised and actions taken;
- Preparing an annual report, for the Advisory Group on Business Continuity and Resilience, on prevent related activities undertaken during the previous year.

Heads of School and Directors of Departments

The Heads of School and Directors of Departments are responsible for:

- Implementing this policy in their area of responsibility including;
- Identifying staff in key positions to undergo training relevant to their roles;
- Ensuring that they consider concerns raised through their line managers and, where appropriate, pass these on to the University Secretary.

Line Managers

All line managers have a responsibility to make themselves aware of the content of this policy and ensure that they always act in accordance with it.

All Employees

All staff have a responsibility to make themselves aware of the content of this policy and to raise any concerns as described in section 7 of this policy.

Note: The above are not exhaustive lists so please check the “University of Aberdeen Policies and Guidance documents”, in section 10, for more details.

5. Staff Training

A number of key staff members are required to attend training that is appropriate to their roles. These include staff in key positions across all Schools and Departments.

This will primarily be aimed at staff in key positions across a range of functions including (but not limited to) student support, security, estates, human resources, residential services, staff managing room bookings, and Information Services.

Any queries about staff training can be raised in the first instance by emailing the Prevent Co-ordinator at buscontinuity@abdn.ac.uk.

6. Management of Speakers at Events

Any member of staff or student organising any event which is not directly related to the University’s normal academic or administrative duties but is, in any way, is under the auspices of the University must abide by the Universities “Events and Speaker Policy”. See section 10 for more details.

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In addition to the “Event Organiser”, the Central Timetabling Team, owners of locally bookable spaces, room bookers and AUSA all have responsibilities under this policy, of which they must be aware and comply with.

Note: It is imperative that all events are arranged in good time and those involving external speakers notified/booked in accordance with the procedures described in the policy at least 10 days before the event, to allow enough time for the arrangements to be reviewed. Failure to do so may risk the event being cancelled by the University.

7. Welfare, Pastoral Support and Raising a Concern

The University has a duty of care towards its students and is committed to providing an environment that promotes opportunities for them to learn and develop as individuals. Effective sources of advice and guidance are available for students should they require help or assistance of any kind.

Support services are provided by Student Support (including the Counselling Service, Multi-Faith Chaplaincy and Advice & Support team), Student Experience (including the Infohub and engagement teams), and others.

Staff or students should be aware that any concerns they might have over the safety and wellbeing of a student (regardless of what the issue may be) can be raised in confidence with a member of staff in Student Support. Should anyone have a concern over a member of staff then this should be raised in the first instance with a line manager and support will be offered from HR.

Staff who are engaged in the provision of advice to students and staff, who have serious concerns over the welfare of an individual that they think should be shared with a third party, should raise these with the University's Safeguarding Panel.

8. Safety Online and Data Protection

The University has robust policies in place with regards to information security, which take account of our statutory Counter Terrorism duty, including the conditions for using IT facilities and a web-filtering tool to prevent staff and students accessing any websites considered to contain harmful material without the necessary permissions.

However, our aim is not to stop people looking at or learning about terrorism or extremism as part of legitimate academic study.

Research

The University is required to provide guidance on access to terrorist related material. See the Guidance for working on terrorism related material (see Section 10).

Any researcher who needs to access or store such material as part of their legitimate research should notify the University so that guidance can be issued and secure storage for research data and materials can be provided.

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Researchers should notify their Business Development Officer in Research & Innovation if they are applying for external funding or an Ethics Officer if their research requires ethical approval. If neither of these routes apply, please notify the Prevent Co-ordinator at buscontinuity@abdn.ac.uk.

Data Protection

Where someone is concerned about a student or staff member, they may wish to share personal information about this individual with relevant staff whose role it is to provide support in such circumstances.

Higher education staff can generally disclose information about a student to enable another member of staff to do their job, in line with the University Data Protection Policy. If in doubt, advice should be taken from the University's Data Protection Officer.

Decisions to share information with a third party should be taken by the University's Safeguarding Panel, in line with the institution's Data Protection Policy. Again, in this instance, advice will be sought from the University's Data Protection Officer.

9. Monitoring and Review

The Head of Health, Safety and Wellbeing will review annually whether there is any need to revise this policy or the associated guidance.

As and when necessary this policy will be revised, and any changes agreed following consultation with the relevant stakeholders via the Advisory Group on Business Continuity and Resilience.

The Prevent Co-ordinator will monitor all prevent related activities, including training, decisions made regarding concerns raised and any actions taken and produce a summary report, annually, for the Advisory Group on Business Continuity and Resilience.

10. References and Links to Other Policies**University of Aberdeen Policies and Guidance**

This policy should be read in conjunction with the following University of Aberdeen policies and guidance:

Events and Speaker Policy;

Safeguarding Policy;

Guidance for Researchers Working on Terrorism Related Material.

References

Further information is available in the following external documents:

[Counter Terrorism and Security Act 2015](#);

[Prevent Duty Guidance; for Scotland](#);

[Counter Terrorism and Security Act 2015, Good Practice Guide for Scottish Higher Education Institutions:](#)

11. Appendices

Appendix A – Prevent Student Concern Referral Process

Appendix B – Prevent Staff Concern Referral Process

Appendix C – Prevent Escalation Process Flowchart

Appendix D – Prevent Concerns, Record of Decisions Form