



Prevent Duty Annual Report 2016-17

<p><b>Outcome requested</b></p>	<p>Council is asked to:</p> <ul style="list-style-type: none"> <li>i. <b>Note</b> the Prevent Duty Annual Report approved by Audit and Risk Committee and included in the additional reading for this meeting;</li> <li>ii. <b>Approve</b> the declarations to be included in the Annual Accountability Return to HEFCE on the recommendation of the Audit and Risk Committee.</li> </ul>
<p><b>Executive Summary</b></p>	<p>[a] The Counter-Terrorism and Security Act 2015 requires universities to demonstrate ‘due regard to the need to prevent people from being drawn into terrorism’ (the ‘Prevent duty’) by:</p> <ul style="list-style-type: none"> <li>• assessing the risks that people might be drawn into terrorism;</li> <li>• putting appropriate policies in place to respond to the requirements of the statutory guidance in the light of these risks;</li> <li>• ensuring that policies are properly followed and applied in practice.</li> </ul> <p>[b] HEFCE has established a monitoring framework for the Prevent duty that requires QMUL to submit a brief written report, a data return and signed declarations from the Chair of Council as part of the Annual Accountability Return. The required wording of the declarations is as follows.</p> <p><i>Throughout the academic year and up to the date of approval, Queen Mary University of London:</i></p> <ul style="list-style-type: none"> <li>• <i>has had due regard to the need to prevent people being drawn into terrorism (the Prevent Duty);</i></li> <li>• <i>has provided to HEFCE all required information about its implementation of the Prevent duty;</i></li> <li>• <i>has reported to HEFCE in a timely way all serious issues related to the Prevent duty.</i></li> </ul> <p>[c] Audit and Risk Committee approved QMUL’s Prevent Duty Annual Report at its meeting on 14 November 2017. The report has been updated to respond to feedback received from HEFCE.</p> <p>[d] The CUC’s guidance on the responsibilities of governing bodies for counter-terrorism and the Prevent agenda is included with the additional reading.</p>
<p><b>QMUL Strategy</b></p>	<p>The Prevent Duty potentially has impact on QMUL’s Strategic Aims 1, 2, 4 and 5.</p>

<b>Internal/External regulatory/statutory reference points:</b>	<p>Counter-terrorism and Security Act 2015</p> <p>Prevent Duty Guidance for Higher Education Institutions in England and Wales (HM Government: September 2015)</p> <p>Framework for the Monitoring of the Prevent Duty in Higher Education in England (HEFCE: August 2017)</p> <p>Advice Note for Institutions on Monitoring Compliance with the Prevent Duty (HEFCE: August 2017)</p> <p>Illustrative Practice Note on the Prevent Strategy (CUC: November 2016)</p>
<b>Strategic Risks:</b>	<p>[9] Reputational development and external relations.</p> <p>[13] Maintain effective and constructive governance.</p> <p>[15] Security of people, assets and data in line with current legislation.</p>
<b>Equality Impact Assessment:</b>	Not required — QMUL's policies and procedures have not changed significantly as a result of the Prevent Duty.
<b>Subject to prior and onward consideration:</b>	Considered by Audit and Risk Committee on 14 November 2017.
<b>Confidential paper under FOIA/DPA</b>	No.
<b>Timing</b>	Under HEFCE's monitoring framework, publicly-funded universities are required to submit their Prevent Duty Annual Reports on 1 December 2017.
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<b>Date</b>	3 November 2017
<b>Senior Management/External Sponsor:</b>	Laura Gibbs, Chief Operating Officer

## Prevent Duty Annual Report 2016–17

1. This report has been prepared to comply with HEFCE's Updated Framework for the Monitoring of the Prevent Duty in Higher Education in England (August 2017) and has regard to HEFCE's Updated Advice Note for Institutions (August 2017) and the CUC's Illustrative Practice Note on the Prevent Strategy (November 2016).
2. QMUL is required to report to HEFCE in a timely manner all serious Prevent-related incidents which have led us fundamentally to review or revise our broader Prevent policies, or which have caused reputational harm, or actual harm to students or members of staff. There have been no such incidents between 1 August 2016 and 31 July 2017.
3. QMUL is also required to notify HEFCE in a timely manner of any material changes which affect the way in which we are delivering our responsibilities under the Prevent Duty, including significant changes to policies or processes relating to the Prevent Duty as previously assessed by HEFCE, changes of responsibility for Prevent, and changes of control. There have been no such changes between 1 August 2016 and 31 July 2017.

### Risk assessment and action plan

4. The Prevent duty risk register and action plan are fully embedded in QMUL's Strategic Risk Register and formal arrangements for monitoring institutional risks. The risks and action plan are reviewed at least annually by the QMUL Channel Panel and discussed with the Regional Prevent Co-ordinator.
5. The QMUL Channel Panel updated the risk register and action plan at its meeting in April 2017 as follows:
  - [a] some of the initial risk scores have been reduced to reflect the fact that there is now greater institutional awareness of the Prevent duty and that there has been the opportunity to evaluate the arrangements for complying with it over time;
  - [b] a single, senior owner has been identified for each risk area;
  - [c] actions on reviewing communications with students and training have been completed.

### Partnership and leadership

6. The QMUL Channel Panel meets as required to discuss issues relating to the welfare and safeguarding of individual students and members of staff. It also has an annual meeting to update the Prevent duty risk register and action plan, and to review how Prevent-related policies are working in practice. The membership includes representatives of the senior executive, directors of relevant professional services departments and the President of the Students' Union (QMSU). Examples of issues discussed over the past year include: a review of communications with students and members of staff on the implementation of the Prevent duty at QMUL; the stance of QMSU and local trades unions on the Prevent duty; updates from regional and national forums; a review of training for members of staff; and the work of the newly-created Faith and Spirituality Forum.

7. QMUL's Prevent duty lead keeps up to date with developments in the sector through membership of the London HE Prevent Forum and the Russell Group Prevent Forum, and meets at least biannually with the Regional Prevent Co-ordinator. Issues discussed with the Regional Prevent Co-ordinator over the past year include: training for members of staff; events on campus; advice on individual student matters; and proposed changes to how services external to QMUL are structured. A joint meeting was also held with sabbatical officers and the Regional Prevent Co-ordinator to discuss QMSU's stance on the Prevent duty.
8. The Council gains assurance that the Prevent duty is being actively implemented at QMUL through the consideration by Audit and Risk Committee of this report and an in-year oral update from the Prevent duty lead. There is also an agreed mechanism for reporting on serious Prevent-related incidents to the Committee.

### **Evidence of active and effective implementation of Prevent-related policies**

9. QMUL has long-established policies and procedures for the approval of external speakers and events, and these are subject to regular review by Senate. The policies and procedures used by QMSU are aligned with those of the university, and there is close and effective liaison between the Students' Union and Security staff on the approval of external speakers. Individuals who have responsibility in this area, including those based in QMSU, receive regular training and have access to external networks and advice. The President and Principal reports formally to Council on the operation of QMUL's external speakers and events policies at every meeting.
10. Two events were escalated to the highest level of approval between 1 August 2016 and 31 July 2017.
  - [a] In one case, a student complained to the President and Principal about several speakers who had been invited to a student society event. The speakers had already been reviewed by Security staff as part of the approval process, which involved liaison with the police. We were not advised to cancel the event and a check of backgrounds and also events at other universities did not flag any evidence of illegality in terms of the written or spoken word. The event therefore proceeded as planned.
  - [b] In the other case, a complaint was received from a member of staff about a student society event which focussed on the 'boycott, divest and sanctions' movement against Israel. The event had been approved through the appropriate procedures on the condition that the Head of Security would attend the event to monitor the content of the presentations and discussion. We were therefore able to confirm that the discussion and exchanges at the event, although not sympathetic towards Israel, did not fall into the category of inciting hatred or otherwise contravening QMUL's policy of freedom of speech within the law. The President and Principal subsequently met with representatives of the student Jewish Society to discuss the event.
11. QMUL ensures the welfare of students through a long-established safeguarding policy and network, whereas staff welfare is the responsibility of line managers. Members of the university-wide safeguarding network are appropriately trained (seven received face-to-face refresher training in the last year) and meet on a regular basis to discuss the operation of the safeguarding policy and to learn from recent safeguarding cases. This year, 22 student support officers based in academic schools and institutes also received initial face-to-face training on recognising the factors that could lead to extremism and the relevant reporting mechanisms.
12. Between 1 August 2016 and 31 July 2017, we were contacted by the police on two occasions to discuss the welfare of individual students. In one case, members of the student's family had attracted police and press interest in relation to their activities. Following a briefing from

the police, and after taking advice from the Regional Prevent Co-ordinator, the student was invited to a meeting with their personal tutor and local safeguarding officer. Arrangements were put in place as a result to help the student remain engaged with their studies, and the Prevent Lead and the Lead Safeguarding Officer have continued to receive periodic updates on the student's progress.

13. QMUL's policies on internet filtering and the acceptable use of IT were reviewed with the introduction of the Prevent duty, and the Chief Information Security Officer is a member of the QMUL Channel Panel in recognition of the importance given to this area. Student-led social media channels have become a growing area of concern with regard to student welfare. QMUL and QMSU are therefore working closely together to monitor and respond to inappropriate use of social media, and issues are dealt with through disciplinary processes where appropriate. QMUL also offers social media training to groups of student society leaders each year. This work is aligned with other strategic initiatives that are underway to challenge hate crime and gender-based violence.
14. The Faith and Spirituality Forum was established a year ago and now meets quarterly to discuss matters such as the use of faith spaces on campus, student and staff data on the representation of different faiths, and interactions with local faith networks. The Church of England provides a resident chaplain at QMUL who is a member of the Faith and Spirituality Forum and oversees one of the multi-faith spaces on campus. Options for providing leadership across a greater range of faiths are currently under consideration. QMSU is closely involved in discussions around faith and has introduced a number of initiatives to promote tolerance and dignity. Through effective collaboration with QMSU, we have been able to increase the availability of space on campus to accommodate Friday prayers and have issued new guidance for students on religious observance and their academic work.

## **Training**

15. Guidance on the Prevent duty, including a description of factors that could suggest that an individual might be at risk of being drawn into terrorism, and arrangements for reporting any concerns within QMUL, is provided on the QMUL intranet and embedded into the Safeguarding Policy. Following a review over the past year of other training options, including materials provided by the Leadership Foundation for Higher Education, we have procured (from Cylex) an online course that will also be made available in the coming months on an optional basis to all students and members of staff through the QMUL virtual learning environment.
16. We maintain a list of staff roles for which enhanced training (such as WRAP training) is required. This includes individuals with significant responsibilities in safeguarding and student welfare, physical and information security, events management and student residences, as well as members of the QMUL Channel Panel. Managers in these areas are responsible for ensuring that initial and refresher training every three years is undertaken, and for reporting on this to the Prevent lead. Information about training undertaken and its impact on the successful operation of welfare and events management policies is provided elsewhere in this report. We are currently in discussion with the Regional Prevent Co-ordinator to schedule face-to-face WRAP training on campus now that there is sufficient capacity to provide this.
17. The leaders of student clubs and societies are offered training at the beginning of each academic year by members of the Marketing and Communications Directorate in the use of social media. The training was originally introduced in response to isolated cases where students had attracted unwanted press interest for expressing personal views about religious extremism. The training highlights the sometimes public and permanent nature of social media posts, the importance of context and how posts can be interpreted differently by different readers, and the need to moderate online discussions appropriately. The Marketing

and Communications Directorate also acts as a source of advice and technical support on these issues for student leaders throughout the year.

### **Student engagement**

18. QMSU's stance on the Prevent strategy has not diminished in any way its close engagement with QMUL on the development and implementation of relevant policies, in particular where these relate to student welfare and events management. Examples are provided throughout this report of effective engagement between QMUL and QMSU, and effective alignment and implementation of relevant policies. We are refreshing our communications with students on Prevent over the coming year as part of a broader campaign, aligned with QMUL's values, dealing with dignity and tolerance. The new online course will be made available to coincide with this.

Jonathan Morgan  
Academic Registrar and Council Secretary  
21 November 2017