

**Proposed Prevent Duty training programme**

Mark Ames, Director of Student Services

Richard Edwards, Head of Divisional Office, Student Services  
Pete Wilgoss, Student Services Officer

October 2016

The Prevent Duty places obligations upon the University to ensure that staff are appropriately trained. Under the University’s Safeguarding Group, chaired by Mark Ames, a tiered training programme has been developed which includes information on Prevent. The outline of that programme was provided to HEFCE in the detailed submission of 1 April. HEFCE approved this outline but requested further detail. Our original proposed training outline and HEFCE’s response to it was shared with the Prevent Compliance Group in June 2016 (paper PCG/04/08). That paper is available on request.

This paper provides further detail on training that has taken place since the April submission, and sets out proposals for further training to take place during 2016/17. The proposals outlined here were also presented to the Prevent Compliance Group at its final meeting in June 2016 and approved.

1. **Overview of Prevent training plan**
   1. The University considers Prevent to be part of its broader safeguarding responsibilities though clearly it is a distinct piece of legislation. Prevent training will be delivered to staff as part of a wider training programme entitled ‘Working with Students at Risk’. All staff roles will be categorised into one of three tiers and training will be delivered to suit:

* Tier 3 is a small group of safeguarding leads, based in the Student Services Divisional Office. They will take referrals from tier 2 staff and make decisions about what action should be taken including referral outside of the University to Channel[[1]](#footnote-1). That team will lead the institutional response to supporting any individuals who are identified as at risk of radicalisation.
* Tier 2 are staff with enhanced welfare responsibilities for example Senior Tutors in academic schools, and Wardens in residences. They will receive queries from their colleagues and refer to the tier 3 staff as required.
* Tier 1 includes all staff not in tier 2 or 3. We are considering training needs for Tier 1 staff and anticipate that if required for all it would be through written guidance.
  1. In addition to staff employed directly by the University, we are also required to ensure contracted staff whose work brings them into contact with students and staff are sufficiently briefed about Prevent. We have partnership arrangements with residential accommodation providers who employ staff who work with our students. Disability Services arrange mentors and other study-support workers via a third party provider. Appropriate training will be discussed with commercial partners during the course of the year.
  2. It is intended that all staff would have completed any agreed training by 31 July 2017. Refresher training in 2017/18 and beyond is an important consideration and one we are keen to take into account but it has not been thought through at this point.

1. **Training that has taken place since April 2016**
   1. Over the course of 2016 arrangements were made to strengthen the knowledge of our tier 3 team. A member of the tier 3 team attended the Leadership Foundation for HE symposium in London on 26 May to learn about their new Prevent training resources. A different member of that team attended a regional HE-focussed South West Higher Education Prevent Forum on 21 June arranged by our Regional Prevent Coordinator. That same team member also attended the second Universities UK Prevent conference on 17 May. The entire tier 3 team also attended advanced safeguarding training in May.
   2. This completed the initial planned tier 3 training programme, and enabled the team to be in an informed position to design the new supporting students at risk package to tier 2 staff in the summer. Members of the University’s Senior Tutor Network received training on working with students at risk in September 2016, which included an introduction to Prevent, and the University’s arrangements for managing Prevent related cases.
2. **Outline for the delivery of training to staff in 2016/17**
   1. Training for tier 1 staff will take place during the 2016/17 year. We intend for the training to be informative, helpful to end users and proportionate to the perceived risk as informed by our conversations with the local Police Prevent team and Regional Prevent Coordinator. There isn't a culture of widespread mandatory training at Bristol and we want large numbers of staff to engage.
   2. The Student Divisional Office has developed general guidance for working with students at risk. This guidance includes information on safeguarding, Prevent, reference to the existing consistent responses to students at risk guidance notes, how to respond to the queries of your colleagues, and how to seek help and advice from tier 3 staff. Circulation of this guidance will be accompanied by an explanation of the University’s approach to Prevent, and a reminder that when organising events staff and students are expected to use the External Speakers Procedure. It is expected that this will complete training for tier 1 staff, but we will ask staff to provide feedback about any concerns that they have, or highlight any concerns so that we can consider whether or not further training is required for particular groups.
   3. A separate briefing for senior staff will take place. Board of Trustees members are familiar with Prevent through the governance structure, and a short briefing will be offered to members of the University Planning and Resources Committee (UPARC) and Professional Services’ Divisional Heads.
   4. The University’s internal auditors Mazars proposed that Security Services staff are trained, as it was felt that their needs are distinct from other groups. Security Services staff will receive the working with students at risk guidance as part of its circulation to all University staff. Further discussion with the Head of Security Services will take place to assess what additional Prevent related training is required for Security Services staff in addition to this.
   5. HEFCE requested that we provide evidence that we have also given due regard to staff welfare as part of our Prevent related work. Our arrangements for this are outlined in the main body of the annual report. In order to support our objectives in relation to staff welfare, training will be offered to HR managers in order that they feel able to respond to possible Prevent related concerns about staff members.
   6. In addition to staff employed directly by the University, we are also required to ensure contracted staff whose work brings them into contact with students and staff are sufficiently briefed about Prevent. We propose to share our working with students at risk guidance with these staff. Further discussion will take place with commercial partners to identify any additional training needs.
   7. We have identified the need to ensure that our response to Prevent remains current and relevant to regional and national developments. The Prevent Lead is the Deputy Registrar (Academic Services). Operational oversight sits with the Student Services Divisional Office (SSDO). SSDO staff will attend conferences, regional briefings and keep abreast of developments.. The Prevent Lead and SSDO staff will arrange to meet our Prevent Regional HE Coordinator and the Prevent lead from within Avon and Somerset Constabulary annually to consider any updates to the Counter Terrorism Local Plan (CTLP).
   8. In her capacity as the Prevent Lead, the Deputy Registrar (Academic Services) will be updated by SSDO staff every six months and more regularly if necessary.
   9. It is therefore proposed that the following training plan is developed:

|  |  |  |  |
| --- | --- | --- | --- |
| Tier/group | Audience | Description | Timetable |
| Senior Team | UPARC and Professional Services’ Divisional Heads | Prevent briefing delivered by Student Services Divisional Office staff | Spring 2017 |
| Tier 2 | Residences Pastoral Teams: Wardens, Deputy Wardens, Student Support Administrators. | Working with Students at Risk briefing | September 2016 |
| Schools: Senior Tutors, Student Administration Managers, Faculty Education Directors | Working with Students at Risk briefing | September 2016 |
| HR Managers | Briefing to be adapted to be relevant for the management of staff | Spring 2017 |
| Security Services | Security Services management team, supervisors and officers | Tier 1 working with students at risk guidance, and tailored training depending on specific needs identified by Head of Security Services | Autumn term 2016/Spring term 2017 |
| Contract and Partnership organisation staff | Staff working for partner providers of accommodation, and contract staff supporting vulnerable students | Working with students at risk guidance, and tailored training depending on specific needs identified by commercial partners | Spring 2017 |
| Tier 1 | All student facing staff | Written guidance | Autumn term 2016 |
| Briefing sessions for Prevent leads | Deputy Registrar Director of Student Services Student Services Office Staff | Twice yearly briefing meetings based around twice yearly reviews of the Prevent Institutional Risk Assessment and Action Plan | Twice annually |
| Prevent Regional Higher Education Coordinator, Avon and Somerset Constabulary Prevent Lead, Student Services Divisional Office Staff, Deputy Registrar | Meeting to discuss regional and National developments in relation to Prevent | Annually |

1. Channel is the process through which an individual’s case is managed externally to the University. Cases are assessed by a panel consisting of representatives from multiple external agencies, chaired by a representative from Bristol City Council. [↑](#footnote-ref-1)