University of Exeter – Prevent Duty Channel Referral Policy V4

I. **In Scope**:
This process applies to the identification and support of students or staff of the University of Exeter at all campuses, and to students engaged in distance learning who may not attend campus but for whom the University has a responsibility.

II. **Purpose**:
Universities and colleges in the UK are legally required to have due regard to the duty to Prevent people from being drawn into terrorism. This document is intended to inform both University staff and students at all levels (UG, PGT, PGR) to transparently outline the University's policies and process in making a support referral under PREVENT requirements.

III. **Supporting Student Welfare:**
Universities have a duty to ensure safe environments for students and staff, and to ensure that our students are given every opportunity to reach their potential. University staff should have an understanding of the factors that make people support terrorist ideologies or engage in terrorist-related activity. Staff should have sufficient training to be able to recognise vulnerability or signs of being drawn into terrorism and understand the referral procedure available.

IV. **Other Relevant Policies:**

The PREVENT Referral Process should be used in conjunction with or in relation to other University procedures as necessary. These include:

Health, Welfare and Support for Study Process
Fitness to Practice
Disciplinary Procedures
Unsatisfactory Academic Progress

If at any time while conducting other related University processes, concerns are raised about an individual in relation to the Prevent duty, this procedure may be put into effect. Initiating a Prevent referral process does not necessarily mean suspension of the originating University process; these may be conducted simultaneously, if appropriate to the circumstances.

V. **Scope**

The Prevent Referral Process is only to be used if an individual is at risk from being drawn into extremist or terrorist support or activity. If illegal activity has already occurred, this process should not be used, and the police should be contacted.

The referral process can be initiated by a student or a member of staff if they have a concern that an individual may be at risk from being drawn into terrorism.

VI. **Steps in the Referral Process – NOTE – if assessment of a case is urgent due to a risk of imminent harm, go straight to section VII**
1. A Prevent related concern is flagged to either:
   a. If the individual that the concern is related to is a **student**:
      - Exeter Streatham and St Lukes Campus Single Point of Contact (SPC) for students: Elaine Cordy, Head of Education Support: e.y.cordy@exeter.ac.uk
      - Cornwall campuses SPC for students: FXPlus Director of Student and Library Services, David Dickinson: D.Dickinson@exeter.ac.uk
   b. If the concern is with a **member of staff**:

- Director of Human Resources, SPC for staff: i.rogers@exeter.ac.uk

A concern may arise from investigation while conducting another University procedure as above or may be raised as a result of a direct singular concerns of which a staff member(s) becomes aware.

2. The SPC will assess the specific details of the concern highlighted.
3. The SPC may share data with restricted and relevant parties within the University to establish whether the concern is an issue with regard to the Prevent duty
4. External advice may be sought at this stage via the Prevent regional coordinator. This can be done with anonymous details, so that the individuals name is not confirmed to any external partners unless and until the concern is confirmed as a Prevent case.
5. If the SPC assesses that the concern raised is not specifically a Prevent issue, he/she will confirm next steps for handling this concern, normally referral back to or through the appropriate University process or other external support networks.
6. If the SPC assesses that the concern raised is a Prevent issue, he/she will convene a University Prevent assessment panel as soon as practically possible following the assessment.
7. A Prevent assessment panel will comprise the following members:
    a. The Registrar and Secretary or in his/her absence a nominated deputy
    b. The University General Counsel or in his/her absence a nominated deputy (University Prevent Lead)
    c. The SPC
    d. The Interim Insurance Audit and Risk Manager
8. If the Prevent assessment panel does not agree that the concerns raised were in relation to Prevent issues, the student will be referred back to the appropriate University processes or other external support networks.
9. If the Prevent assessment panel confirms that the concerns raised are in relation to the Prevent duty, it will agree whether consent should be sought from the individual for a referral via the Channel Programme. Consent will always be preferred, however if speaking to the individual would be detrimental to the safety of the individual or others or would be likely to push them into proactive extremist activity a referral may be made without consent, with a request for advice on how best to manage.
10. The multi-panel agency (Channel) will assemble and agree a support package for that individual with the intention of supporting and recovering that individual from exposure to radicalisation. This support package may either supersede or compliment an existing University or external service support plan, depending on the specific circumstances in each case.

VII. Urgent Cases

If there is an imminent risk to the individual or to others if the case is not referred immediately and prior to the prevent assessment panel, a "fast track" referral may be made with the agreement of two of the panel members, and with the support of the Regional Prevent Coordinator. The assessment panel should still meet as soon as possible after the referral, to discuss whether any additional support pathways or alternative action should be made available to the individual.

VIII. Channel Support

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk

- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

Each case is handled separately; people deemed appropriate to receive support will have a tailored package developed for them, according to their identified vulnerabilities. Using the initial vulnerability assessment and their professional expertise, the panel should develop a package to support the needs of the individual and use the information to inform the assessment and mitigation of any risk posed to potential support providers.

As participation in Channel remains voluntary, section 36(4)(b) of the Counter Terrorism &Security Act requires consent to be given by the individual (or their parent/guardian in the case of a child15) in advance of support measures being put in place. All individuals who receive support through Channel must be made aware that they are receiving this as part of a programme to protect people from being drawn into terrorism; what the aims of the process are; and what to expect. If it would be detrimental to speak to the individual, the Regional Prevent Coordinator will provide alternative advice. If consent is not sought, the decision making process and the reason for alternative action should be fully documented.

Document Revision History

Initiation Date	25/07/16
Author	Head of Education Services
Approver:	Council

Version	Revision Date	Modified By	Description of revision	Approved by
4	1 Sept 2022	Interim Insurance Audit and Risk Manager	Change of Prevent Lead to the University General Counsel	N/A
3	25 March 2022	Interim Insurance Audit and Risk Manager and Head of Education Services	Fast track process for urgent cases added. Document updated from guidance to policy.	UoE Compliance Committee
2	31/07/17	Head of Student Services and Risk and Compliance Officer	Scope of process sections I. and II. Added. Clarification of internal information sharing	Prevent Compliance Group
1	25/07/16	Head of Student Services	First publication of policy	Council