

# Ravensbourne Prevent Action Plan 2017-18

## Introduction

Section 26(1) of the Counter-Terrorism and Security Act 2015 (“the Act”) imposes a duty on “specified authorities”, when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. Ravensbourne, as a “Relevant Higher Education Body”, or “RHEB”) is subject to the section 26 duty. This Action Plan was prepared and is maintained to ensure that Ravensbourne meets the Prevent Duty.

Prevent is part of the Government counter-terrorism strategy. It is designed to tackle the problem of terrorism at its roots, preventing people from supporting terrorism or becoming terrorists themselves. Prevent operates in the 'pre-criminal space'. In essence, it is about ensuring that universities and other education providers take steps to prevent radicalisation within their student body and ensure that they do not facilitate extremist meetings. 30% of people convicted of associated terrorist offences in the UK between 1999 and 2009 are known to have attended university. It is also known that some extremist organisations target specific institutions with the objective of radicalising and recruiting students.

Ravensbourne is keenly aware of its moral duty to prevent radicalisation leading to terrorism as we are situated in a locality close to one of the most infamous terrorist attacks (Woolwich). Further our location is adjacent to a significant terrorist target. Nevertheless, we are also mindful of the duty set out in our Articles of Government in relation to academic freedom and our wider duties to freedom of speech, equality and diversity. This Action Plan seeks to ensure that we take steps to help protect vulnerable young people in our community from radicalisation and extremism while ensuring that we do not damage the ability of students and lecturers to carry out research and creative work freely, protect their right to question and indulge in active debate and ensuring that we do not stigmatise any section of the community.

Area of responsibility	Arrangements	Outcome	Actions and updates from 2016-17	Responsibility
<b>Management and Governance</b>	<ul style="list-style-type: none"> <li>• Director of Academic Services is institutional lead on Prevent Duty on behalf of SMT</li> <li>• Head of Student Services is Single Point</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Statement of Arrangements</b> setting out the management, policy and implementation of the Duty in place.</li> </ul>	<ul style="list-style-type: none"> <li>• The Annual Safeguarding Report was submitted to BoG Audit Committee on</li> </ul>	Director of Academic Services

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	<p>of Contact in respect of the Safeguarding aspects of the Duty.</p> <ul style="list-style-type: none"> <li>• A member of the Board of Governors lead delegated with responsibility for student welfare will have particular responsibility</li> <li>• SMT receives regular updates</li> <li>• Board of Governors will receive annual reports on considered/referred/accepted to the Channel programme and on Events/Speakers escalated in respect, and staff training.</li> <li>• Institutional Prevent Risk Assessment and Action Plan will be reviewed annually by Director of Academic Services on behalf of SMT and submitted to the Board.</li> <li>• Arrangements for escalating serious incidents internally and ad-hoc reporting of these to HEFCE are well understood and set out in the Prevent Duty Statement of Arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• Key individuals are appointed amongst governors, managers and staff with responsibility for safeguarding and understand the risk of extremism/radicalisation</li> <li>• College leadership takes ownership of extremism and radicalisation concerns and appropriate oversight is provided</li> </ul>	<p>Thursday 20<sup>th</sup> June 2017 contained and information and statistics in relation to the Prevent Duty.</p> <ul style="list-style-type: none"> <li>• Statement of Arrangements were approved in March 2016 and reviewed in November 2017 and remain fit for purpose.</li> <li>• <b>A simplified version of the Statement of Arrangements is in preparation for the intranet following external consultant advice (December 2017)</b></li> <li>• The Prevent Risk Assessment was updated in November 2017 for submission SMT and the Board of Governors.</li> <li>• The Prevent Risk Action Plan was reviewed and updated in November 2017 for submission to SMT and the Board of Governors.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• <b>The Statement of Arrangement and Action Plan will reviewed again in Autumn 2018.</b></li> </ul>	
<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>• A Prevent Risk Assessment has been prepared in accordance with Prevent Duty Guidance</li> <li>• Inclusion of radicalisation or extremism within the corporate risk register and the maintenance of an up to date risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Extremism/radicalisation is considered as a risk at a leadership level within the organisation with concerns relating to hate crime/harassment, extremism and radicalisation being reported promptly to SMT</li> </ul>	<ul style="list-style-type: none"> <li>• The Prevent Risk Assessment was updated in November 2017 for submission to SMT and the Board of Governors.</li> <li>• <b>The Prevent Risk Assessment will be reviewed again in Autumn 2018.</b></li> </ul>	Director of Academic Services
	<ul style="list-style-type: none"> <li>• The Head of Student Services is responsible for Safeguarding and SPOC for Prevent/Channel.</li> </ul>	<ul style="list-style-type: none"> <li>• College communications and the sharing of concerns relating to extremism or radicalisation are coordinated effectively</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The 2016-17 Safeguarding Report on 2016-17 will be received by the June 2018 meeting of Audit Committee.</b></li> </ul>	Head of Student Services
<b>Partnership</b>	<ul style="list-style-type: none"> <li>• Director of Academic Services &amp; Head of Student Services have attended UniversitiesUK conferences and HEFCE round tables in relation to the implementation of the Duty during 2017</li> <li>• Ravensbourne is engaged with the BIS Prevent Network and in contact with the BIS Prevent Network Co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>• The college is able to benefit from existing best practice and resources</li> <li>• The college is able to share information and access statutory assistance where necessary to support vulnerable individuals</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Continue to maintain links with other higher and further educational institutions/sector bodies</b></li> <li>• Ravensbourne has engaged with the BIS Prevent Network and is</li> </ul>	Director of Academic Services/Head of Student Services/Associate Dean - FE

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	<ul style="list-style-type: none"> <li>• Links are established with Prevent Police Channel Practitioner</li> <li>• Ravensbourne's Students' Union (RSU) have been engaged with the Prevent Duty and undertaken to work collaboratively on its implementation. This has included Joint Executive discussions, RSU input at Academic Board and on other committees, and a presentation to the Student Parliament on the Prevent Duty.</li> <li>• Members of the Board of Governors have attended a HEFCE event related to the Prevent Duty</li> </ul>		<p>in contact with the BIS Prevent Network Co-ordinator and this will continue. The HE/FE Regional Prevent Coordinator visited Ravensbourne during 2016/17 as did the HEFCE Prevent Adviser</p> <ul style="list-style-type: none"> <li>• Links are in place with relevant Prevent Police Channel Practitioner (September 2016). The Prevent (Counter Extremism) Coordinator for Greenwich visited Ravensbourne in October 2016 and met Director of Academic Services and Head of Student Services.</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Director of Academic Services and Head of Student Services have attended numerous sector conferences and round tables on the implementation of the Duty.</li> <li>• Board of Governors members have attended a HEFCE Prevent event</li> <li>• 14 Student Services staff received</li> </ul>	<p>Development and implementation of rolling cross-organisation training plan to increase organisational awareness</p> <ul style="list-style-type: none"> <li>• All understand what is meant by the terms radicalisation and extremism and are comfortable sharing concerns about</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Academic Services/Head of Student Services continue to maintain currency by attendance at conferences and networks including a</li> </ul>	<p>Director of Academic Services/Head of Student Services/ Director of HR</p>

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	<p>training on radicalisation with Hanif Quadir (Active Change Foundation) in May 2015</p> <ul style="list-style-type: none"> <li>• 58 academic staff (46 HE &amp; 12 FE) and 14 Student Services attended training on identifying students vulnerable to radicalisation and on the internal Safeguarding protocols in December 2015</li> </ul>	<p>radicalisation and extremism</p>	<p>HEFCE Round Table for Small Specialists Institutions in September 2017.</p> <ul style="list-style-type: none"> <li>• While some training for Professional Services staff took place in April 2017 (safeguarding &amp; Prevent), because of changes in staffing <b>further training needs to take place covering:</b> <ul style="list-style-type: none"> <li>- Time tabling</li> <li>- IT</li> <li>- Facilities during 2017/18.</li> </ul> </li> <li>• <b>Refresher at SMT planned for December 2016 /January 2018.</b></li> <li>• The Prevent Lead had Safeguarding Training in April 2017.</li> <li>• DSL had full safeguarding refresher in 2016/17</li> <li>• <b>Training needs will be assessed on an annual</b></li> </ul>	
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			<b>basis by the Head of Student Services/DAS</b>	
	<ul style="list-style-type: none"> <li>• Diversity and equalities training is mandatory part of probation.</li> <li>• Student Code of Conduct in place</li> </ul>	<ul style="list-style-type: none"> <li>• All students are encouraged to respect others with particular regard to protected characteristics and are educated in the options for civic engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Review of Diversity and Inclusivity took place in January 2017</li> </ul>	Director of HR/Head of Student Services/Head of Quality
<b>Welfare and Chaplaincy</b>	<ul style="list-style-type: none"> <li>• Strong welfare and pastoral care in place and strengthened during 2014/15</li> <li>• Internal Audit of Student Welfare and Safety took place in Autumn 2015/16. No major issues were flagged.</li> <li>• Safeguarding Policy reviewed and revised to include Prevent Duty related measures and approved by Board of Governors in June 2015.</li> <li>• Head of Student Services is Single Point of Contact (SPOC) for Prevent.</li> <li>• Student Services staff have had two tranches of training in relation to Prevent (see Section 4).</li> <li>• Student Services are delivering a tranche of training for other key layers of staff so that they are equipped to identify students vulnerable to radicalisation and are</li> </ul>	<ul style="list-style-type: none"> <li>• All are aware of the safeguarding procedure and that radicalisation is included within it</li> <li>• Strong welfare provision in place</li> <li>• A Quiet Space for prayer and contemplation space is accessible to all students on an equal basis</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review and update if necessary safeguarding policy annually (Spring/Summer BoG)</b></li> <li>• <b>Prevent presence on intranet to be strengthened (December 2017)</b></li> <li>• <b>Quiet Space Policy to be formalised following on from FE Quality Review (December 2017)</b></li> </ul>	Head of Student Services/Head of Quality

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	<p>clear on internal referrals (see Section 4).</p> <ul style="list-style-type: none"> <li>• SPOC has access to external networks and support in respect for advice and referrals (eg Channel)</li> <li>• Multi-faith chaplaincy support is provided via Greenwich Peninsular Chaplaincy. There is regular institutional liaison with the Chaplaincy by the Head of Student Services and Director of Academic Services</li> <li>• A 'Quiet Space' for prayer and reflection is in place.</li> <li>• Clear and simple guidance in relation to the use of latter is also in place. Meetings are not allowed in the space.</li> <li>• Quiet Space usage is monitored by Student Services</li> <li>• A Governor designated a lead on Safeguarding will also have responsibility for oversight of Prevent.</li> </ul>			
<b>IT and internet</b>	<ul style="list-style-type: none"> <li>• Student Contract Handbook set out responsibilities on both Ravensbourne media and external social media.</li> </ul>	<ul style="list-style-type: none"> <li>• Students have good critical engagement skills and understand how to verify information online and the reasons why they should</li> <li>• Students feel comfortable sharing any concerns they</li> </ul>	<ul style="list-style-type: none"> <li>• Social Media Policy in place</li> <li>• <b>Consider the range of activities within existing curriculum or co-curriculum to enhance student</b></li> </ul>	Head of Student Services/Associate Deans

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		have about behaviour or information in the online space with colleagues at the college	<b>resilience for example, internet safety sessions</b>	
	<ul style="list-style-type: none"> <li>Acceptable Use Policy updated to make explicit reference to Prevent Duty in Autumn 2015</li> <li>Social Media Guidance in the Student Contract Handbook is fit for purpose and will be updated to make more explicit reference to Prevent Duty in the next edition.</li> <li>A network monitoring pilot is currently being undertaken during February 2015/16. The purpose of the pilot is to identify whether there is evidence of students accessing extremist or other sites that might cause concern.</li> <li>Code of Practice on Freedom of Speech, Academic Freedom in place and provision in the General Ethics and Research Ethics policy to safeguard legitimate research and academic activity</li> <li>Safeguarding Policy and Disciplinary Policy</li> </ul>	<ul style="list-style-type: none"> <li>Student and staff have strong understanding of what is acceptable and unacceptable in terms of social media and use of Ravensbourne network</li> <li>Protocols in place to enable legitimate research (General Ethics and Research Policy)</li> </ul>	<ul style="list-style-type: none"> <li>A network monitoring pilot has been undertaken since Spring 2016 in partnership with JISC using Watchguard. There has been no evidence of students or staff accessing extremist or other sites that might cause concern. The monitoring settings will be reviewed after the move of servers to the cloud.</li> <li>Consider and source training for relevant library and IT staff.</li> <li>Student Contract Handbook reviewed for 2017/18 entry Including link to social media guidance.</li> </ul>	IT/Head of Learning Resources/ Head of Student Services
<b>Reputation and brand</b>	<ul style="list-style-type: none"> <li>Development of policies which outline when the college's branding</li> </ul>	<ul style="list-style-type: none"> <li>Any references to the college online are picked up quickly</li> </ul>	<ul style="list-style-type: none"> <li>Branding guidelines include controls for</li> </ul>	Director of External Relations

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	can be used and the responsibilities which come with its use	and referred for action if they have links to terrorist/extremist material	offsite branded events <ul style="list-style-type: none"> <li>• Social media monitoring of the college's online presence is embedded in External Relations operations</li> </ul>	
<b>External Speakers and Meetings</b>	<ul style="list-style-type: none"> <li>• Code of Practice on Freedom of Speech, Academic Freedom in place</li> <li>• Procedure on Controversial Meetings &amp; Speakers in place.</li> <li>• Entry to building is secure and security monitoring in operation.</li> <li>• All external events booked by external parties come through a single professional team</li> <li>• All staff and students must book rooms through Timetabling</li> <li>• Only recognised RSU societies can book spaces for non-discipline related meetings or events.</li> <li>• Visiting lecturers and guest speakers for curriculum and co-curriculum events are subject to an appointment process and/or under supervision of staff</li> <li>• Branding of events off campus requires permission of Director of External Affairs</li> <li>• Commitment to sharing of information with other institutions/partners in relation to</li> </ul>	<ul style="list-style-type: none"> <li>• Ravensbourne does not host events or speakers supportive of, or conducive to, terrorism</li> </ul>	<ul style="list-style-type: none"> <li>• CoP on Academic Freedom and Freedom of Speech approved in 2015/16 remains fit for purpose after 1 year's operations.</li> <li>• No meeting was escalated and only one in previous year erroneously under the Procedure on Controversial Meetings &amp; Speakers in place.</li> </ul>	Director of Finance/ /Director of Learning Resources and Operations/Director of Academic Services

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	<p>controversial meetings/speakers set out in Statement of Arrangements.</p> <ul style="list-style-type: none"> <li>The wearing of ID on campus by staff, students, contractors and visitors is mandatory and is strictly enforced</li> </ul>			
<b>Student Union and societies</b>	<ul style="list-style-type: none"> <li>RSU constitution was reviewed in 2015 and is fit for purpose.</li> <li>RSU is not a legally independent entity or charity in its own right and so is subject to the duty.</li> <li>RSU has been fully engaged in the development of Prevent Duty related policy</li> <li>Code of Practice on Freedom of Speech, Academic Freedom in place</li> <li>Procedure on Controversial Meetings &amp; Speakers in place.</li> <li>Entry to building is secure and security monitoring in operation.</li> <li>All students must book rooms through Timetabling</li> <li>Only recognised RSU societies can book spaces for non-discipline related meetings or events.</li> <li>The wearing of ID on campus by students and visitors is mandatory and is strictly enforced</li> <li>Noticeboards are informally monitored by the information desk/Student Services. Formal policy</li> </ul>		<ul style="list-style-type: none"> <li>RSU Executive briefed on Prevent as part of induction meeting</li> <li><b>Student Representative Parliament will receive an update on Prevent Duty at its December 2017 meeting.</b></li> <li>Although informal <b>monitoring of Noticeboards suggest no issues, a formal policy on use of noticeboards is yet to be agreed.</b></li> </ul>	Director of Academic Services/RSU Executive

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	to be developed by end of academic year.			
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