

# Prevent Duty Implementation & Delivery Model



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<b>Indicate whether the document is for public access or internal access only</b> <b>Indicate whether the document applies to collaborative provision?</b> <i>(Strikethrough text, as appropriate)</i>	<b>Public Access</b> <del><b>Internal Access Only</b></del> <b>Applies to Collaborative Provision</b>
<b>Summary:</b> This document defines the approach taken to implementation and delivery of the statutory Prevent Duty at the University of Winchester	

# **Prevent Duty Implementation & Delivery Model - University of Winchester**

## **Values, Strategic Themes & Objectives**

In developing the University's approach to meeting the Duty, three core Prevent Duty Values of Capability, Leadership & Partnership have been identified, each with an embedded strategic theme which characterises the implementation and delivery of the operational strands of the Duty at the University of Winchester.

Both the values and the themes have been established to reflect the relationship between the nature and character of the University and delivery of the Duty. They seek best fit with the organisational culture and to shape the framework most appropriate for active and efficient engagement with the requirements of the Duty.

### **Capability**

#### **Managing Risk - Keeping Pace with Change**

The University recognises that proportionate, reasonable, objective and fair (PROF) risk management undertaken in the context of the flow of global events is integral to delivering the Duty. This value promotes the development and exercise of informed professional judgment and decision-making, together with freedom of speech in accordance with the University's policies. The strategy seeks to achieve continuously updated reference, guidance and dialogue, protecting staff and students against infringing the University's requirements under the Duty whilst supporting academic freedom and access.

### **Leadership**

#### **Supporting Staff, Supporting Students – Making Sure Everybody Knows What's Needed**

The University recognises the importance of engaging with all staff colleagues and students, raising awareness and alertness levels, generating peer support and providing informed advice to ensure no member of the University feels they cannot engage with the requirements of the Duty. This value promotes discussion and information sharing, staff training and staff, student and Student Union and Societies engagement with delivery of the Duty. The strategy has two aims. First, it seeks to foster sharing of good practice across the University and with external practitioners, supported by clear, relevant advice and information to achieve a common understanding of delivery of the Duty. Secondly, it seeks to promote trust throughout the Campus Community, to improve the University's ability to manage risk and to make a positive contribution to the University of Winchester's reputation as a responsible, competent and caring local community member, regional employer and international education provider.

### **Partnership**

#### **Always Acting Together – Maintaining Consistency Across the University**

The University recognises that every job role and multiple aspects of living and learning, teaching, study and research at the University can have a relationship with the Duty. This value promotes shared understanding and ownership of risks and action in mitigation, across the Campus Community and in relationships with Key External Contacts. The strategy seeks to achieve continuous two-way communication, to demonstrate application of the PROF test in all relevant assessment, decision-making

and action and to ensure that engagement with all external contacts is consistent, representative of the University's interests and values and appropriately coordinated.

## Development Context

This Duty Implementation & Delivery Model and the Freedom of Speech Policy & Code of Practice for External Speakers, Conferences & Events On & Off-Campus have been developed in the following context, and will be progressed as live documents subject to update, amendment and review according to the following influences and activities:

- On-going consideration and advice from Central Government, HEFCE (Higher Education Funding Council for England) DfE (Department for Education) and all other relevant colleagues and partners
- Prevent Duty Delivery Team (PDDT) Monthly Meeting
- Quarterly review points - PDDT offers any recommendations to SMT for change and development
- Annual Reporting – to HEFCE in December of each year
- Operational experience of local delivery of the Duty
- Stress testing through training, review and development

These documents are the primary materials for delivery of the Duty throughout the University of Winchester.

## Operational Delivery

The University has established the Prevent Duty Delivery Team (PDDT) led by the Deputy Vice-Chancellor. The Team links into all areas of University activity and makes regular and ad hoc comment and recommendation as necessary to the University's Senior Management Team and Board of Governors.

PDDT is required to work in accordance with the University's Prevent Duty Values via the strategic themes, partnering all areas of the University, ensuring measures are in place to support and promote the organisational culture whilst meeting the requirements of the Duty, always utilising the PROF approach to assessment, decision-making and action. A Monthly Meeting is held throughout the year.

The key Prevent roles in the University are as follows:

University Role	Duty Designation
Deputy Vice-Chancellor	Institutional & Strategic Lead
Director, Estates & Facilities Services	Senior Member
Head of Housing & Security	Operational Lead
Director, Student Services; Director, Human Resources	Student Safeguarding Lead; Staff Safeguarding Lead
Security Manager	Operational Coordinator
President, Winchester Student Union	Student Lead

The opportunity to refer concerns or issues around the health, safety and wellbeing of staff and students to Student Services, the Student Union, Academic Staff, the Human Resources Department, the Health and Safety Manager and the Security Team will be widely publicised through arrival and Induction activities, departmental publicity, the University website and word-of-mouth.

The management of Prayer and Faith Facilities is principally undertaken by the Chaplaincy and all students and staff are made aware of this through arrival and induction information, via both the Student and the Staff Handbooks which are published in hard copy, distributed to all new members of the University community and available on-line, and also through the University's published Christian Foundation Strategy (2014-19).

The Key External Contacts Lists at **Appendix I** demonstrate the extent and reach of local, regional and national networking and liaison the University undertakes to ensure it maintains an informed approach to meeting civil and criminal challenge.

## **Managing Concerns**

### **Channel Case Management & Referral**

Where any cause for concern is identified, the process detailed at **Appendix II** will be followed by the University through PDDT and in conjunction with other internal colleagues as may be necessary, liaising with local partners and supporting any individual involved throughout the activity to the point at which the Individual exits the Channel process. Monitoring and review will be progressed on the basis of recommendation of Prevent partners and agreed at the PDDT Meeting immediately following conclusion of the Channel process.

### **Reporting to the Board of Governors**

#### **Incident Reporting**

SMT will be notified where possible in advance, or if out-of-hours at the next reasonable opportunity, of any incoming or outgoing external contact regarding any Prevent-related matter concerning any individual, whether identified or not in the course of contact.

Fast-track reporting of immediate need-to-know to SMT is in place between the Operational Lead, the Senior Member and the Institutional & Strategic Lead in the cases of either a developing scenario or a confirmed incident, with SMT to inform the Board of Governors within 6 hours.

In the case of imminent threat or activity entering the criminal space, the situation would be reported to the Police immediately as a matter of emergency.

In the case of potential Channel referral, the Institutional & Strategic Lead, Senior Member and in the case of a student the Student Lead within PDDT will be made aware within 24hrs of when the Operational Lead and Operational Coordinator trigger information gathering in liaison with the appropriate Safeguarding Lead. SMT will be made aware within the same 24hr period and SMT will inform the Board within a further 24 hrs. Regular updates will be provided as appropriate to the progress of the activity until the individual exits the Channel process and the case is concluded.

#### **Quarterly Reporting**

Regular reporting to a quarterly Board of Governors Meeting will be undertaken via SMT through the existing University Committee structure to ensure continued and on-going engagement with the Board.

#### **Annual Reporting**

An Annual Report will be made to HEFCE by PDDT in December of each year. This will be shared with SMT and the Board of Governors.

## **Appendices**

Appendix I - Key External Contacts Lists

Appendix II - Process Map for Channel Case Management & Referral

## Key Contact Details

Institutional & Strategic Lead: [Neil.Marriott@winchester.ac.uk](mailto:Neil.Marriott@winchester.ac.uk)

Operational Lead: [Martin.Cliburn@winchester.ac.uk](mailto:Martin.Cliburn@winchester.ac.uk)

## Appendix I

### Key Formal & Informal External Contacts

Name/Title	Details	Body	Commentary
Police Partners & Communities Together (PACT)	Winchester Group	Voluntary, organised by Hampshire Constabulary	Chaired by Police Staff Member
PCSO Rahim Ahmed (16300)	SPOC Police Liaison Officer	Winchester City Police	Information Sharing Agreement in place
University/Hospital Security Liaison Meeting	University of Winchester & Royal Hampshire County Hospital	Voluntary, Security Managers for each organisation plus colleagues as required	Security Manager is Joint Lead
King Alfred Campus Neighbourhood Liaison Group  West Downs Campus Neighbourhood Liaison Group	University convenes and invites local residents and representative bodies	Voluntary, addresses any community concerns relating to activity involving students and/or visitors on or around the University campus	Chaired by Director of Estates & Facilities Services
Winchester & East Hants Neighbourhood Watch	Regional Group	Voluntary, Chair is Neighbourhood Watch representative for Winchester City Police	Chaired by Local Resident
Winchester City Centre partnership & Winchester Business Improvement District (BID)	Winchester City Group	Voluntary, broad representation, manages the Pubwatch and Shopwatch initiative groups, shares information on Winchester-wide causes for concern	Director of Estates & Facilities Services is Board Member
AUCSO – Association of University Chief Security Officers	National/International Group led by UK Universities	Voluntary, available to all institutions, holds regional and national meetings and events, hosts secure members forum	Head of Housing & Security and Security Manager are named representatives
CSSC – Cross-sector Safety & Security Communications Partnership	Partnership between law enforcement agencies, local and national government organisations and private sector businesses	Operates under charitable status. Aims to help members develop resilience and emergency planning. Voluntary, available to education providers by application	Head of Housing & Security is named representative

## Key Formal External Prevent-Specific Contacts

Name/Title	Details	Body	Commentary
Prevent Adviser	Advice, information, review and monitoring	HEFCE	Southern Region
DfE Prevent Regional FE/HE Coordinator	Advice, information, training and partnership	Department for Education	South East Region
Hampshire and Isle of Wight Prevent Board	Regular meetings, information and partnership	Hampshire County Council	Multi-agency body chaired by Local Authority. Active in delivering the Duty locally – the University of Winchester is a Board member, represented via PDDT, normally Head of Housing & Security and Student Safeguarding Lead.
Prevent Plan Coordinator	FE/HE liaison	Winchester City Council	Community Safety And Neighbourhood Services
Prevent Team	Advice and information	Hampshire Constabulary	Northern Area/Hampshire

## Appendix II

### University of Winchester Channel Case Management & Referral Process

