PREVENT POLICY

Department	Student and Campus Life		
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Wrexham Glyndŵr University wishes to encourage free and open debate as this is a cornerstone of University culture. This includes sharing ideas, tolerating other people's views and having constructive disagreement. Wrexham Glyndŵr University also wishes to create an environment, which encourages mutual respect of other cultures, religion, political beliefs and lifestyle choices with clear boundaries as to what is not acceptable behaviour.

1. Introduction

a. *The Counter-Terrorism and Security Act 2015 / The Prevent Strategy*
The Prevent Strategy was published by the Government in 2011 and is part of the overall counter-terrorism strategy known as CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by preventing people becoming terrorists, or supporting terrorist activity.

The Counter-Terrorism and Security Act 2015 ("the Act" Appendix 4)) enshrined the requirement outlined above as the need to "prevent people from being drawn into terrorism". The Act places a duty on specified authorities (including Universities) to have "due regard to the need to prevent people from being drawn into terrorism."

This sector specific guidance for higher education institutions in England and Wales subject to the Prevent duty is additional to, and is to be read alongside, the general guidance contained in the Revised Prevent Duty Guidance issued on 16th July 2015. Prevent Duty Guidance for Higher Education Institutes in England and Wales (Appendix 4)

b. *Context*
This Policy outlines Glyndŵr University's approach to ensuring compliance with the requirements of the Act and the Prevent Duty, and its contribution to any multi-agency response to concerns raised.

2. Scope

This Policy applies to all individuals who come into contact with Glyndŵr University, including but not limited to Wrexham Glyndŵr University Board of Governors, students, staff, visiting speakers, honorary positions and directors, as well as all Wrexham Glyndŵr

Students' Union clubs, societies, course representatives, volunteers and sabbatical officers.

3. **Approach**
   a. *Identification and Support*

   Wrexham Glyndŵr University seeks to identify vulnerable individuals within its community at an early stage, be they a member of staff or a student, and ensure they are given appropriate support and welfare provisions. The University's responsibilities under the Act will be managed initially through existing safeguarding arrangements as outlined in the flowchart Vulnerable People Information Sharing Procedure (Appendix 1).

   b. *Referral*

   Any member of staff, or student may identify concerns about other members of staff or students who are vulnerable to the risk of being drawn into violent extremism, based on information they have received or behaviour they or another individual have observed.

   The University believes that it is important for those concerns to be shared in a safe and supportive environment, where appropriate intervention can be offered, if required.

   Where existing safeguarding and welfare provisions have been offered, and a concern remains regarding an individual, or where the concern is so great as to warrant immediate external referral the following procedure will apply:-

   i.   The concern should be raised initially with the Prevent Coordinator who is the single point of contact for the University; who can be contacted on prevent@glyndwr.ac.uk. The Prevent Coordinator will convene the Prevent Internal Referral Panel as outlined in Appendix 1 below.
   ii.   The Prevent Coordinator will offer advice and guidance were a member of staff or student has concerns.
   iii.   The Referral Panel will consider all available options and will come to a decision as to whether the individual is referred to the Channel Process (facilitated by North Wales Police and the relevant Local Authority) or is referred for further institutional safeguarding / welfare support.
   iv.   The Prevent Coordinator will make the referral to the appropriate statutory agency.
   v.   The Prevent Coordinator will represent the University at multi-agency meetings / Channel Panel meetings in relation to the referral.

4. **Information Sharing**

   In following the procedure outlined in Section 3[b] above, and also in Appendix 1 there may be instances where the University is sufficiently concerned for a person's welfare to share these concerns with external agencies. This may include referral to the *Channel* process, and / or referral to North Wales Police (under the terms of its Information Sharing Agreement).

   In reaching a decision to share any information with third parties (as per Section 3[b] above) the University will adhere to its Data Protection Policy and Data Disposal Policy (Appendix 4), the Data Protection Act 1998, and the principles contained therein. Confidential records of the information shared will be kept within the Student Data Services for students and Human Resources in relation to staff, in accordance with the requirements of the Data Protection Act 1998.

   It should be noted that where a student's behaviour poses an immediate risk to her/himself or others, the emergency procedure detailed in paragraph 4.3 of Fitness to Study Policy and Procedure (Appendix 4) should be used immediately.

5. **Training**

   The University will ensure that appropriate training and awareness is offered to staff at all levels of the University, and that the referral mechanism for raising concerns is made available.

6. **Policies and Procedures**

   Wrexham Glyndŵr University's Freedom of Speech Code of Practice (Appendix 4) includes a process for approving external speakers. The Director of Operations will manage the requirements of the Code of Practice.

   The University's Staff Acceptable Use Regulations (Appendix 4) also includes reference to the requirements of the Counter-Terrorism and Security Act 2015.

   Students enrolled on one of our courses are expected to abide by the terms of conditions of Use of Wrexham Glyndŵr University's Network and I.T. Facilities - Conditions of use and security policy for students and visitors, and JANET's acceptable use policy. Failure to comply with these terms can lead to disabling of the network account, expulsion and in severe cases reporting to the authorities.
   Conditions of Use of the University's Network for Students and Visitors (Appendix 4)

   In accordance with Wrexham Glyndŵr University's Fitness to Study Policy and Procedure (Appendix 4), the University has a duty of care to all members of the University community (students and staff) and where an individual student's behaviour threatens the welfare of any member of that community, the University will take action in accordance with this procedure to mitigate that threat. This action may involve the removal of a student if his/her behaviour presents a personal risk or a risk to any member of the University community.

   Wrexham Glyndŵr University has in place a protocol for a Multi-faith Quiet Contemplation Room (appendix 2) and for Chaplains (appendix 3).
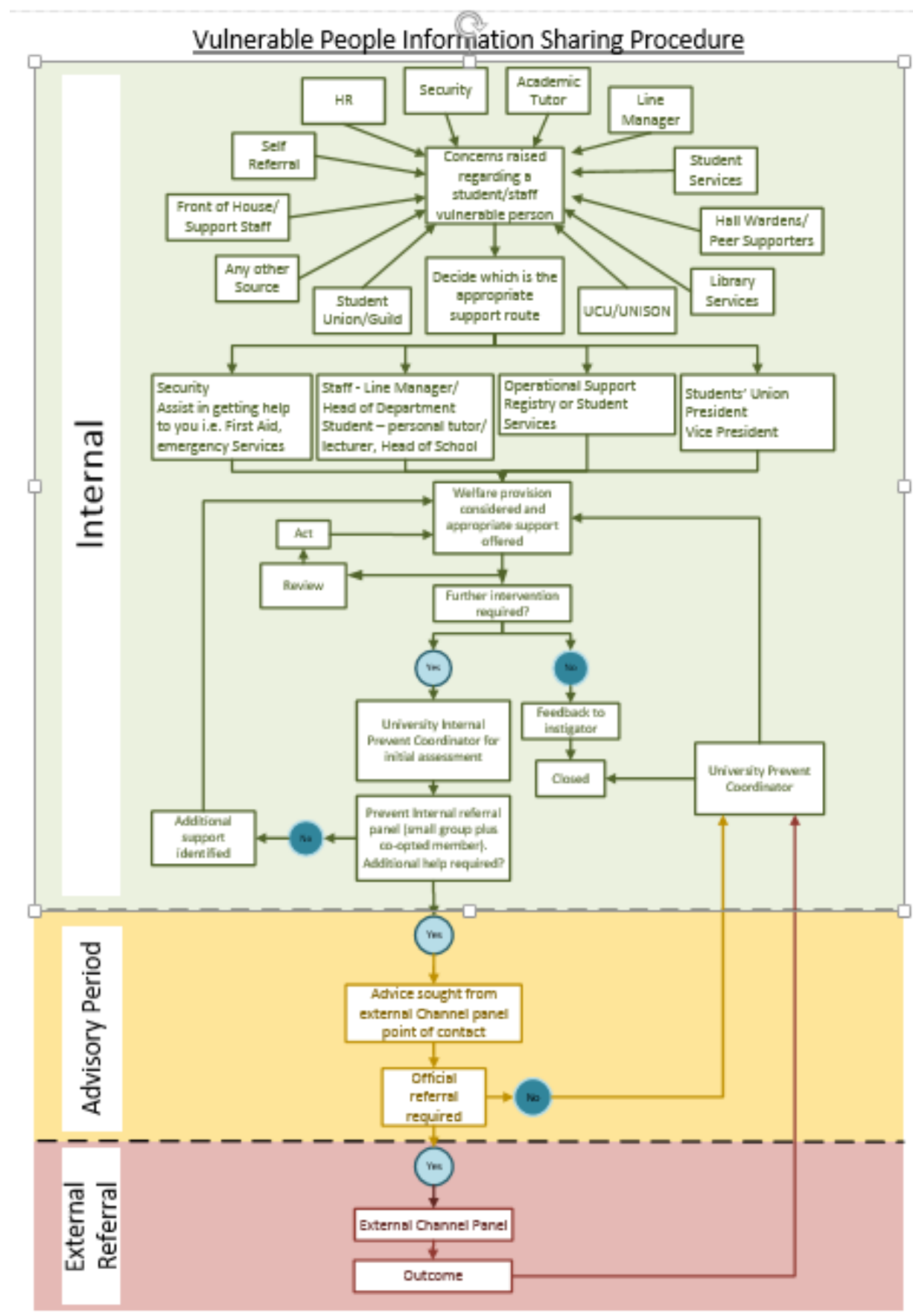
   Wrexham Glyndŵr University recognises its responsibility to safeguard the welfare of children and vulnerable adults within the University community; this is reflected in Glyndŵr University Safeguarding Children and Protection of Vulnerable Adults Policy

7. **Governance**

   Reporting lines for the Prevent Policy will initially be the Prevent Working Group and then reporting to the Vice Chancellors Board and HR Committee.

   Additional information can be accessed through the hyperlinks highlighted in Appendix 4

Appendix 1

Vulnerable People Information Sharing Procedure

Internal

- HR
- Security
- Academic Tutor
- Line Manager
- Self Referral
- Front of House/ Support Staff
- Any other Source
- Student Union/Guild

Concerns raised regarding a student/staff vulnerable person
- Student Services
- Hall Wardens/ Peer Supporters
- Library Services
- UCU/UNISON

Decide which is the appropriate support route

- **Security** Assist in getting help to you i.e. First Aid, emergency Services
- **Staff - Line Manager/ Head of Department Student – personal tutor/ lecturer, Head of School**
- **Operational Support Registry or Student Services**
- **Students' Union President Vice President**

Welfare provision considered and appropriate support offered

- Act
- Review

Further intervention required?
- Yes → **University Internal Prevent Coordinator for initial assessment**
- No → **Feedback to instigator** → **Closed**

University Prevent Coordinator

Prevent Internal referral panel (small group plus co-opted member). Additional help required?
- No → **Additional support identified**
- Yes ↓

Advisory Period

Advice sought from external Channel panel point of contact

Official referral required
- No →
- Yes ↓

External Referral

External Channel Panel

Outcome

Appendix 2

Protocol for a Multi-faith Quiet Contemplation Room

Quiet Room Protocol

Location and opening times

The Quiet Room on the Mold Road site is located in room A25 and is open between 8.30 am until 5.00 p.m. On our London Campus a Quiet Space is also available – please ask at main reception for details. If you require a Quiet Space while visiting our other campuses please ask at reception and they will do their best to find a suitable room for you to use.

To make a booking
All enquiries and requests to book the Quiet Room must be made to the Chaplaincy Office: naomi.squire@glyndwr.ac.uk , by ringing 01978 29 3336 or in person. (Office open Mon-Thursday 8:30am – 4:30pm.)

Use of the room on a drop-in basis

During the non-reserved times, users are reminded to respect one another's space and privacy and try not to disturb those already in prayer/worship.

Protocol

1) The room is for use by any staff, student or visitor, of all faiths and beliefs and none without booking. Staff, students and visitors are all equally entitled to use the Quiet Room at the same time when it has not been pre-booked for a group meeting.

2) Any groups wishing to use the Quiet Room must book in advance through the Chaplaincy Office.

3) Anyone requiring washing facilities will need to use the sinks in the facilities slightly further along the corridor to the right.

4) A small number of chairs are also located in the room. These may be stacked, but should be returned to the position in which you found them before vacating the room.

5) The room should be a safe space for all users. This means that everyone has a duty to respect other users and to ensure the environment remains welcoming to people of all faiths, beliefs, and for those whom religion has no particular significance in their lives. It is therefore of the utmost importance that all users of the Quiet Room behave reasonably and considerately towards others who use the room.

6) The Quiet Room may be used for contemplation, prayer, reflection and meditation. Individuals using the room must keep noise to a level that does not disturb others.

7) In order to keep the room neutral, it is not permitted to permanently display imagery, statues, posters or written materials in the room. Posters can, with permission from the Chaplaincy Office and at the Chaplaincy Coordinator's discretion, be placed on the noticeboard in the corridor just outside the room. Any posters or advertisements displayed without permission will be removed.

8) During the course of a booked session or at times of individual use a group or individual is permitted to display religious materials or symbols. At the end of prayer, meditation or contemplation all these items must be removed so that all users feel equally free and comfortable to use the room.

9) Notices, posters, leaflets, or advertisements for forthcoming events must not be put up or left in the Prayer Room.

10) The University has a no smoking policy which also applies to this facility. The lighting of candles and burning of incense in the Quiet Room is also **not** permitted. The University emergency evacuation procedures apply to the rooms. Upon hearing the fire alarm, users should proceed immediately to Assembly Point 9 (In the Car Park between the Student Union and the main building- see plan displayed on the wall of the quiet Room.)

11) No food and drink should be consumed in the Quiet Room unless this forms part of worship requirements. The room must be left clean and tidy and free of any food, drink or wrapping papers. Place all rubbish in the bin provided.

12) At the end of any booked session you must vacate the Quiet Room promptly.

13) The Quiet Room should be respected for the purpose that is intended and is not to be treated as an additional meeting room or facilities that will provide additional storage space.

14) Any group intending to book an external speaker must abide by the University's External Speaker Protocol and needs to complete the appropriate forms (available from the Chaplaincy Office) at least two weeks before the event is planned to take place.

15) Any person booking the room for group activities shall receive a copy of this protocol and sign it as an indication that they have understood and accepted the protocol.

Appendix 3

Protocol for Chaplains

Chaplains are a central part of the work of the Chaplaincy which is to reach out to the whole of the University Community including staff, students and visitors both to offer opportunities for worship, prayer, discussion and support and to explore the place of faith and spirituality in the lives of individuals and of the University.

And

Chaplains are available to support those of all faiths and none.

Chaplains agree to recognise this as a multi-faith chaplaincy and seek to deepen understanding and cooperation between those of different faiths, and to work respectfully with those of beliefs different to their own.

Wrexham Glyndŵr University promotes equality of opportunity for all, and in line with this policy and with equalities legislation, all members of the Chaplaincy team are required to ensure that every user of the service is treated equally and with dignity regardless of race, gender, religion, sexual orientation, disability or any other protected characteristic.

Chaplains are encouraged to share the faith journeys of students, staff and visitors and to offer one-to-one support where requested, but agree not to engage in, or encourage others to engage in, active proselytising. *

Chaplains agree to be available to attend Chaplaincy team meetings and events as often as possible.

*Defined as "to induce, or attempt to induce, someone to convert to one's faith, or to a new faith, to try to persuade someone to change their religious or political beliefs or way of living to your own". More information on the University's stance on this issue will be available in shortly as part of the Freedom of Speech Policy. This is currently at the draft stage only – further information and a link to this policy will be made available to Chaplains once it is finalised.

Appendix Four

List of links to resources

1. Counter-Terrorism and Security Act 2015
   http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted
2. Prevent Duty Guidance for Higher Education Institutes in England and Wales
   https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445916/Prevent_Duty_Guidance_For_Higher_Education__England__Wales_.pdf
3. Data Protection and Data Disposal Policy -
   https://glynfo.glyndwr.ac.uk/mod/folder/view.php?id=4968
4. Freedom of Speech Code of Practice-
   https://glynfo.glyndwr.ac.uk/mod/folder/view.php?id=4971
5. Staff Acceptable Use Policy -
   https://glynfo.glyndwr.ac.uk/mod/folder/view.php?id=4984
6. Conditions of Use of the University's Network for Students and Visitors
   https://moodle.glyndwr.ac.uk/pluginfile.php/544205/mod_resource/content/1/Glyndwr_University_network_and_IT_Facilities.pdf
7. Fitness to Study Policy and Procedure -
   https://glynfo.glyndwr.ac.uk/mod/folder/view.php?id=4915
8. Modern Slavery Statement -
   https://www.glyndwr.ac.uk/en/AboutGlyndwrUniversity/Governance/
9. IT Policies -
   https://glynfo.glyndwr.ac.uk/course/view.php?id=40%22%20target%3D%22_blank%22
10. Student Complaints Procedure -
    https://glynfo.glyndwr.ac.uk/mod/folder/view.php?id=4305
11. Public Interest Disclosure Policy and Procedure (Whistleblowing) -
    https://glynfo.glyndwr.ac.uk/mod/folder/view.php?id=4988
12. Regulations on Research Practice -
    https://glynfo.glyndwr.ac.uk/mod/folder/view.php?id=4983
13. Student Charter -
    https://www.glyndwr.ac.uk/en/AboutGlyndwrUniversity/Governance/
14. Staff Charter - https://glynfo.glyndwr.ac.uk/mod/folder/view.php?id=4984
15. Equality and Diversity Policy-
    https://glynfo.glyndwr.ac.uk/mod/folder/view.php?id=4970
16. Home Office Catalogue of Prevent Training Materials
    https://www.gov.uk/government/publications/prevent-duty-catalogue-of-training-courses