

PREVENT ACTION PLAN 2021-22



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| University London School of Hygiene and Tropical Medicine | School Lead Jenny Jenkin | Date of Action Plan September 2021 | Date for review September 2022 |
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Prevent web page: <https://www.lshtm.ac.uk/aboutus/organisation/governance/prevent-duty>

| Key aims | Actions Completed | Actions to be taken 2019/20 | Deadline |
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| <p>1) Leadership and risk</p> <ul style="list-style-type: none"> The leadership takes ownership of extremism/radicalisation concerns and appropriate oversight is provided. Extremism/radicalisation is considered as a risk at a leadership level within the organisation and the School is taking appropriate actions to manage any concerns. | <p>Key individuals are appointed within the Senior Leadership Team, Faculties and Professional Services with responsibility for Prevent.</p> <p>Prevent Working Group (PWG) established to oversee the implementation of the Prevent Duty within the School. Led by the Registrar.</p> <p>Prevent Duty discussed by Council.</p> | <p>1.1 Annual Report provided to Senior Leadership Team and Council on action taken to date with regards the Prevent Duty. <i>[Head of Student Support Services]</i> Reference: Risk Assessment 1.2</p> <p>1.2 Dates to be set for Prevent Working Group to review Action Plan for the 2021/22 Academic Year. <i>[Head of Student Support Services]</i>. Reference: Risk Assessment 1.1</p> | <p>Oct 2021</p> <p>Term 1, 2021</p> |
| <p>2) Partnership</p> <ul style="list-style-type: none"> Internal School communications and the sharing of concerns relating to extremism or radicalisation are coordinated effectively. | <p>Two main points of contact in the School identified for Prevent: Registrar and the Head of Student Support Services (HoSS).</p> <p>Prevent Working Group (PWG) identified key individuals with responsibility for the Prevent Duty.</p> | <p>2.1 Maintain Prevent page on staff/student intranet for publication of internal only information about Prevent. <i>[Head of Student Support Services]</i> Reference: Risk Assessment 2.1</p> <p>2.2 Ensure membership of PWG uptodate. <i>[Head of Student Support Services]</i> Reference: Risk Assessment 2.1</p> | <p>Sept 2021</p> <p>1st Term 2021</p> |

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| <ul style="list-style-type: none"> The School is able to benefit from existing best practice and resources across the sector. | <p>Prevent website established containing all key documents in relation to Prevent.</p> <p>Informal information sharing protocol established with University of London for students staying in Intercollegiate Halls.</p> <p>Registrar and HoSS are in contact with Camden Regional Prevent Coordinators and attends trainings and meetings. She is a member of the London HE Prevent Network.</p> <p>Registrar and HoSS share good practice through Academic Registrars Council (ARC) and AMOSSHE.</p> | <p>2.5 Ensure an annual email is sent out to all staff and students advising them of what the Prevent Duty means and what resources are available. <i>[Registrar & Communications Team]</i> Reference: Risk Assessment 2.1</p> | <p>Term 1, 2021</p> |
| <p>3) Pastoral care and student welfare</p> <ul style="list-style-type: none"> Staff and students are aware of the Student Cause for Concern Policy, which contains guidance on Prevent. Staff and students understand what is meant by the terms | <p>Student Cause for Concern Policy, established and includes a flow chart of how to respond to a student incident.</p> <p>Pastoral care in place via Student Support Services.</p> <p>Introduction of pre-travel training for students undertaking research abroad. Enhancements made to the approval process for overseas research (CARE</p> | <p>3.1 Review the Student Cause for Concern Policy and update based on feedback and experience <i>[Head of Student Support Services]</i> Reference: Risk Assessment 3.2</p> <p>3.2 Monitor effectiveness of pre-travel training and enhancements to the approval process for MSc research projects (CARE form) for MSc students planning to undertake an overseas project to ensure working as intended. <i>[Faculty Taught Programme Directors]</i> Reference: Risk Assessment 3.3</p> | <p>September 2021</p> <p>Ongoing</p> |

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| <p>radicalisation and extremism and know how to share concerns about radicalisation and extremism.</p> <ul style="list-style-type: none"> All students have access to support and guidance to address any issues they may be facing whilst studying at the School. A coordinated approach is taken to the support of students who may be vulnerable to violent extremist radicalisation. | <p>form) to ensure support is in place for students who may be vulnerable.</p> <p>Support and Report available to all students and staff to report concerns.</p> | <p>3.3 EDI report and Prevent related instances captured through the Support and Report tool to Prevent lead. [EDI Manager] Reference: Risk Assessment 3.3</p> | <p>Ongoing</p> |

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| <p>4) Events and room hire</p> <ul style="list-style-type: none"> All are aware of and adhere to the External Speakers Procedure. The School provides safe spaces internally for discussion and debate. Access to the Multi-faith room is available to all staff and students on an equal basis. The School is aware of and able to manage any risks associated with the room. | <p>External Speakers Procedure updated and available on the Prevent web page.</p> <p>Updated Code of Practice on Free Speech available on the Prevent web page.</p> <p>Code of conduct in place for the Multi-faith room.</p> | <p>4.2 Monitor use of External Speakers Procedure to ensure it is working as effectively as intended and provide report to Management Board. <i>[Head of Communications and Engagement]</i> Reference: Risk Assessment 4.1</p> <p>4.3 Review the updated Code of Free Speech to ensure it is working as effectively as intended <i>[Registrar]</i> Reference: Risk Assessment 4.4</p> <p>4.4 Mechanisms in place to monitor notices posted within the estate and to report inappropriate material. <i>[Head of Estates]</i> Reference: Risk Assessment 4.2</p> | <p>Ongoing</p> <p>Jan 2022</p> <p>Ongoing</p> |

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| <p>5) IT Strategy</p> <ul style="list-style-type: none"> ITS Colleagues receive appropriate Prevent awareness training. Students and Staff understand the risks attached to accessing terrorist and extremist material online and understand the institution's duty and process in these areas. | <p>Head of IT Security has reviewed the Acceptable Use of IT Policy in light of the Prevent Duty.</p> <p>Chief Information Officer arranged for the updated policy to be posted on the web and a School-wide email was sent to inform staff/students of the update.</p> | <p>5.1 Review the School's position on filtering of web material to see if it remains fit for purpose and in line with sector or other relevant guidelines. <i>[Director of IT Services]</i> Reference: Risk Assessment 5</p> | <p>Ongoing</p> |
| <p>6) Research Ethics</p> <ul style="list-style-type: none"> Students, academics and university research administration understand the process for carrying out security sensitive research. Students and colleagues feel protected and secure if carrying out legitimate security sensitive research. | <p>The School reviewed its position against the UUK guidance. The School does not currently undertake any security sensitive research on humans.</p> <p>To future-proof the ethics process, a question on security-sensitive research has been added to the online Ethics approval process (LEO). If some answers 'yes' to the questions they will be forced to contact the Research Quality & Governance Manager to vet the project for any additional requirements.</p> | <p>6.1 Ethics Committee to provide report on any research projects being reviewed under this process. <i>[Research Quality & Governance Manager]</i> Reference: Risk Assessment 6.1</p> <p>6.2 Review and revise Security Screening Policy to ensure it reflects the need to consider safeguarding issues including Prevent. <i>[Director of HR and Head of Estates]</i> Reference: Risk Assessment 6.1</p> | <p>Annually</p> <p>Annually</p> |

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| <p>7) Reputation and brand</p> <ul style="list-style-type: none"> Any references to the institutions online are picked up quickly and referred for action if they have links to terrorist/extremist material. School administration, academics and students are aware of their responsibility in the online space regarding the institution's brand and reputation. | <p>The School has clear policies and procedures around how its brand can be used in published materials.</p> <p>A protocol is in place for the monitoring of the School's online presence and social media and for alerting appropriate staff of any concerns in relation to extremism.</p> | <p>7.1 Review the protocol for monitoring the School's online presence and social media with regards references to terrorism and/or extremism to ensure it is working effectively. <i>[Head of Communications and Engagement]</i> Reference: Risk Assessment 7</p> | <p>Annually</p> |
| <p>8) Training</p> <ul style="list-style-type: none"> Staff and students understand the reasons for the implementation of the Prevent Strategy, and what the School's responsibilities are in relation to this. Staff are aware of what they should do in the event of any concerns being raised in relation to the Duty. | <p>A number of Face-to-face training sessions have been delivered to key staff by the London Prevent Regional Coordinator.</p> <p>Leadership Foundation Prevent training module available on Moodle for all staff.</p> | <p>8.1 Training Plan to be refreshed and further sessions planned for key staff with a strong emphasis on ensuring key staff attend appropriate introductory or refresher training on an annual basis. <i>[Head of TED]</i> Reference: Risk Assessment 8</p> <p>8.2 All new key staff encouraged to attend Prevent Training. <i>[Head of TED]</i> Reference: Risk Assessment 8</p> <p>8.3 School will improve mechanism for identifying where key staff have not had refresher training annually and put in place system to remind staff of the importance of</p> | <p>Spring 2022</p> <p>Ongoing</p> <p>Spring 2022</p> |

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| | | <p>attending [<i>Head of TED & Head of Student Support Services</i>] Reference: Risk Assessment 8</p> <p>8.4 Prevent intranet page to be updated with brief instructions on what to do if a concern is raised in relation to Prevent. [<i>Head of Student Support Services</i>] Reference: Risk Assessment 8</p> <p>8.5 Develop a selection of LSHTM specific ‘case studies’ to be utilised in Prevent training to make is as relevant as possible to staff. [<i>Head of Student Support Services and Head of TED</i>] Reference: Risk Assessment 8</p> | <p>Sep 2021</p> <p>Spring 2022</p> |

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| <p>9) Risk Assessment</p> <ul style="list-style-type: none"> • Risk assessment produced which identifies the key risks including their severity and likelihood. • Process in place for dissemination of the risk assessment and for the regular monitoring and review of the risk assessment. • Extremism/radicalisation is considered as a risk at a leadership level within the organisation and the School is taking appropriate actions to manage any concerns. | <p>Risk assessment produced in consultation with the Prevent Working Group. It was approved by Audit and Risk Committee, Senior Leadership Team and Council.</p> | <p>9.1 Risk Assessment to be reviewed annually and updated as required. <i>[Head of Student Support Services]</i> Reference: Risk Assessment 9</p> <p>9.2 Risk Assessment is reported to Audit and Risk Committee, Senior Leadership Team and Council. <i>[Academic Registrar]</i> Reference: Risk Assessment 9</p> | <p>Sep 2021</p> <p>Nov 2021</p> |

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| <p>10) Action Plan</p> <ul style="list-style-type: none"> Action Plan produced which identifies the key areas to be reviewed in relation to the Prevent Strategy. Process in place for dissemination of the action plan and for the regular monitoring and review of the action plan. | <p>Action Plan was initially produced in consultation with the Prevent Working Group and members update annually.</p> | <p>10.1 Progress on Action Plan to be periodically reviewed. <i>[Head of Student Support Services]</i> Reference: Risk Assessment 10</p> <p>10.2 Action Plan is reported to Audit and Risk Committee, Senior Leadership Team and Council annually. <i>[Head of Student Support Services]</i> Reference: Risk Assessment 10</p> | <p>Ongoing</p> <p>Nov 2021</p> |
| <p>11) Students' Representative Council (SRC)</p> <ul style="list-style-type: none"> The SRC is aware of their responsibilities in relation to the Prevent Duty and work closely with the School to cooperate on relevant policies. | <p>An SRC representative has been included in the membership of the PWG.</p> <p>SRC Executive Officers received Prevent training within their induction training following election.</p> | <p>11.1 New SRC Executive briefed on Prevent and related policies. <i>[Head of TED, Registrar, Student Comms]</i>. Reference: Risk Assessment 11</p> <p>11.2 Discuss with SRC Executive annually if there are any other SRC-related groups or societies that would benefit from such training. <i>[Head of TED]</i> Reference: Risk Assessment 11</p> | <p>Oct 2021</p> <p>Oct 2021</p> |

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