

Prevent: Referral of Concerns

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Duty of care

All registered providers of Higher Education have a responsibility in law to avoid their staff and students being drawn into terrorism. This is known as the '[Prevent duty](#)'. At the ICR, our work in this area forms part of our broader [wellbeing support](#), and specific resources for [student welfare](#).

Higher education providers are also legally required to protect freedom of speech and healthy academic debate. Our [Freedom of Speech Policy](#) sets out how we do this, within an environment that is free from fear, discrimination, and violence.

At the ICR, the Prevent Lead is the Director of Estates and Facilities, and they are supported in this role by the Prevent Working Group (see Annex 1).

Training on Prevent and associated issues is provided to members of the Prevent Working Group, Wellbeing Advisers, HR Advisers, the Academic Dean's Team, MSc Course Manager, Head of Research Degree Programmes, and Staff Side representatives. It is also available on request from the Deputy Prevent Lead. The Home Office provides additional resources, including [e-learning](#) and a [video introduction](#) to the programme.

Radicalisation

The UK Government defines extremism as "the vocal or active opposition to our fundamental values: including democracy, the rule of law, individual liberty, and the mutual respect and tolerance of different faiths and beliefs". Through association with others, online or in person, extremist views can sometimes evolve into support for terrorism, through a process known as radicalisation. Individuals who have become radicalised may be motivated to take violent action or may voice support for violence, in support of extreme causes.

Some people's circumstances make them particularly vulnerable to radicalisation – especially if they are under stress and/or feeling isolated. By looking out for each other's welfare, we can reduce the impact of stress or isolation, and challenge extremist views. Alongside this, Prevent, and our own Referral of Concerns procedure, are designed to identify vulnerable individuals who may be in the process of being radicalised, so that they may be offered appropriate support as soon as possible.

How to raise a concern

If you are concerned that a student, member of staff, or visitor may be on a path towards radicalisation, then you should follow this procedure. Possible signs of this are outlined in Annex 2.

Note that, although it is essential that genuine concerns are raised early, it is a disciplinary offence to misuse this procedure to make false or vexatious allegations about someone.

Step 1. Raise a concern

In the first instance, you should discuss your concerns with a member of the Academic Dean's Team (if you are a research student), course manager (if you are a taught student), or line manager (if you are a member of staff). Alternatively, you may raise your concerns with a [Wellbeing Adviser](#), an [HR Adviser](#), or a [Staffside representative](#).

In all cases, you should begin by noting that the conversation is Prevent-related and asking that the information you discuss be treated sensitively. You may choose at this stage not to identify who the concern is about.

If, after discussion, it is felt that the concern may be justified, the two of you should arrange to meet with a member of the Prevent Working Group (see below).

Step 2: Meet with a member of the Prevent Working Group

Members of the Prevent Working Group (PWG) are trained in fielding and advising on Prevent-related concerns. It is their role to help you consider your concern and any basis for it to determine if there is genuine cause for alarm, or if more information is required.

As in Step 1, it may not initially be necessary to name the person you are concerned about. However, if the discussion suggests that it is worth investigating the matter further, you will be asked to name the individual, in order to gather further information sensitively (e.g. from a student's supervisor or employee's line manager) and to consider further referral.

If the PWG member agrees that there is cause for concern, they will escalate this to the Prevent Lead or deputy.

Step 3: Internal referral

If they agree that the case should be taken further, the Prevent Lead or deputy may decide to take advice from the regional Prevent Co-ordinator, Local Authority, or counter-terrorism police – using an anonymised version of the case.

In rare cases, a decision may be taken to recommend offering the individual support via the Channel programme.

Where the individual of concern is not a student or employee of the ICR (e.g. they are a contractor,

collaborator, or affiliated student), or they are part of multiple organisations, it may also be necessary to advise the Prevent or wellbeing lead within their other organisation(s).

Step 4: Referral to Channel

Channel is an external multi-agency programme, which provides tailored support for people who may be at risk of becoming radicalised or drawn into terrorism. This is led by Local Authorities and may include representation from social services and mental health professionals as well as the organisation making the referral. Support is offered on a voluntary basis, so the individual involved will be asked for their consent before any intervention takes place.

The Prevent Lead (or deputy), the COO (or designated alternate), (for staff) the Chief People Officer (or deputy), and (for students) the Academic Dean (or deputy) are collectively responsible for agreeing to make a referral to Channel. The Prevent Lead or deputy, as the designated single point of contact, are responsible for contacting Channel.

Confidentiality

The ICR will treat all disclosures made in accordance with this procedure in a sensitive manner. The identity of the person raising the concern will be kept confidential, if so requested, for as long as possible provided that this does not hinder or frustrate the Referral of Concerns procedure.

However, the procedure may reveal the source of the information to the individual of concern, and the person raising the concern may need to provide a statement as part of the evidence required. If further action is taken under the ICR's disciplinary or other procedures, the person raising the concern may also be required to provide a statement or give evidence as part of that process.

OfS monitoring

Significant changes to this policy, along with those on [Freedom of Speech](#) and [IT Acceptable Use](#), are notified to the Office for Students.

Annex 1 Prevent Working Group

Name	Title
Simon Francis (Prevent Lead)	Director of Estates and Facilities
Laura Pickles (Deputy Prevent Lead)	Site Manager, Chelsea
Dave Borthwick	Head of Registry
Jacqui Bailie	Deputy Director (HR Operations)
Chrissie Grahovac	Learning and Organisational Development Programme Coordinator
TBC	Information Security representative
TBC	Training Lead
Stuart Bell (until 2025)	Academic Registrar

Annex 2: Indicators of vulnerability

The following notes are paraphrased from the Home Office's Channel Duty Guidance.

The Channel programme assesses individuals as vulnerable using a set of principles built around three factors:

- engagement with a group, cause or ideology;
- intent to cause harm; and
- capability to cause harm.

The criteria are considered separately as experience has shown that it is possible to be engaged without intending to cause harm and that it is possible to intend to cause harm without being particularly engaged.

The examples given are not exhaustive and vulnerability may manifest itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability. Outward expression of faith, in the absence of any other indicator of vulnerability, is not a reason to make a referral to Channel.

Example indicators that an individual is engaged with an extremist group, cause or ideology include:

- a. spending increasing time in the company of other suspected extremists;
- b. changing their style of dress or personal appearance to accord with the group;
- c. day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause;
- d. loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- e. possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups);
- f. attempts to recruit others to the group/cause/ ideology; or
- g. communications with others that suggest identification with a group/cause/ideology.

Example indicators that an individual has an intention to cause harm, use violence or other illegal means include:

- a. clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;
- b. using insulting or derogatory names or labels for another group;
- c. speaking about the imminence of harm from the other group and the importance of action now;
- d. expressing attitudes that justify offending on behalf of the group, cause or ideology;
- e. condoning or supporting violence or harm towards others; or
- f. plotting or conspiring with others.

Example indicators that an individual is capable of causing harm or contributing directly or indirectly to an act of terrorism include:

- a. having a history of violence;
- b. being criminally versatile and using criminal networks to support extremist goals;
- c. having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction); or
- d. having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

Association with organisations that are not proscribed and that espouse extremist ideology is not, on its own, reason enough to justify a referral to the Channel process. If professionals at a local level determine that someone attracted to the ideology of such groups also exhibits additional behavioural indicators that suggest they are moving towards terrorism then it would be appropriate to make a referral to Channel. It would be the presence of additional behavioural indicators that would determine the suitability of the Channel process and not the fact they are associating with or attracted to a group that manifests extremist ideologies.