



**Brunel**  
University  
London

## **Prevent Policy**

### **Document Management**

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## Part 1: Overview and legal context

### 1. Introduction

1.1 Brunel University of London ('the University') is committed to supporting and responding to the needs of its staff, students, apprentices and doctoral researchers and aims to provide a positive experience for all members of the Brunel community to live, work, research and study. The University seeks to maintain an enabling environment which is safe and conducive to teaching, learning and research, and the wellbeing of all.

1.2 The [University's Strategy: Wielding Brunel's World Class Difference](#) highlights diversity as being a core part of Brunel's identity and aims to make full use of the power its diversity offers; including to ensure that free thinking and diversity of ideas are actively encouraged and supported everywhere and to strive for equity for all whilst addressing challenges to its inclusivity. In ensuring consistency with the University's strategy, this policy will also be implemented to consider the challenges and opportunities presented by Brunel's diversity.

### 2. Scope

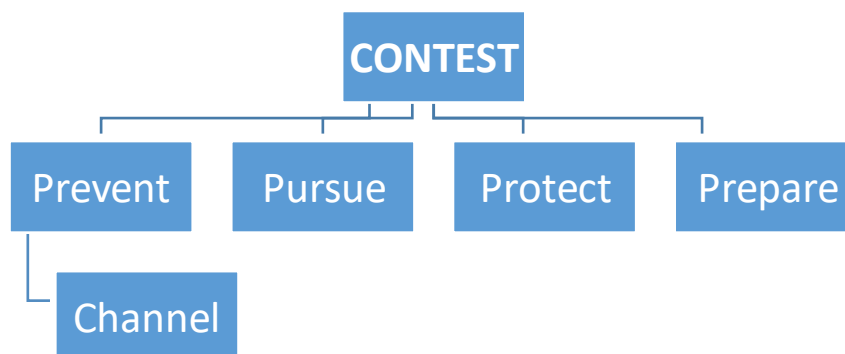
2.1 This policy is set out in the following four parts:

Part 1: Overview and legal context

Part 2: Compliance: Implementing the Prevent duty

Part 3: Procedure for raising a Prevent duty concern

### 3. Legal Context: The Prevent Duty and other legal responsibilities



3.1 The Prevent Duty is part of CONTEST, the government's national counter-terrorism strategy. CONTEST aims to reduce the risk from terrorism to the UK, its citizens and interests overseas so that people can go about their lives freely and with confidence. The aim of Prevent is to stop people becoming terrorists or supporting terrorism.

3.2 The objectives of Prevent are:

- To tackle the ideological causes of terrorism
- To intervene early to support people susceptible to radicalisation
- To enable people who have already engaged in terrorism to disengage and rehabilitate.

3.3 The Prevent duty applies to specified authorities in England, Wales, and Scotland. Higher Education Institutions are subject to the provisions that can be found in Schedule 6 to the Counter-Terrorism and Security Act 2015 ('CTSA').

3.4 As a Higher Education Institution, the University understands its responsibilities under the CTSA and fulfils its duty under 26 (1) of the CTSA by having 'due regard to the need to prevent people being drawn into terrorism', (the 'Prevent duty'). As stipulated in paragraph 3 of the [Prevent duty guidance: Guidance for Specified Authorities in England & Wales - 2023](#), the term 'due regard' as used in the CTSA 2015 means that the University should place an appropriate amount of weight on the need to prevent people from becoming terrorists or supporting terrorism when it considers all the other factors relevant to how it carries out its usual functions.

3.5 In implementing its Prevent duty, the University has regard to other relevant legal duties and responsibilities, including, but not limited to:

- a) Education Act 1986 sec.43;
- b) Education Reform Act 1988;
- c) Human Rights Act 1998;
- d) Data Protection Act 2018;
- e) Freedom of Information Act 2000;
- f) Public Order Act 1986;
- g) The Equality Act 2010, in particular the Public Sector Equality Duty;
- h) Health and Safety at Work Act 1974;
- i) Terrorism Act 2000/2008;
- j) Counter-Terrorism and Security Act 2015.
- k) Higher Education (Freedom of Speech Act) 2023

3.6 Where relevant, the University's Prevent Policy should be read alongside the following University policies, procedures and sources of information:

- Code of Practice on Freedom of Speech and Academic Freedom
- Freedom of Speech Statement
- Safeguarding Policy for Children and Vulnerable People
- Sexual Violence and Sexual Harassment Policy
- Bullying and Harassment Policy (Students)
- Online Harassment Policy
- Policy to Support Students with Disabilities, Long Term Health Conditions, Mental Health Concerns and Neuro Diverse Conditions
- Student Pregnancy, Maternity, Paternity and Adoption Policy
- Student Religion and Belief Policy
- Student Code of Conduct
- Student Complaints Procedure
- Dignity at Work Policy
- Grievance Policy

- Health & Safety Policy
- Data Protection & information Access Policy
- Policy on Handling the Personal Data of Staff and Students
- [Equity Strategy 2025-29](#)
- [Single Comprehensive Source of Information: Harassment and sexual misconduct support](#)

The above policies can be accessed at: [Policies and documents | Brunel University of London](#).

- Non-Academic Misconduct Procedure
- Senate-Regulation 6
- Fitness to Practise Procedure
- Senate Regulation 14 - Fitness to Practise
- Senate-Regulation 16
- Extraordinary Support for Study Procedure

The above procedures and regulations can be found at: [Senate Regulations | Brunel University of London](#)

#### **4. Purpose**

- 4.1 This policy sets out how the University meets its Prevent duty.

#### **5. Policy Statement**

5.1 In compliance with its duty under the CTSA as described in the [Prevent duty guidance: Guidance for Specified Authorities in England & Wales - 2023](#) the University will:

a) develop and maintain appropriate leadership and partnership working to help it have due regard to the need to prevent people from becoming terrorists or supporting terrorism by:

i) ensuring effective governance and oversight of compliance with the Prevent duty through Council and the Executive Board, along with strategic oversight through the Prevent Working Group.

ii) building and consolidating the capabilities to deal with the operational delivery of Prevent activity through the Prevent Coordinator and Head of Security & Emergency Planning (the 'Prevent Team') and ensuring an appropriate process is maintained and promoted for the reporting and handling of Prevent-related concerns.

ii) working in partnership with its DfE Prevent coordinator, local authority Prevent Lead, and the police if necessary, including co-operating as reasonably practicable with local authority-led Channel panels, in accordance with Section 38 of the CTSA.

b) develop and maintain appropriate capabilities to have due regard to the need to prevent people from being radicalised into terrorism by:

i) reviewing its Prevent risk assessment at least annually, including considering national, regional and local risks, to tailor approaches and manage risk accordingly and enable its Prevent Action Plan to be reviewed and updated.

ii) arranging appropriate Prevent training for relevant staff, including additional, more regular training for those with Prevent-specific roles, such as the Prevent Team, so they can support others on Prevent matters and update them on relevant issues.

iii) having effective welfare support systems in place and a clear process regarding how Prevent-related concerns should be reported and handled.

iv) taking reasonable and appropriate steps to try to engage and consult students on its plans for implementing the duty through representatives from the Union of Brunel Students, and by offering relevant staff and students from the Union of Brunel Students Prevent awareness training.

c) take proportionate, lawful and appropriate steps to reduce permissive environments for radicalisation by:

i) having systems and processes for assessing and mitigating risks around external speakers and events on campus, while having particular regard to its duties relating to freedom of speech and academic freedom.

ii) having an IT usage policy, relating to the appropriate use of its IT equipment and networks which contains specific reference to the Prevent duty.

## **6. Prevent-related complaints**

6.1 Students may raise a complaint about a Prevent related matter using the [University's Student Complaints Procedure](#).

6.2 Members of staff who wish to raise a formal grievance in relation to a Prevent related matter should seek to do so in accordance with the [Grievance Policy](#).

## **Part 2: Compliance: Implementing the Prevent duty**

The Policy Statement in Part 1 of this policy summarises the steps that the University takes to comply with its Prevent duty. Part 2 of this policy explains these steps in more detail.

### **1. Developing and maintaining leadership and partnership working**

#### **1.1 Governance**

1.1.1 The University's Council has overall responsibility for its Prevent Duty. Council has delegated its responsibility for fulfilling the duty to the University's Executive Board.

1.1.2 Brunel's Prevent Working Group, meets three times per year and is chaired by the University's Prevent Coordinator. It reviews the Prevent Risk Assessment and Action Plan at least yearly and provides strategic direction and recommendations regarding the University's Prevent duty and its response to the risk of people from being drawn into terrorism on campus. The Group reports to Council and Senate and, as required, to the Executive Board which has

delegated authority from Council for fulfilling the University's Prevent duty. The Group will also from time to time informally report relevant matters to the Student Experience & Welfare Sub-Committee and to the Human Resources & Equity Committee.

1.1.3 The University's Prevent Coordinator and Head of Security and Emergency Planning (the 'Prevent Team') are responsible for the operational delivery of Prevent, including assessing and mitigating any Prevent related risks yearly and/or as necessary; handling Prevent-related concerns and liaising with the University's external Prevent partners where required.

## **1.2 Monitoring and Review**

1.2.1 The Prevent Policy and associated documents are subject to periodic update and review when required.

1.2.2 The University produces a Prevent Annual Report yearly which is reported to Council, Senate (and Executive Board, as appropriate) and provides an annual Accountability and Data Return (ADR) to the Office for Students for compliance monitoring purposes.

1.2.3 The University's Prevent Coordinator can be contacted via [preventsafeguarding@brunel.ac.uk](mailto:preventsafeguarding@brunel.ac.uk) for queries about this policy and associated documents.

## **2. Developing and maintaining appropriate capabilities**

### **2.1 Prevent Action Plan and Risk Assessment**

2.1.1 The Prevent Action Plan is a public document which sets out a series of activities which the University plans to undertake in order to comply with its Prevent duty. The Action Plan is reviewed by the Prevent Working Group at each of its meetings and updated at least yearly. The Prevent Action Plan is informed by the University's Prevent Risk Assessment which is also reviewed by the Prevent Working Group at least yearly.

### **2.2 Prevent Training**

2.2.1 The University requires all relevant staff to undertake Prevent training as appropriate to their role. All employees must attend the 'Prevent duty at Brunel' awareness raising training as part of their induction and compliance training requirements. After three years, all employees are required to refresh this training, either by re-attending the 'Prevent duty at Brunel' awareness raising training, or by completing an online Prevent module. Organisational Development maintain staff Prevent training records.

2.2.2 Staff who are considered 'key' to the delivery of Prevent at the University are signposted to additional Prevent-related training in addition to the required compliance training.

2.2.3 Contractors, temporary staff (including those on placement and job shop contracts), or consultancy contracts, and staff who are employed overseas can undertake Prevent training by reading the Compliance Training Booklet.

2.2.4 Brunel students who undertake a placement as part of their programme of study may be required to undertake Prevent training before their placement commences.

2.2.5 Brunel Apprentices receive information on Prevent and British Values as part of their learning. This is monitored by the Skills, Development & Future Learning Hub which works with the University's Prevent Team to ensure such content is relevant, proportionate and appropriate. Programme Leads are responsible for ensuring that Prevent and British values are embedded into the programme.

## **2.3 Welfare and Prevent-related safeguarding support**

2.3.1 Concerns about a student's welfare, (including possible Prevent-related safeguarding concerns) can be confidentially (and anonymously) reported via the University's [Report & Support portal](#) or by email to [studentsupport@brunel.ac.uk](mailto:studentsupport@brunel.ac.uk).

2.3.2 Part 3 of this policy details the procedure for raising and handling Prevent-related safeguarding concerns.

2.3.3 Welfare and Prevent-related safeguarding support is available to students in a variety of ways. This support can be obtained for free from the following on-campus support services:

- The Union Advice Service (UAS) – The UAS in the Student's Union provides free, impartial advice to students on a number of University issues, processes and procedures. Information about the UAS can be found on its website and it can be contacted by filling out an Enquiry Form.
- Student Support and Welfare – Additional welfare support, including welfare, disability and practical support can be obtained via the Student Hub reception or by contacting the Student Welfare Team: Email [studentsupport@brunel.ac.uk](mailto:studentsupport@brunel.ac.uk) Telephone 01895 268268.
- Student Wellbeing support can be accessed via the Student Welfare Team, email [studentsupport@brunel.ac.uk](mailto:studentsupport@brunel.ac.uk), or telephone 01895 268268. For example:
  - The University's Counselling Service can provide confidential advice and support to help resolve immediate problems, developing healthy coping techniques, gaining an understanding of underlying issues and, if necessary, developing a longer-term treatment plan.
  - A Brunel Mental Health Adviser can help to work things through in an honest, compassionate and collaborative way, providing on-going emotional support and practical advice.
  - The Chaplaincy's listening service provides a non-judgemental space for conversation, to talk about anything that may be a worry. Sessions are held with someone from the chaplaincy team and last for up to thirty minutes.

2.3.4 All students are allocated a Personal Tutor. Students living in University residences can also access the ResLife peer team (a peer-led service). ResLife provides opportunities to speak with peers who listen, build community and signpost to professional University services (e.g. Student Support and Wellbeing).

2.3.5 The University seeks to ensure that appropriate provision is made for those of any faith (or those without faith) to access appropriate facilities for pastoral care and for religious purposes, including prayer, quiet contemplation and ablution. The University provides a Chaplaincy and a Muslim prayer room as well as prayer facilities for students, staff and visitors whilst on campus in the Isambard Complex, the Meeting House and the Multi-Faith Prayer Space in the Hamilton Centre. Various Student Union faith societies exist and rooms are available to be booked (subject to normal timetabling constraints) for faith-related purposes. Further information can be found at: [Faith & Spirituality](#).

2.3.6 The University's Student Services Department is responsible for managing faith and spiritual support facilities. This includes maintaining multi-faith spaces such as the Chaplaincy, Muslim Prayer Room, and Meeting House, as well as facilities for prayer, quiet contemplation, and ablution. For further details on available services and support, see the see [Faith & Spirituality \(brunel.ac.uk\)](#) and the University's [Student Religion and Belief Policy](#).

## **2.4 Information sharing (Prevent)**

2.4.1 Brunel University London has a Prevent Information Sharing Agreement (External & Internal) for the purpose of complying with the Prevent duty.

2.4.2 The purpose of the Information Sharing Agreement (External & Internal) is to ensure the lawful sharing of personal information both internally and externally as required under the Counter-Terrorism and Security Act 2015 and the Data Protection Act 2018.

2.4.3 Personal and/or other data (name and contact details as well as any relevant information related to the concern and purpose of the information sharing requirement) may be shared with identified Prevent partners, where that sharing is determined to be necessary and appropriate to address potential risks to the individual or the public.

2.4.4 The University Prevent Coordinator, in consultation with relevant member(s) of the University (including the University's Head of Privacy, or nominee), will determine whether personal and/or other data may be shared with identified Prevent partners.

2.4.5 Wherever possible, the consent of the individual whose data is to be shared will be sought prior to the transfer of data unless, there are concerns relating to the University's Safeguarding duty as specified in the University's [Safeguarding Policy for Children and Vulnerable People](#) and/or where a student or staff member is at risk to themselves or others, or where we are legally exempt from notification.

2.4.6 A record of each shared event, to include the date, the name of the Prevent partner with which the data has been shared, and details of the transaction, will be securely retained by the University Prevent Coordinator for one year after the date on which the information was shared.

2.4.7 Only the University's Prevent Coordinator or his/her nominee can share personal data with the University's identified external Prevent partners for the purpose of complying with the Prevent duty.

2.4.8 Personal and/or other data shared for this purpose will be transmitted via use of the University DropOff provision (or any provision that replaces it), which provides a secure, confidential link to an encrypted and managed environment for data sharing. A password will

be sent/communicated through an alternative communication channel. All documentation will be marked according to the University Security Classification Policy.

2.4.9 The University's external information sharing partners for the purpose of complying with the Prevent duty are

- a) London Borough of Hillingdon (Prevent Lead)
- b) HE/FE Regional Prevent Coordinator(s);
- c) Metropolitan Police Service;
- d) Local Channel Panel
- e) Brunel University Pathway College (BPC)

2.4.10 The University liaises with the Union of Brunel Students as appropriate on matters relevant to Prevent although they are not a formal information sharing partner in this respect.

2.4.11 A copy of the Prevent Information Sharing Agreement (External and Internal) is available on request.

### **3. Reducing permissive environments**

#### **1. Information Technology and Filtering**

1.1 Brunel University London acknowledges the right of staff and students to have the freedom to pursue a wide range of academic activities.

1.2 Brunel's IT Acceptable Usage Policy outlines the standards that must be upheld while using information and information systems provided by or through the University, including consideration of filtering arrangements and of academic activities that might require online access to sensitive or extremism-related material. Amongst other things, the Brunel IT Acceptable Usage Policy covers details of compliance with the Counter-terrorism and Security Act 2015. Staff, students and other authorised affiliates are encouraged to familiarise themselves with this policy.

1.3 The University uses content filtering blocks for the main campus network and actively monitors all activity on its network. Content filtering is enforced across all networks to block access to internet sites identified as security risks or categorised under emerging threat classifications.

1.4 Where students or staff members access sites that breach the University's IT Acceptable Usage Policy, consideration will be given to having these facilities withdrawn and, if necessary, reported to the appropriate authorities. The University will keep this matter under close review but retain the current monitoring arrangements.

#### **2 Events, External Speakers & Freedom of Speech**

2.1 In complying with its Prevent duty to have due regard to the need to prevent people from being drawn into terrorism, the University has particular regard to the duty to ensure freedom of speech and the importance of academic freedom, as stipulated in section 31 of the Counter-Terrorism and Security Act 2015.

2.2 In addition, the University complies with its duties relating to freedom of speech and academic freedom as set out in the Higher Education (Freedom of Speech) Act 2023 which requires universities to take reasonably practicable steps to secure free speech within the law for their students, staff and members and for visiting speakers and to promote the importance

of freedom of speech within the law and academic freedom. In complying with these duties, the University takes into account the Office for Students (OfS) [Regulatory advice 24: Guidance related to freedom of speech](#).

2.3 The University ensures that as far as reasonably practicable, academic freedom and freedom of speech within the law are secured for members, students, employees of the University as well as visiting speakers. This includes placing significant weight on the importance of academic freedom and tolerance for controversial views in an educational context or environment, including in premises and situations where educational services, events and debates take place. In accordance with **Section 13 of the University's Charter, 'Freedom of Speech and Fair and Equal Treatment'** the University is committed to the fair and equal treatment of every person and shall not discriminate on unjustified, irrelevant or unlawful grounds." The University's commitment to freedom of speech and academic freedom is made clear in the University's [Freedom of Speech Statement](#) and [Code of Practice on Freedom of Speech and Academic Freedom](#).

2.4 The University will support freedom of speech that may be controversial or unpopular, or that may shock, offend or disturb. However, the University will not support unlawful speech, which for example, may incite violence, incite hatred on grounds of a protected characteristic, amount to a terrorism related offence or cause harassment, alarm or distress contrary to the law.

2.5 All University staff, members, students, visiting speakers and people invited or being lawfully present on university premises will at all times assist the University in upholding the free speech principles of the Freedom of Speech statement within the University.

2.6 The University also takes steps to ensure that its facilities and /or brand are not used in a way that might risk harming persons at the University, used to promote violent extreme views, provide a platform for a proscribed terrorist organisation or to facilitate other criminal or public order offences.

2.7 The University's [Code of Practice on Freedom of Speech and Academic Freedom](#) sets out the responsibilities of the University and those of the event organisers (internal or external) when planning an event on Campus or a University branded event off campus. It further sets out the University's procedures when arranging meetings and other activities on the University's premises which might be deemed controversial by the nature of the speakers present or by the views which might be expected to be expressed.

2.8 In order to promote balanced and respectful debate the University will consider any of the following in order to mitigate any potential risk to the University:

- a) having an independent chairperson to facilitate an event and make sure a range of viewpoints can be heard;
- b) filming events to deter the use of unlawful speech;
- c) putting additional security in place;
- d) ticketing an event to prevent non-student violent protest;
- e) reviewing any promotional materials before the event; or
- f) training staff on how to facilitate well-balanced debate.

2.9 Permission to use University premises for events will only be granted to staff, students and third parties who undertake to comply with instructions issued by the University in relation to the location, arrangements for and conduct of such activities, including adequate stewarding and control of entry. The details of such arrangements are agreed in each individual case.

2.10 Staff and students responsible for infringements of or departures from these procedures may be subject to University disciplinary procedures. Third parties responsible for infringements of or departures from these procedures may be barred from using the University's facilities.

2.11 Student Union's Student Clubs and Societies must follow the [Code of Practice on Freedom of Speech and Academic Freedom](#) when using the University's brand for off-site events. All publicity using the University's name must be agreed by the University Secretary & General Counsel prior to its publication. No events shall be booked off campus in the University's name where an external speaker is present without the consent of the University Secretary & General Counsel.

2.12 Staff members must also follow the [Code of Practice on Freedom of Speech and Academic Freedom](#) when using the University's brand for off-site events. All publicity using the University's name must be agreed by the University Secretary & General Counsel prior to its publication. No events shall be booked off campus in the University's name where an external speaker is present without the consent of the University Secretary & General Counsel.

2.13 Events booked through the Meeting House and other faith spaces within the University are subject to the University's [Code of Practice on Freedom of Speech and Academic Freedom](#).

2.14 If the event involves external speakers, the event organiser is required to conduct an initial risk assessment prior to inviting the external speakers. This is set out in Section 2, Part 3, of the [Code of Practice on Freedom of Speech and Academic Freedom](#). If the risk is "Low", the event organiser can invite the external speaker to the event subject to fulfilling their responsibilities as Event Organiser under the [Code of Practice on Freedom of Speech and Academic Freedom](#). If the risk is "Medium" or "High" as defined in Appendix B of the [Code of Practice on Freedom of Speech and Academic Freedom](#), an [External Speaker Form](#) should be completed and sent to [legalservices@brunel.ac.uk](mailto:legalservices@brunel.ac.uk).

2.15 In implementing the Prevent Policy, and in cases of uncertainty, the definitive and up-to-date position of the university in relation to academic freedom and free speech is set out in the [Code of Practice on Freedom of Speech and Academic Freedom](#) which refers to the [Freedom of Speech Statement](#).

### **3 Academic Freedom and Sensitive Research**

3.1 As stated in Brunel's [Freedom of Speech Statement](#), academic members of staff at the University shall have freedom within the law to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions without risk of losing their jobs, privileges or having their prospects of promotion reduced.

3.2 It is further recognised that the research and study of terrorism is valid and valuable, and that staff and students should be able to undertake this without risk of prejudice. It is therefore acknowledged that certain staff (and exceptionally students) will have need to access material which supports terrorism as part of their work. In such cases it is incumbent on the responsible member of academic staff to ensure via the University's normal ethical review processes that material is only accessed that is appropriate for the research or other work being carried out and that its use will not encourage terrorism in any way. This may include the use of an electronic and / or physical 'safe room' (as is already required by some funders for some security-sensitive research). For the protection of the individual and the

University, we now require any individual who needs to access such material to register this in advance with the University Secretary and General Counsel.

3.3 In facilitating and encouraging free speech and academic freedom in all teaching, learning and assessment, the University aims to create an inclusive space in which all are able to put forward their views within the law, with each contributor to a discussion being heard, and, where appropriate, trigger or content warnings being given prior to the introduction of a particular topic, idea or viewpoint if considered helpful. Academic staff are committed to taking a diverse approach to their curriculum design and delivery, including their use of resources, sites and platforms and by engaging with students to raise awareness of different ideas and generating challenging discussion and debate as part of respectful enquiry.

3.4 Details of visiting lecturers should be made available to and approved by the University Secretary and General Counsel or nominee.

### **Part 3: Procedure for raising a Prevent-related safeguarding concern**

#### **1. Internal reporting procedure**

1.1 The Prevent Coordinator is responsible for the operational management of casework which may arise as a result of the Prevent duty. This includes managing and coordinating relevant welfare and academic support services internally as well as external welfare support (e.g. local authority services, NHS and / or various charities) and / or external referrals. The Prevent Coordinator works with the University's Head of Security & Emergency Planning where Prevent-related safeguarding concerns are raised and together they make up the 'Prevent Team'.

1.2 Where potential Prevent-related safeguarding concerns arise, these should be shared as quickly as possible with the Prevent Team led by the Prevent Coordinator by reporting it via the [Report & Support portal](#) or by emailing: [studentsupport@brunel.ac.uk](mailto:studentsupport@brunel.ac.uk).

1.3 Following a potential Prevent-related safeguarding concern being raised, the Prevent Coordinator will work with the Head of Security & Emergency Planning to carry out an initial 'Prevent Incident Assessment,' seeking to investigate the concern and gather substantive information and evidence to enable an informed decision to be made as to appropriate next steps. The investigation may include reviewing academic information such as about progress and attendance, and a consideration of any previous concerns that have been raised. At this stage, external Prevent partners, such as the University's DfE Prevent coordinator, local authority Prevent Lead, or the police may also be contacted for advice and guidance.

1.4 Once any available information and substantive evidence has been gathered, the Prevent Coordinator will consider the material in discussion with the Head of Security & Emergency Planning and other relevant members of staff. A decision will then be made as to the seriousness of the concern and whether it is, or may be reasonably perceived to be, related to the University's Prevent duty. The Office for Students (OfS) may also be notified of the concern at this stage in accordance with its [Prevent-related Serious Incident Guidance Note](#). Four potential outcomes / decisions are likely at this stage, namely:

- a) Concern is **NOT RELEVANT** to Prevent but may be relevant to another University policy or procedure, including but not limited to: [Student Disciplinary Procedure](#),

[Fitness to Practise Procedure](#), [Extraordinary Support for Study Procedure](#). In such a case, a referral will be made to the appropriate policy / process.

- b) Concern is **RELEVANT** to Prevent but not serious enough for a Channel Referral. In such a case, relevant and appropriate welfare support may be put in place for the individual(s) involved in the concern;
- c) Concern is **RELEVANT** to Prevent and the case is serious enough to be **referred externally by the Prevent Coordinator. In such cases, the National Referral Form at appendix 2 may be used to make the referral;**
- d) **NO CONCERN and EXIT.** No further action is needed.

1.5 The University's APEX System will be used to record Prevent-related safeguarding concerns and the action taken in respect of the concern.

## 2. External Prevent referral - Channel

2.1 The Channel programme ('Channel') is an initiative which focuses on providing early support to people who are at risk of radicalisation, supporting terrorism or committing terrorist acts. Channel uses a multi-agency approach to:

- identify people at risk
- assess the nature and extent of that risk
- develop the most appropriate support plan for the person concerned

2.2 Where the University makes an external Prevent referral, this is passed for an initial assessment by specialist police officers and staff and the Local Authority Safeguarding Team.

2.3 The police and Local Authority Safeguarding Team screen all referrals to check whether the individual is already part of, or should be part of, a terrorism investigation, as these individuals are not appropriate for Channel support. Depending upon the type and level of terrorism risk identified by police, these cases may be adopted for management via a police-led partnership or escalated into an investigation. All Prevent referrals received are recorded on the Prevent Case Management Tracker (PCMT). Once this has taken place, the initial assessment may conclude that no further action is required. In other cases, an individual's vulnerability may be assessed as not linked to radicalisation and they may be referred to another form of support.

2.4 For those individuals where the police and Local Authority Safeguarding Team assess there is a risk of radicalisation and that such individuals are appropriate for Channel support, a Channel panel chaired by the Local Authority, and attended by other partners such as representatives from education and health services, will meet to discuss the referral. They will discuss the extent of the susceptibility, assess all the circumstances of the case, and decide whether to adopt the individual as a Channel case. Cases are adopted in order to further assess the susceptibility, or to provide a tailored package of support where necessary and proportionate to do so. A Channel panel may decide that an individual's vulnerability is not terrorism-related and will refer the individual to other forms of support.

2.5 Participation in the Channel programme is confidential, and consent is obtained before Channel support is provided. Where consent is not secured, the case will need to be closed to Channel. Many types of support are available, addressing educational, vocational, mental health and other vulnerabilities. Ideological mentoring is common. Tailored support is provided

based on the needs identified for an individual. The Local Authority or other providers may provide alternative forms of support to individuals who do not consent to Channel support or are deemed not appropriate for the Channel programme. In these circumstances, the police will manage any risk of terrorism that might present.

2.6 A Channel panel will review the progress of an individual in the Channel programme on a monthly basis. If there is an escalation of risk, where deemed appropriate, the police may transfer a case from Channel to police-led partnership management or escalate it into an investigation. The panel decides an individual will leave the Channel programme when there is no further risk of radicalisation. After an individual has left the Channel programme, their progress will be reviewed after 6 and 12 months as a minimum. If the individual shows further radicalisation-related concerns, they can re-enter the Channel programme and receive further support.

## **APPENDIX 1**

### **Process for raising potential Prevent-related safeguarding concerns:**

**Brunel University London's process for raising potential  
Prevent-related welfare concerns<sup>14</sup>**

Concern is **NOT**  
**RELEVANT** to  
Prevent.

Staff and students are not expected to decide whether there is a genuine Prevent-related risk or to challenge the individual about their concerns, although informally checking out any concerns with the individual may be appropriate, depending on the particular circumstances and degree of familiarity. What is important is to refer any concerns under this process. Please contact the Prevent Coordinator (by emailing [studentsupport@brunel.ac.uk](mailto:studentsupport@brunel.ac.uk) or report in confidence via the [Report and Support portal](#) if you have any concerns.

**APPENDIX 2: PREVENT NATIONAL REFERRAL FORM**

## **PREVENT REFERRAL FORM**

## REFERRAL PROCESS

**By sending this form you consent for it to arrive with both your dedicated Local Authority safeguarding team & Prevent policing team for a joint assessment.** Wherever possible we aim to give you feedback on your referral, please be aware, however, that this is not always possible due to data-protection & other case sensitivities.

Once you have completed this form, please email it to: [preventreferrals@met.pnn.police.uk](mailto:preventreferrals@met.pnn.police.uk)

If you have any questions whilst filling in the form, please call: Hillingdon LA Prevent Team 07946714637

## INDIVIDUAL'S BIOGRAPHICAL & CONTACT DETAILS

<b>Forename(s):</b>	First Name(s)
<b>Surname:</b>	Last Name
<b>Date of Birth (DD/MM/YYYY):</b>	D.O.B.
<b>Approx. Age (if DoB unknown):</b>	Please Enter
<b>Gender:</b>	Please Describe
<b>Known Address(es):</b>	
<b>Nationality / Citizenship:</b>	Stated nationality / citizenship documentation (if any)
<b>Immigration / Asylum Status:</b>	Immigration status? Refugee status? Asylum claimant? Please describe.
<b>Primary Language:</b>	Does the Individual speak / understand English? What is the Individual's first language?
<b>Contact Number(s):</b>	Telephone Number(s)
<b>Email Address(es):</b>	Email Address(es)
<b>Any Other Family Details:</b>	Family makeup? Who lives with the Individual? Anything relevant.

<b>DESCRIBE CONCERNS</b>	<b>In as much detail as possible, please describe the specific concern(s) relevant to Prevent.</b>
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Please Describe

**FOR EXAMPLE:**

- How / why did the Individual come to your organisation's notice in this instance?
- Does it involve a specific event? What happened? Is it a combination of factors? Describe them.
- Has the Individual discussed personal travel plans to a warzone or countries with similar concerns? Where? When? How?
- Does the Individual have contact with groups or individuals that cause you concern? Who? Why are they concerning? How frequent is this contact?
- Is there something about the Individual's mobile phone, internet or social media use that is worrying to you? What exactly? How do you have access to this information?
- Has the Individual expressed a desire to cause physical harm, or threatened anyone with violence? Who? When? Can you remember what was said / expressed exactly?
- Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism? Consider *any* extremist ideology, group or cause, as well as support for "school-shooters" or public-massacres, or murders of public figures.
- Please describe any other concerns you may have that are not mentioned here.

<b>COMPLEX NEEDS</b>	<b>Is there anything in the Individual's life that you think might be affecting their wellbeing or that might be making them vulnerable in any sense?</b>
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Please Describe

PERSON WHO FIRST IDENTIFIED THE CONCERNS	
Do they wish to remain anonymous?	Yes / No
Forename:	
Surname:	Referrers Last Name
Professional Role & Organisation:	Referrers Role / Organisation
Relationship to Individual:	Referrers Relationship To The Individual
Contact Telephone Number:	Referrers Telephone Number
Email Address:	Referrers Email Address
PERSON MAKING THIS REFERRAL (if different from above)	
Forename:	
Surname:	
Professional Role & Organisation:	Contact Role & Organisation
Relationship to Individual:	Contact Relationship to the Individual
Contact Telephone Number:	
Email Address:	Contact Email Address

RELEVANT DATES	
Date the concern first came to light:	When were the concerns first identified?
Date referral made to Prevent:	Date this form was completed & sent off?
<p><b>FOR EXAMPLE:</b></p> <ul style="list-style-type: none"> <li>• Victim of crime, abuse or bullying.</li> <li>• Work, financial or housing problems.</li> <li>• Citizenship, asylum or immigration issues.</li> <li>• Personal problems, emotional difficulties, relationship problems, family issues, ongoing court proceedings.</li> <li>• On probation; any erratic, violent, self-destructive or risky behaviours, or alcohol / drug misuse or dependency.</li> <li>• Expressed feelings of injustice or grievance involving any racial, religious or political issue, or even conspiracy theories.</li> <li>• Educational issues, developmental or behavioural difficulties, mental ill health (see <b>Safeguarding Considerations</b> below).</li> <li>• Please describe any other need or potential vulnerability you think may be present but which is not mentioned here.</li> </ul>	
<b>OTHER INFORMATION</b>	Please provide any further information you think may be relevant, e.g. social media details, military service number, other agencies or professionals working with the Individual, etc..
Please Describe	

REFERRER'S ORGANISATIONAL PREVENT CONTACT (if different from above)	
Forename:	Referrers First Name(s)
Surname:	Referrers Last Name
Professional Role & Organisation:	Referrers Role / Organisation
Relationship to Individual:	Referrers Relationship To The Individual
Contact Telephone Number:	Referrers Telephone Number
Email Address:	Referrers Email Address

<b>SAFEGUARDING CONSIDERATIONS</b>	
<b>Does the Individual have any stated or diagnosed disabilities, disorders or mental health issues?</b>	Yes / No
Please describe, stating whether the concern has been diagnosed.	
<b>Have you discussed this Individual with your organisations Safeguarding / Prevent lead?</b>	Yes / No
What was the result of the discussion?	
<b>Have you informed the Individual that you are making this referral?</b>	Yes / No
What was the response?	
<b>Have you taken any direct action with the Individual since receiving this information?</b>	NO
What was the action & the result?	
<b>Have you discussed your concerns around the Individual with any other agencies?</b>	Yes / No
What was the result of the discussion?	

<b>INDIVIDUAL'S EMPLOYMENT / EDUCATION DETAILS</b>	
<b>Current Occupation &amp; Employer:</b>	Current Occupation(s) & Employer(s)
<b>Previous Occupation(s) &amp; Employer(s):</b>	Previous Occupation(s) & Employer(s)
<b>Current School / College / University:</b>	Current Educational Establishment(s)
<b>Previous School / College / University:</b>	Previous Educational Establishment(s)

<b>THANK YOU</b>
<p>Thank you for taking the time to make this referral. Information you provide is valuable and will always be assessed.</p> <p>If there is no Prevent concern but other safeguarding issues are present, this information will be sent to the relevant team or agency to provide the correct support for the individual(s) concerned.</p>