

Prevent Referral Processes for Staff and Students

1. The University has developed a Prevent Duty Policy Statement which outlines how Northumbria discharges its obligations to have due regard to the Prevent Duty in light of the Counter Terrorism and Security Act 2015.
2. The University takes its responsibilities in this regard very seriously and has in place appropriate policies and procedures to ensure we are compliant with the duty. Building on this we see a key element of our role in implementing Prevent being to keep our staff and students safe. As such we have developed referral processes which should be invoked when a Prevent related concern is raised about a Northumbria staff member or student. These processes are detailed in this statement.

Referral and reporting – principles

3. The University's intended implementation of the Prevent Duty is not to challenge or re-shape the current relationship between staff and students, nor between any other stakeholders who make up the Northumbria community. Instead the focus is that, in the rare event that a member of our community; staff, student, member of the public or anyone else associated with the University, has a serious concern that someone else at Northumbria is potentially being drawn into terrorism or violent extremism, they know where to seek advice and what to do with that concern.
4. When a concern is raised about an individual in line with the processes and principles of this statement, we will respond sensitively and appropriately, mindful that some of the factors which may appear as signs of a person's potential radicalisation might, in fact, be signs of a wide range of other support needs on the part of that individual. The University therefore recognises the difficulties in defining attitudes and behaviours which suggest someone has been, or is being, drawn into terrorism and takes the position that anyone from any range of backgrounds is potentially able to be radicalised, not just certain vulnerable groups or individuals. Moreover, the University works very closely with our partners in the Police and across the region and is aware of the potential threat from the full range of extremist causes facing both the UK and the North East.
5. Despite this, there are some possible indicators which may suggest an individual may require some additional support and these include:
 - **Cultural or religious isolation**, especially someone actively avoiding a diverse group of people
 - **Changes in peer group**, such as spending long times away with unusual people
 - **Isolation from family** and significant difficulties in adapting to university life
 - **Political activism or the possession of literature advocating extremist views or actions**
 - **Sudden changes in religious practice** either becoming more active, or adopting a new religion in a way which gives rise to concern
 - **Accessing violent and hate rhetoric** either in print, on-line or expressing these verbally
 - **Suspicious items** for example very large amounts of money, multiple passports/personal documents, large amounts of peroxide, fertiliser, unusual looking cooking and kitchen appliances or other everyday items which could make explosives

6. The presence or absence of any or all of these indicators cannot be taken as evidence that an individual is definitely or definitely not at potential risk of radicalisation and being drawn into terrorism or extremism. Colleagues are encouraged to trust their instincts and report any suspicions they have, regardless of the presence of these indicators.

The referral process

7. The University has three parallel and complementary processes relating to referral; a staff route, student route and emergency procedure. The latter is consistent for anyone, anywhere, on Northumbria University's Newcastle campuses. This confirms that where an individual is thought to be an immediate risk of harm to themselves or others, the University's Security team should be contacted on their 24-hour emergency number x3200. At London Campus, the emergency services should be called first on 999 and then University Security to ensure effective follow-up action is coordinated.
8. There are a range of sources for concerns to originate, including staff members, students or a member of the public. Potentially concerns could be raised anonymously. The University will consider each concern raised on its individual merit, rather than its source.
9. For Prevent related concerns about students where there is not perceived to be an immediate threat to the individual concerned or others, a senior manager in Student Support and Wellbeing (SSW) should be contacted directly on 0191 227 4207, 3467 or 0191 243 7266. If none of these is available, the concern should be raised via the SSW main contact number. The *When to Refer* guidance produced by the SSW team includes information on reasons for referral of students which might be linked to identifying potential risks of radicalisation. The information in the document may also be helpful in relation to staff. The PDF is accessed at the following URL:
<https://www.northumbria.ac.uk/media/7948834/378101k-when-to-refer-complete.pdf>
10. For Prevent related concerns about staff where there is not perceived to be an immediate threat to the individual concerned or others, the Faculty or Service HR Manager should be contacted with details of the concern. Contact details for HR Managers can be found on the HR [intranet pages](#).

The Case Conference

11. For both staff and students, if the senior manager receiving the initial intelligence feels there is merit in exploring the report further, a case conference will be called. Case conferences will bring together relevant colleagues from across the University to consider the evidence, assess the possible risks posed and agree the next steps which might be taken.
12. The Chair of Case Conference will depend on whether conference is considering a staff member or student. In the case of a Prevent concern being raised about a staff member, Case Conference will be chaired by the HR Director or delegated deputy and in the case of a student, case conference will be chaired by either the Head of Student Support and Wellbeing or the Head of Welfare, Immigration and Funding Support. Student Support and Wellbeing has considerable experience of managing the case conference process so will be present at any staff related case conferences in an advisory capacity. HR attendance at student related case conferences will be at the request of the Chair.
13. In all circumstances we will aim to convene the following members to the Case Conference:

- Chair for Student Referrals - Head of Student Support and Wellbeing or Head of Welfare, Immigration and Funding Support
- Chair for Staff Referrals - Director of Human Resources and Organisational Development or nominated representative a member of HR Senior Management Team.

The additional membership for both student and staff case conferences is as follows:

- Head of Governance Services and Secretary (Prevent Policy Lead for University Executive) or his/her nominee (Risk Manager)
- Security, Mail and Transport Manager
- Senior Member of the Faculty or Service Management Team, as appropriate (e.g., an Associate Pro-Vice Chancellor, Registrar)
- Head of Legal Services or nominated senior representative
- Assistant Director – Media and Communications or nominated senior representative
- Other members, either from the University or our partners, will be co-opted onto the case conference by the Chair depending on the circumstances of each referral

13.1 In addition, a limited number of individuals may be invited to attend or contribute to the Case Conference, either ahead of, at, or after any meetings in an advisory capacity only, such as on the application or interpretation of University regulations or policies as determined by the Case Conference. These individuals will play no part in decision-making.

14. There are a number of options for next steps available to case conference which include:

- Taking no action if there is no evidence to suggest it is necessary
- Requesting further information before arriving at a decision
- In the case of a student referral, placing restrictions on the student's activity or referring the student to support in SSW such as welfare or counselling and mental health support
- In the case of staff member there is the option of referral to occupational health
- In some cases, a referral to the Channel programme may be the most appropriate response

Case conference will always act in the best interests of the staff member or student in mind. For the purposes of annual monitoring, Case Conference can be regarded as the “decision maker” in Prevent referrals.

15. Whilst the University will not tolerate the making of nuisance or vexatious allegations against our staff or students, there will be no negative consequences for an individual raising a concern in good faith, when that concern does not lead to any further action. The University also recognises that making a referral might be a difficult decision for the individual who may in turn need additional support. This can be provided by SSW for students and via the University's Occupational Health service for staff.

16. Wherever possible, Case Conference will maintain the strictest confidentiality. However, the University may need to share and disclose information, as appropriate, for issues of national security, criminality and so forth and in-line with Prevent guidance we will use robust procedures both internally and externally for sharing information about vulnerable individuals (where this is appropriate to do so). This will include the use of appropriate internal mechanisms and external information sharing agreements where possible.

17. Due to the seriousness and sensitivity of the subject, it will not always be possible to feed back any information to the person making the original referral, but generic information will be made available, including this statement, to ensure the referrer understands our processes and the importance the University places on responding appropriately, yet sensitively, to any such referrals.

Version	3.0	Author Name, Role Title & Contact Point	Simon Lee Student Support Manager
Approval Date:	20.10.16	Approved by: Dr Adam Dawkins, Chair Prevent Coordinating Group	Prevent Coordinating Group