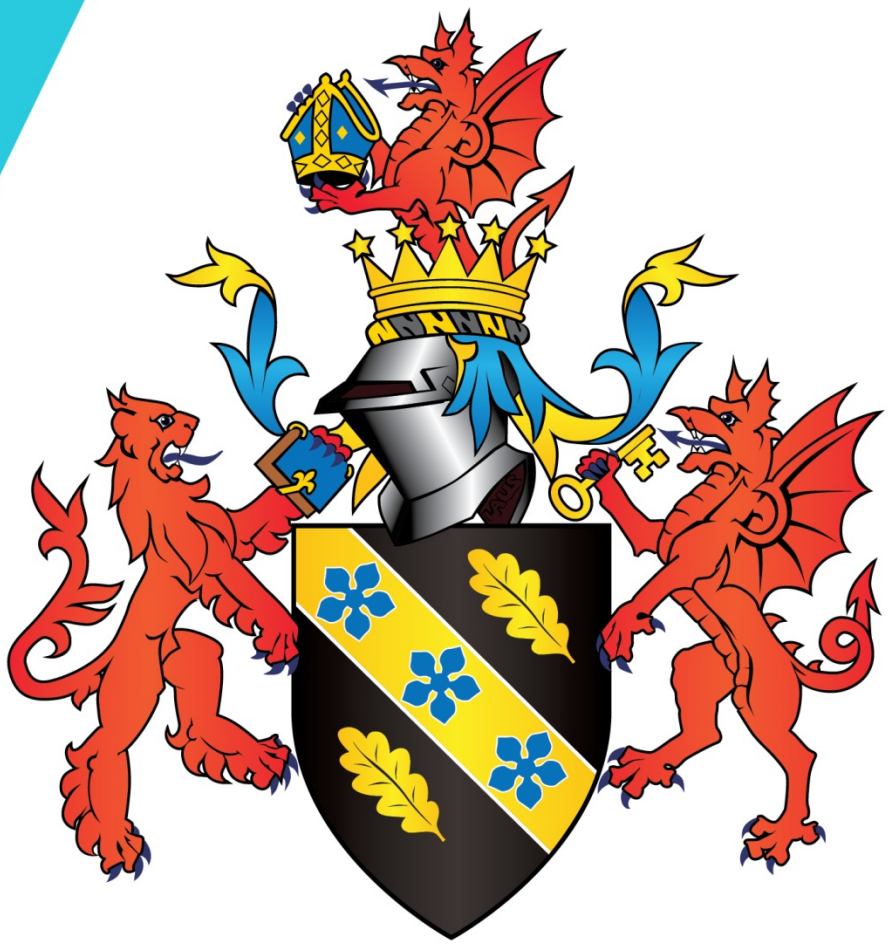
Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



PREVENT Duty External Speakers and Events Code of Practice

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1. Introduction

1.1 The University is required under the Counter-Terrorism and Security Act 2015 to comply with the Prevent Duty guidance issues by the Home Secretary. Under section 29 of the Act, the University must 'have due regard to the need to prevent people from being drawn into terrorism'. The guidance includes a section relating to the hosting of external speakers at University events.

1.2 Terrorist groups and organisations often draw on extreme ideology developed by extremist groups. In response to this, the Government has defined extremism in the Prevent strategy as "vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs". As a result, the aim of the Prevent legislation is to reduce the threat to the UK from terrorism by taking action to stop people becoming terrorists or supporting terrorism.

1.3 Our approach is primarily one of safeguarding the welfare of our students and staff. We will also ensure that the duty is balanced against our fundamental commitment to academic freedom and freedom of speech, together with other key legislation such as the Equality Act and the Human Rights Act. Free and open debate of often controversial subjects is a key element of University life, and we will always seek to allow events to go ahead providing that they are within the law and pose no risk.

1.4 The University will consider whether the views expressed or likely to be expressed by all potential speakers, constitute extremist views that are shared by terrorist groups or that risk drawing people into terrorism, and will take appropriate steps to mitigate the risk that such speakers present.

2. Purpose

2.1 This Code of Practice has been introduced to outline the University's compliance with the requirements of the Counter Terrorism and Security Act 2015 and associated guidance.

2.2 Home Office Prevent guidance for Higher Education Institutions contains the following sections which are reflected in the UWTSD Prevent Duty Policy:

- External Speakers and Events
- Monitoring and review of facilities

2.3 Any queries regarding the implementation of any aspects of this Code of Practice should be initially directed to the Lead Officer for Prevent for response.

3. Scope

3.1 This Code of Practice will be utilised on all University campuses; Lampeter, Carmarthen, Swansea, Cardiff, Birmingham and London. In addition it includes any premises not owned or controlled by the University but which is being used for University purposes

3.2 This Code of Practice will apply to all non-University members who are invited to address staff, students, guests or visitors at any event organised by UWTSD Members under the UWTSD brand or title, regardless of the location.

3.3 Collaborative partner institutions are required to develop and implement their own specific Prevent policies, protocols and guidance as appropriate, with guidance from the Prevent Lead if required.

3.4 This Code of Practice may be amended to reflect changes in UK or Welsh Government legislation and policy.

4. Definitions

4.1 "PREVENT" – the anti-radicalisation agenda embedded in the Counter Terrorism Act and called Prevent in this policy.

4.2 "Radicalisation" – Process by which an individual comes to adopt extreme political, social or religious views, giving rise to a concern that they will act illegally.

4.3 "Extremism" (UK Government Prevent) - Vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs and the call for the death or injury to members of the Armed Forces.

4.4 "External Speaker" - An individual who is not a member of the University, or directly employed by the University, or formally associated with the University. This includes academic speakers, departmental speakers, those invited to events hosted by the University on University premises and to any event to which the University is affiliated, funded or branded but which take place on or off campus or online.

4.5 "Events" - Any event, of any nature, which is advertised or marketed under the auspices of UWTSD or the UWTSD group or which takes place on any premises owned or controlled by UWTSD.

5. Policy

5.1.1 The University must be informed of all intended events organised by its staff and students where individuals who are not members of the University, or directly employed by or formally associated with the University, are invited to address an audience under the UWTSD title.

5.1.2 Such individuals include academic speakers, departmental speakers, those invited to events hosted by the University, on university premises and at any such event to which the University is affiliated, funded or branded but which take place off campus, or online. The audience may be staff, students, governors, guests and/or visitors.

5.1.3 Notification of intended events, both in person and online, must be submitted at least 10 working days before the event is due to take place. Under exceptional circumstances this timescale may be shortened to take advantage of an opportunity that has become available at short notice, but in all cases the procedure below must be followed in full.

5.1.4 The process for submitting notification of an event involves two stages:

5.2 Stage One

5.2.1 Stage one is the initial request for an event to take place which is made at departmental or Institute level and is usually considered by the relevant head of department or nominee (the 'nominated staff'). This allows for a level of local control and responsibility and allows the request to be considered according to local need and information. It is expected that the majority of events will be approved at this level.

5.2.2 When making a request, the staff member or student making the request **must** ensure that the proposed arrangements comply with the objective of this Code of Practice, together with the relevant UWTSD's Policies and procedures including Risk Assessment, Equality and Inclusivity and the Student Charter.

5.2.3 When making a decision the relevant head of department should consider the following:

- The background to the request
- Whether there is any known information about the speaker
- The risks in allowing the event to proceed

5.2.4 In the case of online events the following best practice should normally be adhered to:

- The event utilises an established UWTSD supported platform such as Microsoft Teams
- A lobby or admissions process will be used to facilitate and manage admissions
- Recording of the event
- Any form of chat facility should either be disabled or managed by staff, to avoid inappropriate comments, harassment or other disruption occurring.

5.2.5 If the event involves an online speaker **not usually based in the UK,** then the matter **must** be referred to the University's Lead Officer for Prevent for consideration.

5.2.6 Provided there are no adverse issues or concerns then the event should be allowed to proceed. Documentation evidencing the decision-making process should be retained by the department or Institute for audit purposes.

5.3 **Stage Two**

5.3.1 In the event that risks are identified or concerns are raised, then the request should be passed to the University's Lead Officer for Prevent who will further consider the request. If the concerns do not relate specifically to Prevent, then the Lead Officer may consult other colleagues as appropriate.

5.3.2 In all cases the request will receive closer scrutiny and if necessary further information will be obtained from the organisers. As part of that process it may be necessary to include risk mitigation measures which may include:

- Attendance by invitation only
- The appointment of an experienced Chair or event facilitator
- Neutral Observers

5.3.3 In all such cases the Lead Officer for Prevent will make his recommendation to the event organiser and the Institute or department Senior Management, setting out any additional measures that are considered necessary. Once the measures have been agreed the event will be allowed to continue and the event organisers are responsible for ensuring that the measures are applied.

5.3.4 In the event that concerns have been raised and no agreement can be reached in relation to resolving issues and there remains an adverse Risk Assessment, consideration will be given to the event being prohibited. In such cases the event will not be allowed to take place on any University premises or on any other premises under the UWTSD title. This action is a last resort and will only be used to protect the University, its staff and students.

5.3.5 If as a result of this Code of Practice, the Event Organiser is informed that the named speaker or the nominated event should not take place, then they may appeal to the Secretary to the University.

5.3.6 The Appeal must be submitted in writing within 5 working days of the notification that the event should not proceed. The appeal should be emailed to the Secretary to the University, governance@uwtsd.ac.uk

6. Monitoring and Review

6.1 The external monitoring of the University's response to the implementation of the Prevent Guidance is carried out by HEFCW on behalf of the Welsh Government.

6.2 The safety and security of the University's staff, students and visitors is overseen by UWTSD's Governing Body, University Council, which provides strategic leadership and oversight of the effectiveness of the Policy. The Council periodically reviews progress against the Policy and maintains oversight of the associated Risk Assessment and Action Plan. The Council is responsible for ensuring that the University participates in the annual HEFCW monitoring activity in relation to Prevent and the Chair of Council is responsible for confirming the University's compliance on an annual basis.

6.3 The University's Safeguarding Forum has responsibility for the operationalisation of the Policy and escalates relevant information and detail to the University's Student Experience Committee and Operational Leadership Board as required.

6.4 Day-to-Day operational activity in relation to the Prevent duty will be co-ordinated by the University's nominated Prevent Lead Officer. The Lead Officer will work under the direction of the Safeguarding Forum.

6.5 Compliance with the requirements of all aspects of this Policy, will be responsibility of all University staff, students, contractors and visitors.

7. Misuse of Policy

7.1 The University of Wales Trinity Saint David is required to comply with the requirements of the Counter Terrorism and Security Act 2015, in relation to ensuring that our students are not exposed to extremist ideology and that the University has procedures in place to monitor and respond to any concerns that come to light.

7.2 Failure to respond effectively could result in additional 'Special Measures' being imposed on the University by our Monitoring Body.

7.3 Any student or staff member in deliberate non-compliance with the procedures set out in this Policy may be subject to disciplinary action.

8. Links to other policies / procedures

8.1 The University has taken a holistic approach to its Prevent responsibilities and there are a number of institutional policies which are inter-related, these include:

- Student Disciplinary Policy (Non-academic Misconduct)
- Safeguarding Policy
- Support for Study Policy
- Fitness to Practice Policy
- Information Technology and Systems Acceptable Use Policy
- Strategic Equality Plan
- Code of Practice External Speaker and Events

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Policy author(s):

……..Job Title……..

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Document version control

Version No:	Reason for change:	Author:	Date of change:
0.1	Response to Higher Education Prevent Duty Guidance	AT/RD	26th April 2021
0.2	Approval at SEC	AT/RD	9th May 2021

Current status of Policy: approved*

Is the Policy applicable to**:** HE

Date ratified: 9/5/2021

Date effective from: 9/5/2021

Policy review date: 9/5/2022

For publication**:** on UWTSD website

*Delete as appropriate
** insert when available

Approval

The policy will be formally considered and approved in accordance with Committee Terms of Reference outlined in the Academic Quality Handbook.

If the policy affects staff, advice should be sought from HR at the outset to ascertain if consultation is required at JCC. HR will also provide advice on the most appropriate stage to consult with JCC and on whether approval by Council is required

ALL policies submitted for approval must be accompanied by a completed:

- *Equality Impact Assessment.*
- *Institutional Impact Assessment*
- *Privacy Impact Assessment*

Prior to submission to committee, authors are asked to consult the Policy and Planning Team who will check that the document complies with University requirements. The Policy and Planning Team will complete the section below.

For completion by the Policy and Planning Team

Please tick to confirm the following:

An institutional Impact Assessment has been completed ☐

An EIA has been completed ☐

A PIA has been completed ☐

Matters requiring consideration by the approving committee: