



## PREVENT DUTY STRATEGY

### *Introduction*

The Prevent duty ‘monitoring framework is operated by HEFCE and is intended to satisfy Government that ‘relevant higher education bodies’ [RHEBs] are fulfilling their duty under the Counter-Terrorism and Security Act 2015 (the Act) to have due regard to the need to prevent people being drawn into terrorism (the Prevent duty).’

Mattersey Hall (Assemblies of God Inc.) is an alternative provider of higher education, with specific course designation and therefore we are a ‘relevant higher education body’ (RHEB). This policy document sets out our response to Government requirements and to the Prevent duty monitoring framework.

For more information see, e.g.,

*Revised Prevent Duty Guidance*, which can be found at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf), and

*The Prevent Duty: Monitoring Framework for the Higher Education Sector*, which can be found at: [http://www.hefce.ac.uk/media/HEFCE,2014/Contenthttp://www.hefce.ac.uk/media/HEFCE,2014/Content/Pubs/2015/201532/HEFCE\\_2015\\_32.pdf/Pubs/2015/201532/HEFCE\\_2015\\_32.pdf](http://www.hefce.ac.uk/media/HEFCE,2014/Contenthttp://www.hefce.ac.uk/media/HEFCE,2014/Content/Pubs/2015/201532/HEFCE_2015_32.pdf/Pubs/2015/201532/HEFCE_2015_32.pdf).

*157 Group Prevent Toolkit*, which can be found at <http://www.157group.co.uk>

Key objectives under the Prevent Duty are to:\*

***‘Respond to the ideological challenge of terrorism and the threat we face from those who promote it’.*** This includes

- a) ‘using teaching and learning to help students and staff to develop the knowledge and skills to challenge extremist narratives’, and
- b) providing opportunities to discuss issues relating to radicalisation and terrorism

***‘Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support’.*** This includes

- a) Raising awareness of the possibility of, and ways to identify, radicalisation, and what procedures should be followed in the event of such identification.
- b) Setting in place procedures to follow where potential radicalisation is suspected, including possible involvement of external agencies,
- c) Identifying means by which students might be influenced by those who promote terrorism and violent extremism,

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\* These are taken from <http://www.157group.co.uk/stoke-trent-prevent-self-assessmentaction-plan>

- d) Offering pastoral and other appropriate support those who may be in danger of coming under such influences, and

### ***Academic integrity and freedom of academic expression***

Mattersey Hall seeks to offer an integrated programme, where leadership formation and academic study go hand in hand. Many of the training and formation elements form part of Mattersey Hall's internal College Diploma, which all on-campus students sign up to, and which runs parallel to the degree programme. Those appointed to the staff of Mattersey Hall, or admitted to the College as students, are expected to accept the values and vision of the College.

One aspect of this is a commitment to academic excellence and integrity, which includes a commitment to the freedom of academic expression. In the course of their research, students and staff are encouraged to explore, critically, a range of viewpoints, and to come to their own conclusions. Whilst the College, as part of Assemblies of God Incorporated, holds a particular doctrinal position, this does not impose limits on the research into and expression of academically viable alternatives. Any concerns of discrimination in this area will be reported, initially, to the Academic Dean, and this will be followed up, at first informally, and where necessary through appropriate complaints and appeals procedures. The College's faith-based ethos and commitment to academic enquiry, critical reflection, analysis and evaluation provide counter narratives to those that fuel extremism. We also seek to provide 'safe space' to discuss a range of issues, including those that relate to radicalisation and the threat of terrorism.

However, where views expressed might be considered 'extremist', defined in the *Prevent* document 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', or suggest that a student or staff member is being radicalised or drawn into a context that might lead to terrorism, that will be reported to the Academic Dean, Vice-Principal and Principal and will be dealt with under our normal disciplinary and misconduct procedures. For specific reporting procedures, see below.

It is not expected that research at Mattersey Hall will include accessing politically or racially sensitive information.

### ***Appropriate conduct***

A second important aspect of accepting the vision and values of the College is a commitment to the standard of conduct (which includes speech and action) consistent with formation for Christian ministry. Expectations relating to general behaviour are set out in AoG Policies and in the Mattersey Hall College Handbook. The College Handbook is available to all students which is revised each year, in consultation with students, and forms the basis of any internal disciplinary action. These expectations apply to personal as well as to community activities and are consistent with what is set out in the Prevent Duty monitoring framework. They include attitudes of mutual respect and tolerance of cultural differences. Whilst set within a particular religious and denominational context, we also promote respect for those of other denominations, and those of different faith groups, and none. Our Misconduct Procedure ('non-academic misconduct') further highlights expectations of student behaviour toward others. Behaviour that runs contrary to those expectations is addressed by the College Principal (staff and faculty) and the Vice-Principal (students), again, under our normal disciplinary and misconduct procedures.

Appropriate conduct also relates to internet use, and there are policies relating to acceptable use of the internet and social media that relate to the Prevent Duty.

### ***Raising awareness***

The Prevent Duty is part of our wider safeguarding responsibility and is being embedded in our regular policies and procedures.

‘The Prevent Duty Guidance makes it clear that frontline staff who engage with the public should:

- understand what radicalisation means and why people may be vulnerable to being drawn into terrorism as a consequence of it.
- be aware of what we mean by the term “extremism” and the relationship between extremism and terrorism.
- know what measures are available to prevent people from becoming drawn into terrorism and how to challenge the extremist ideology that can be associated with it.
- understand how to obtain support for people who may be being exploited by radicalising influences’.<sup>†</sup>

The Prevent Lead Officer has the primary responsibility for raising awareness among staff and students. In addition to familiarity with documents relating to Prevent – including the Prevent Duty Guidelines – the Lead Officer is expected to attend training sessions and engage with other Prevent partners. Information is then disseminated to other staff members through induction processes and annual Staff Training plans, and to students during general induction sessions, and particularly in induction for Student representatives and Lead Students.

Information disseminated to staff and students will include:

- the importance of the Prevent Duty as a means of preventing radicalisation
- what constitutes ‘extremism’
- possible signs of radicalisation
- internal reporting procedures where potential radicalisation may be suspected

### ***Managing risk***

In the light of the nature of the college and its values we consider the risk of staff or students becoming radicalised or seeking to radicalise others is very small. Nevertheless, we recognise our responsibility in this area, and want to guard against complacency.

Internet acceptable usage policies and misconduct procedures have been updated in the light of the *Prevent* duty, and these will continue to be monitored and updated at our Enhanced Board of Studies (EBoS) meetings in June and February.

A specific Risk Assessment and Action Plan is attached. This will be also monitored and updated at our EBoS meetings, and specific elements will be included in our annual Enhancement Action Plan and Staff Training Plan.

The following policies relate to particular areas of potential risk:

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<sup>†</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/503973/Prevent\\_Training\\_catalogue\\_-\\_March\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/503973/Prevent_Training_catalogue_-_March_2016.pdf)

## **Visitors to the campus**

Visitors usually come to the campus as a result of invitation or appointment. All visitors are required to sign in at reception and to indicate why they are on campus and who they are going to see. Some visitors need to receive swipe cards to enable access to College buildings. Swipe cards will only be issued to *bona fide* visitors who are known to us, and the cards will also serve as identification if challenged.

Visiting lecturers are expected, and contractually obliged, to accept and promote the values of the College, including those that relate to the College's Prevent Duty. That responsibility will be explained as part of staff induction and training. We recognise the importance of maintaining academic integrity (see above). However, where we become aware that freedom of speech conflicts with our responsibility under the Prevent duty, the College management will take action under our misconduct procedures.

Occasional visitors who are invited to speak at College events are expected to accept and promote the values of the College, including those that relate to the College's Prevent duty, but have no contractual obligation. All visiting speakers attending the institution must be approved by the Strategic Leadership Team, which will, where appropriate, carry out appropriate background checks. Speakers will also be informed, in advance, of the College's responsibility under the Prevent duty.

Staff and/or students may report speech or action by visitors to the campus that is contrary to our responsibilities under the Prevent Duty – including advocating racist and extremist views – in accordance with the reporting procedure set out below.

## **Use of premises**

The campus is owned and run by Assemblies of God Incorporated (AoG). The College, which is part of AoG shares the campus, and organises events on it, but has no direct control over its use for other purposes. AoG Inc. recognises the importance of our Prevent Duty, and has policies in place to ensure that any meetings that take place on campus are compliant with the Prevent Duty. Use of the premises is generally limited to events organised by the College and/or AoG or partners. Where outside organisations request use of the premises, a risk assessment will be carried out by AoG to ensure that those organisations do not hold or promote radical or extremist views.

Students are free to use the campus for informal meetings (having obtained appropriate permissions from the Vice-Principal). In such meetings, students are expected to conduct themselves in accordance with the standards (including in speech and action) consistent with formation for Christian ministry, as set out in the Mattersey Hall College Handbook, and in AoG Policies. Where this is discovered not to be the case, action will be taken under our misconduct procedures.

## ***Reporting procedures***

Students may express concerns about members of staff or other members of the student body through our Appeals and Complaints procedure. Staff members may raise concerns about colleagues through AoG's Grievance Procedure.

Staff concerns about a student should, in the first instance, be communicated to the Prevent Lead. Following initial discussions, the Prevent Lead will call a special meeting of the Strategic Leadership Team (SLT), which comprises the Principal, Vice Principal and Academic Dean, to

consider the concerns raised and to determine appropriate action. This will include discussion of how best to address the particular situation. The SLT will consider all options and, in consultation with the Prevent Lead, will agree a way forward. Where necessary we will consult other Prevent partners for advice and guidance.

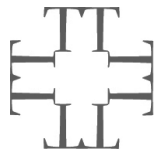
In the first instance the student will be contacted, informally, by a member of the pastoral team, in order to ascertain the validity of the concern. Where the concern appears to have substance, the student will have a formal meeting with the SLT, or its representative. We hope to address most issues by offering internal pastoral support, in conjunction with additional support groups, including the student's family and home Church. Where there is an apparent danger of radicalisation, the matter will be referred, with the student's consent, to Channel. Where there is evidence of illegality, the issue will be referred to the Police.

## PREVENT DUTY RISK ASSESSMENT / ACTION PLAN

The Prevent Lead and assisting team have identified the following areas of risk, relating to Prevent, and action that has been or is being taken to remove or mitigate those areas of concern.

Area of risk	Action to remove or mitigate risk	Action by:	By (date)	RAG
<b>Awareness of Prevent</b>				
• Board of Governors	BoG to be given information about the Prevent duty.	Prevent Lead	October 2016	A
• SLT • Staff	SLT and Staff to be informed via Staff Training, including working through aspects of the 157 Group toolkit. All front-line staff expected to complete the Prevent E-Learning package. WRAP3 and other training opportunities offered to staff as appropriate.	Prevent Lead	June 2017	A
• Students	Induction sessions Information in Student Handbook and on the College's website	Prevent Lead	October 2016	A
• Student Representatives	Induction; discussion of Prevent Duty and Prevent Strategy at Student Faculty Meetings	Prevent Lead	January 2017	A
<b>Safeguarding</b>				
Awareness by front-line staff and those offering pastoral support of the signs of radicalisation, and how to share concerns	Staff to be made aware of the signs of radicalisation (see also above).	Prevent Lead	October 2016	A
	A procedure of reporting and escalating concerns is included in the College's Prevent Strategy.	Prevent Strategy	Completed	G
	All staff to be made aware of Prevent reporting procedures.	Prevent Lead	October 2016	A
Awareness by safeguarding leads of Channel	Information on Channel to be circulated. Staff encouraged to access Channel Awareness e-learning	Prevent Lead	October 2016	A
Inclusion of Prevent-related risks in the wider safeguarding policy	Update safeguarding policy to include Prevent vulnerabilities	Safeguarding Officer / Prevent Lead	January 2017	A
'Missing' students and 'no-shows'	Students who do not return following vacations are followed up personally and via their local churches by the Pastoral team. Concerns relating to Prevent will be reported to the Prevent Lead.	Pastoral team / Prevent Lead	Completed	G
Students on off-campus placements	Missions Trips, Ministry Placements are led or facilitated by staff or faculty members, and include preparatory meetings and guidance.	Missions Co-ordinator	Completed	G
	Partners will be made aware of, and are expected to recognise and accept responsibility under, the Prevent Duty, and given information about how to report concerns.	Prevent Lead / Ministry Placements Officer	October 2016	A
	Students will be given information about procedures whereby they may report concerns	Prevent Lead	October 2016	A

<b>IT</b>				
Student/staff access to extremist material online	Filtering/firewall in place limiting access to extremist sites. Sites accessed can be monitored by IT provider.		Completed	G
	Staff and student internet acceptable use policy		Completed	G
	Give guidance to students about the risks of accessing extremist material online.		Prevent Lead / SLT	A
Challenge to legitimate research	Accessing sensitive information via the Mattersey Hall internet with permission. See Prevent Strategy.		Completed	G
	Sensitive student research is also subject to ethical approval from the University of Chester.		Completed	G
<b>Campus Security</b>				
Managing authorised access to the campus.	Access to buildings is via swipe cards/fobs. Authorised visitors to the site sign in at Reception and are issued with a swipe card if appropriate. See Prevent Strategy.	Prevent Strategy	Completed	G
Managing unauthorised access to the campus.	Unauthorised visitors cannot access campus buildings without a swipe card. Further discussions are taking place to limit unauthorised visitors.	SLT/Campus management	January 2017	A
<b>Use of premises</b>				
By external organisations Meetings held by students External speakers	Procedures to mitigate risk are set out in the Prevent Strategy	Prevent Strategy	Completed Completed Completed	G G G
<b>Policies &amp; Procedures</b>				
Incorporating Prevent in existing policies.	Review existing policies and ensure that they take account of the Prevent Duty	Prevent Lead	June 2017	A
<b>Student complaints</b>				
Existence of a clear reporting procedure	Reporting procedures for students is set out in the Prevent Strategy	Prevent Strategy	Completed	G
Student awareness of Prevent reporting procedures.	Information about reporting procedures will be made available to students during induction and through the College website.	Prevent Lead	October 2016	A
<b>Local Prevent Structures</b>				
Awareness of, and contact with, local prevent partners.	Identify local prevent partners and set up a procedure for contacting relevant groups and individuals.	Prevent Lead	October 2016	A
	Share Risk Assessment and Prevent Strategy with partners as appropriate.	Prevent Lead	January 2017	A
<b>Monitoring and review</b>				
Monitoring and review of Risk Assessment / Action Plan	This will take place annually during the June Extended Board of Studies.	Prevent Lead / BoS	June 2017	G
Monitoring and review of Prevent Strategy	This will take place annually during the June Extended Board of Studies.	Prevent Lead / BoS	June 2017	G



## INTERNET ACCEPTABLE USE POLICY (STUDENTS)\*

Students are expected to provide their own computers, and it is not our policy to give use of Mattersey Hall / AoG computers to students.

Internet access is provided to students, primarily, to assist them in fulfilling their academic commitments, including conducting research, submission of essays and email communication with the College and the University of Chester.

Additionally, students may use the internet for reasonable personal and leisure pursuits, where it does not interfere with the use, for academic purposes, of other students.

Mattersey Hall has a responsibility to ensure that computer security is maintained, the performance of its systems and software does not suffer and there is adequate protection against copyright, data protection and confidentiality.

### *Use of the Internet*

When using the Internet, students should comply with the following:

- Access to the Internet must be through the organisation's content scanning software, firewall and router.
- Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- Use of the internet is primarily for academic purposes, consequently anything that uses a large amount of bandwidth, and might have a detrimental effect on the internet access of other students (e.g. streaming audio and video) should be avoided.
- You must respect the legal protections to data and software provided by copyright and licences. Unauthorised copying of software is a criminal offence.
- Do not use Internet access to transmit or download material that is obscene, threatening or harassing. This includes emails and the use of social media (see below).
- Do not use your access to the internet to make unauthorised entry or interfere with any other computer or network.

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\* Faculty and staff members are covered by the AoG 'Internet Use Policy' and 'Social Media Policy'.



## *Use of Social Media*

For the purpose of this policy, 'Social Media' is defined as 'a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum e.g. Facebook, Twitter, Flickr, online social forums, blogs, email'.<sup>†</sup>

Material posted on social media must not:

- Disclose confidential data relating to students, staff, Mattersey Hall or AoG. This includes personal information or contact details of staff or students.
- Post images or comments that bring Mattersey Hall or AoG into disrepute.
- Include anything that might be considered discriminatory, bullying or harassing. This includes offensive or derogatory comments, using social media to bully another individual, posting images that are discriminatory, offensive, or derogatory, or posting links to such content.
- Breach copyright. This includes using someone else's images or written content without permission, or failing to give appropriate acknowledgement when permission has been given.

Breaches of this policy will result in disciplinary action under the College's 'Misconduct Procedures'.

(Revised, September 2016)

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<sup>†</sup> AoG Social Media Policy