

University of Cambridge

Procedure for raising a concern under Prevent

Supplement for staff with institutional responsibility and oversight with regard to the Prevent duty

This document supplements the published 'Procedure for raising a concern under Prevent' and is designed to provide further guidance on information handling and sharing for those with some operational responsibility once a concern has been raised about an individual.

Key contact details are listed on the published procedure.

(A) Concerns about a student – Option 1: Contact made to Senior Tutor

The Senior Tutor should:

1. Consider the circumstances. Depending on the source of the concern, consider gathering further information or insight from other College personnel to contextualise the information (e.g. Tutor, Director of Studies, Porters, health and wellbeing staff).
2. Liaise informally as necessary with the University Prevent Coordinator and/or the DfE HE/FE Prevent Regional Coordinator and/or the police (without naming the individual unless appropriate), for advice or further contextual information.
3. EITHER pass the case across to the University Prevent Coordinator, where it is reasonably clear that further action may need to be taken in conjunction with the University and/or an external agency in providing support to resolve the concerns; OR implement an alternative local package of support in line with College policies on welfare support and safeguarding; OR take no further action beyond the recording outlined in 4 below.
4. If the Senior Tutor and the College Prevent Lead are not one and the same person, provide the individual's name and facts of action taken (or not taken) to the College Prevent Lead.

(A) Concerns about a student – Option 2: Contact made to University Prevent Coordinator

The University Prevent Coordinator should:

1. Consider the circumstances. Depending on the source of the concern, consider gathering further information or insight from other University personnel to contextualise the information (e.g. University Counselling Service, Course Director or Supervisor, Proctors).
2. Liaise informally as necessary with the College Senior Tutor and/or the DfE HE/FE Prevent Regional Coordinator and/or the police (without naming the individual unless appropriate), for advice or further contextual information.



3. Take the advice of the University Prevent Lead and, as necessary, the Prevent Referral Group (a group of senior colleagues convened to advise the University Prevent Coordinator on individual cases).
4. EITHER on rare occasions, where the severity of the concern merits it, refer the individual formally to the Channel programme of support;
OR implement an alternative local package of support in line with University policies on welfare support and safeguarding;
OR take no further action beyond the recording outlined in 5 below.
5. Retain a record of the individual's name and facts of action taken (or not taken) and provide these also to the relevant College Prevent Lead, advising them to communicate appropriately with the Senior Tutor.

(B) Concerns about a member of (primarily) University staff – Contact made to University Prevent Coordinator

The University Prevent Coordinator should:

1. Consider the circumstances.
2. Liaise informally as necessary with the DfE HE/FE Prevent Regional Coordinator and/or the police (without naming the individual unless appropriate). If the member of staff of concern has known College affiliation(s), liaise informally as necessary with the College Prevent Lead(s), for advice or further contextual information.
3. Take the advice of the University Prevent Lead and, as necessary, the Prevent Referral Group.
4. EITHER on rare occasions, where the severity of the concern merits it, refer the individual formally to the Channel programme of support;
OR implement an alternative local package of support in line with University policies on welfare support and safeguarding;
OR take no further action beyond the recording outlined in 5 below.
5. Retain a record of the individual's name and facts of action taken (or not taken) and provide these also to any relevant College Prevent Leads.

(C) Concerns about a member of (primarily) College staff – Contact made to College Prevent Lead

The College Prevent Lead should:

1. Consider the circumstances.
2. Liaise informally as necessary with the DfE HE/FE Prevent Regional Coordinator and/or the police (without naming the individual unless appropriate). If the member of staff of concern has a known University role, liaise informally as necessary with the University Prevent Coordinator, for advice or further contextual information.
3. EITHER on rare occasions, where the severity of the concern merits it, refer the individual formally to the Channel programme of support;
OR implement an alternative local package of support in line with College policies on welfare support and safeguarding;
OR take no further action beyond the recording outlined in 4 below.

4. Retain a record of the individual's name and facts of action taken (or not taken) and provide these also to the University Prevent Coordinator in all cases.

Consent

It is preferable to secure the consent of the individual about whom a concern has been raised before information is shared in accordance with the above procedural guidance, but it is recognised that in exceptional cases this may be considered counter-productive. These decisions should be taken on a case-by-case basis, bearing in mind all the circumstances of any particular concern, either by the University Prevent Coordinator or the College Prevent Lead.

Documentation: security and retention

Written communications that name an individual should wherever possible be password-protected, with the password communicated separately by phone.

The materials relating to a 'live' case should be stored securely by the University Prevent Coordinator/the College Prevent Lead and deleted six years after the date on which the concern was reported. These materials should clearly show the dates on which any information about an individual was shared and with whom. An anonymised log should be maintained in perpetuity by the University Prevent Coordinator and by each College Prevent Lead showing:

- The date the concern was raised.
- The status of the individual (type of staff, type of student).
- Their College and Department (if any).
- Whether a formal referral to the Channel programme of support was made and, if so, on what date.