

## ANNEX A

### **ST CATHERINE'S COLLEGE PREVENT DUTY POLICY (Last reviewed and revised, October 2023)**

#### **1 The Prevent Duty and Prevent Duty Policy**

St Catherine's College acknowledges its duty under the Counter-Terrorism and Security Act 2015 to 'have due regard to the need to prevent people from being drawn into terrorism ... in the exercise of its functions' (s. 26(1)). To help it meet this duty, the College's Governing Body has established a Prevent Working Group to prepare and oversee the implementation of a Prevent Duty Policy.

This document contains the current version of that Policy. It has been approved by the Governing Body and has the status of a regulation under the College Statutes and By-laws. It has also been approved, following Office for Students guidance, by the Master as Chair of the Governing Body and the College's accountable officer. Comments, questions, or concerns regarding it should be directed to the Home Bursar at [bursar@stcatz.ox.ac.uk](mailto:bursar@stcatz.ox.ac.uk).

#### **2 The Prevent Working Group and Key Individuals**

The Prevent Working Group comprises the following members: the Dean;\* the Home Bursar;\* the College Counsel;\* the Academic Registrar;\* the Admissions Manager; the Personnel Advisor; and the President(s) of the Junior and Middle Common Rooms (JCR and MCR). Those marked with an asterisk are Fellows and Governing Body members. The JCR and MCR President(s) are entitled to attend Governing Body meetings.

The following Key Individuals have specific Prevent-related responsibilities, supported by other members of the Prevent Working Group as appropriate:

- The Dean – oversees, as Prevent Lead, the implementation of this Policy;
- The Home Bursar\* – oversees the review and revision of this Policy and reporting to the Office for Students, and advises and assists the Prevent Lead regarding non-academic staff and third parties;
- The Senior Tutor and Academic Registrar – advise and assist the Prevent Lead regarding academic staff and students;
- The Admissions Managers – advises and assists the Prevent Lead regarding admissions arrangements;
- The Master – oversees the referral of Prevent-related concerns to external agencies.

#### **3 Risk Assessment and Legal Context**

The Prevent Working Group has assessed the risk of people within College being drawn into terrorism to be low. It believes that only minimal adjustments to the College's existing policies and procedures are required to fulfil the Prevent duty. Such adjustments should also take full account of the wider legal context in which that duty arises, including the need to secure and protect the following rights and freedoms, within the law and subject to applicable contractual arrangements:

- freedom of expression and academic freedom, including the freedom to hold, receive and impart information and ideas, and recognising the primacy of these values in universities, reflected in the College's Code of Practice on Freedom of Speech;
- freedom of thought, conscience and religion, including the freedom alone or with others, in public or private, to practice one's religion or belief in worship, teaching, practice and observance;

- freedom of peaceful assembly and association with others;
- privacy and protection of personal data;
- protection from discrimination, including in the exercise of other rights and freedoms;
- such other rights and freedoms as exist, including under the Education (No 2) Act 1986, the Education Reform Act 1988, the Human Rights Act 1998, the Equality Act 2010, the Data Protection Act 2018, and common law.

#### **4 Prevent-Related Concerns**

Any member of the Governing Body who identifies a Prevent-related concern in relation to another College member will report this concern to the Prevent Lead. Others within or outside the College may also report a Prevent-related concern regarding a College member to the Prevent Lead.

The Prevent Lead will respond to any such Prevent-related concern in an effective and proportionate manner and in accordance with this Policy. Except in emergency situations requiring immediate assistance by the Police or University Security Services, the Prevent Lead will only refer such a concern to an external agency with the consent of the Master and after consulting the University's Director of Student Welfare and Support Services (Students) or the Director of Human Resources (Staff). No referral to Channel shall be made without the further consent of the University's Registrar.

#### **5 Review and Training**

This Policy will be reviewed annually and revised as appropriate by the Prevent Working Group and Governing Body in the light of information and guidance available to it, including from HM Government, the Office for Students, the Equality and Human Rights Commission, the Conference of Colleges, and the University.<sup>1</sup> The results will be reported as required by the Office for Students.

All Key Individuals and members of Governing Body will be encouraged annually to undertake appropriate Prevent-related training and supported to that end by the Prevent Working Group. This should include training in unconscious bias to reduce the risk of racial and other forms of discriminatory profiling when implementing this Policy.

#### **6 Welfare**

The Prevent duty is motivated by a welfare concern to safeguard persons at risk of being drawn into terrorism. Ensuring the availability of appropriate welfare and related (e.g., health and pastoral) support for College members is therefore a key means of fulfilling it.

The Key Individual with primary responsibility for student welfare is the Dean, assisted by the Junior Deans. The College Nurse also provides welfare and health support, complementing the welfare and pastoral support provided by College tutors and the Academic Office. The Porters and Housekeeping staff are further elements of the College's welfare network, and are often the first point of contact in emergencies. The Accounts Office and Bursars administer the College's hardship fund.

The Key Individuals with primary responsibility for staff welfare are the Home Bursar (non-academic) and the Senior Tutor and Academic Office (academic), assisted by the Personnel Advisor.

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<sup>1</sup> These include UK Home Office, [Prevent duty guidance: Guidance for specified authorities in England and Wales \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/prevent-duty-guidance) (2023); UK Home Office, 'Channel and Prevent Multi-Agency Panel (PMAP) guidance' (2021); Office for Students, 'Prevent monitoring: accountability and data return 2022', OfS 2022.49; Equality and Human Rights Commission, 'Delivering the Prevent duty in a proportionate and fair way' (2017).

The Master is also involved in the provision of welfare and related support to College members.

Each of these persons will be made aware of this Policy and of the risk of people being reluctant to access welfare support if they perceive a link to the Prevent duty.

## **7 Events and Venue Hire**

The College regulates event bookings and venue hire by students, staff and third parties, including under its Code of Practice on Freedom of Speech. The Code recognises the central importance of the right to freedom of expression within the College, including for external speakers, and has been revised in the light of the Prevent duty.

The College requires students who are organising an external speaker event to obtain prior approval by the Dean and Prevent Lead (if they are different). To obtain this approval, students must complete a booking form and provide details regarding the event.

The College also requires its Conference Office to obtain from third parties wishing to hire College facilities information regarding the intended use of the facilities, and to draw any concerns they have on reviewing this information under the Prevent Duty Policy and/or the Code of Practice on Freedom of Speech to the Prevent Lead's attention.

Academic staff are similarly required to take reasonable measures to identify any event for which they are responsible that might give rise to concerns under this Policy and/or the Code of Practice on Freedom of Speech, and to draw those concerns to the Prevent Lead's attention.

## **8 IT**

The use of IT facilities at the College is governed by detailed policies and procedures that are annually reviewed. These are regarded by the Prevent Working Group to be sufficient to support compliance with the Prevent duty. Among other things, they prohibit the use by students and staff of College or University IT facilities for purposes related to terrorism subject to appropriate exceptions, including where the use is required for legitimate academic purposes.

## **9 Research**

All academic members of College, including College-only staff, are covered by University policies on research ethics, which are operated in a manner that secures and protects their existing rights, including to equal treatment under the law and academic freedom.

## **10 Security**

The College has plans relating to physical, personnel and IT security based on those established within the University and as advised by the University Security Service.

Approved by the Governing Body  
November 2023