

PREVENT at LSE: action plan
Ver. 11 – 26 Oct 2016

DGR = Director of Government Relations, Governance, Legal & Policy Division

DCPA = Director of Communications and Public Affairs

Note: some table entries overlap (eg item 4 is part of item 3) but are listed separately to aid planning

“Guidance para” column = relevant paragraph(s) in *Prevent duty guidance: for higher education institutions in England and Wales*, HM Government, 16 July 2015

“Risk” column = relevant risk(s) identified in LSE Prevent risk assessment

Item	Guidance para	Risk	Action	Timing/detail	Lead	Notes
1		3, 4, 6	Inform LSE staff, students, Court and Council of the new duty	Duty entry into force on 18 Sep 2015. Reminders thereafter.	Comms Div on the advice of Prevent group	Message from Provost to LSE community sent 18 Sep 2015. Intranet page set up carrying all relevant Prevent docs and multiple alerts to it issued in Staff News and Student News Feb-Mar 2016.
2		all	Draw up preliminary self-assessment of compliance with statutory guidance and submit to HEFCE.	HEFCE required by 22 Jan 2016. Used SurveyMonkey for return and HEFCE’s revised A-E scale.	DGR	Audit Committee taking close interest in this and most other themes. Final draft for approval by Director agreed by Prevent Group on 7 Jan 2016; approved by Director and submitted to HEFCE on 18 Jan 2016.
3	19, 20, 21 etc	all	Draw up risk assessment and documentation for HEFCE	HEFCE required by 1 April 2016. To include risk assessment, action plan, all relevant policies and procedures, a report summarising various arrangements etc.	DGR	Particular interest from Audit Committee and Council. Considered policies and procedures on: event and visitor planning and management, organised student activity on campus, online activity, student welfare inc. mental health, equality and diversity, good campus relations etc. Return submitted before deadline.
4	7-12	1, 2, 5, 6	Assess risks from external speakers and events (inc. branded off-campus events).	Must balance against legal duties to ensure free speech and academic freedom. Ensure system exists to mitigate risks.	Room Bookings, LSE Security, DCPA, SMC members, Free Speech Group	Comprehensive policies and procedures for events in centrally-managed spaces already in place. Work now in train to ensure that event organisers in other LSE spaces (Residences, LSESU, off-campus etc) adhere to same rules and understand Prevent duty. Revision of Code of Practice on Free Speech

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						gives Free Speech Group an expanded role in helping establish principles and practice in respect of limits to free speech; approved by Council on 26 Apr 2016. DGR participating actively in new Russell Group Prevent network.
5	14	1, 2, 5	Ensure estate security staff are aware of Prevent duty		LSE Security in Estates Division	Guidance suggests engagement with Assoc of Univ Chief Security Officers (AUCSO). However, in-house training more suitable for LSE. Extra dedicated training sessions set for Jan-Feb 2017.
6	16, 18	1	Establish and maintain “partnership” links with relevant bodies, inc. police and BIS regional HE/FE network coordinators.		DGR	Links already established with London network, including police, local authorities etc.
7	16	3, 4	Engage and consult students on plans for implementing duty.		LSESU	LSESU Gen Sec is invited to Prevent Group. Special briefing session offered to students Feb 2016. Alerts and pointers to information and guidance on LSE website in Student News Feb & Mar 2016.
8	17	1	Consider establishing a single point of contact to share information internally		DGR	DGR named in 18 Sep 2015 message to LSE community and subsequent notices and documents.
9		1	Produce annual report on implementation of Prevent duty in previous operating or academic year.	HEFCE require first report by 1 Dec 2016.	DGR	
10	22, 24	3, 4, 6, 7	Provide or facilitate staff training	Proposal: train key staff and offer training to others on request.	DGR	BIS offer training; JISC developing online training. Numerous training sessions in conjunction with Pinsent Masons run for staff and students to date; about 145 people attended, from all key groups: LSE Security, academic unit managers, residence managers, student services staff, service

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						leaders, members of School Management Committee, To be repeated/expanded as necessary. Unconscious bias training important too.
11	23	2, 5, 6	Develop robust internal and external procedures in respect of sharing information on vulnerable individuals		DGR	Procedure agreed at Director's Management Team meeting Dec 2014. Referral into Channel process potentially sensitive, therefore requires explicit approval of Director or Provost on recommendation of Prevent Group. Template for data-sharing agreement with third parties agreed by SMC June 2016.
12	25	2, 3, 5, 6	Ensure sufficient support for students through provision of welfare, chaplaincy, safeguarding and pastoral care		Chaplain & Interfaith Advisor; Deans (tbc); student support staff.	Extensive arrangements already in place. Great majority of relevant staff trained in Prevent. Student Wellbeing Service "Cause for Concern" comprehensive guidance for staff fully updated with appropriate references to Prevent duty in mid-2016.
13	26	2, 3, 5, 6	Ensure appropriate policies in place for use of prayer room/faith-related facilities		Chaplain & Interfaith Advisor	Review with DGR held 26 Nov 2015.
14	27, 28	2, 5, 6	Ensure appropriate policies and procedures in place for use of IT, with explicit refs to Prevent duty.		Information Security Manager for IMT; DGR and Research Division for policies on sensitive research.	IT Committee approved amendments to Information Security Policy and Conditions of Use in Dec 2015. Monitoring and Logging Policy amended Jan 2016. Comms Division updating policies and guidance on use of social media as of Mar 2016.
15	29	3, 5	Students' union and societies to cooperate with School policies on Prevent duty.		LSESU	LSESU Gen Sec is a member of Prevent group. However, SU is not directly covered by Prevent duty.
16	30	3, 5	Students' union to consider Prevent or other relevant training for SU staff and elected officers		LSESU	See item 10. Also, Charity Commission may produce guidance for SUs.

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17		1	Establish appropriate internal governance and reporting regime, inc. at least Audit Committee and Council at suitable intervals.		Council, on advice of School Secretary	Aligned with HEFCE reporting and monitoring regime plus Audit Committee (AuC) and Council timetables. AuC last reviewed 27 Sep 2016. Council last reviewed 18 Oct 2016 and will consider first draft annual return on 22 Nov 2016.
18		1	In-depth cyclical reviews of compliance by HEFCE.		DGR	Action as and when notified by HEFCE. As of Oct 2016, we understand that HEFCE will take risk-based approach rather than seek to review all institutions.