

PREVENT Summary Report - 1st April 2016

This report provides further summary information to HEFCE on how the RVC is meeting its Prevent duty requirements. The summary aims to supplement information already provided in the risk assessment, action plan and relevant policies and procedures.

- i. Arrangements for senior management and governance oversight of the implementation of the provider's 'Prevent' duty obligations and engagement with 'Prevent' partners (PDG paragraphs 16 and 17, HEG paragraphs 16 to 18).*

Briefing papers on the Prevent Duty detailing: the meaning and implications of the duty; our plan of action to ensure compliance; and of responsibilities and accountability within the organisation and its management and governance arrangements have been provided to and approved by the RVC's Audit Committee, Governing Body (Council), its Senior Management Group (SMG) and its Academic Board. The SMG has also received more detailed 'Prevent' training delivered by the 'Prevent' leads. SMG will continue receive regular updates on progress and or any issues arising, the Governing Body and Audit Committee will receive updates in the summer term and on an ongoing basis tied to statutory reporting requirements in each year.

- ii. Arrangements for engaging with and consulting students on the provider's plans for implementing the 'Prevent' duty (HEG paragraph 16).*

We have consulted via the SU on how best to engage with the Student Body. The HoGPC and SPRA have had a meeting with the SU President, the SU Vice President: Welfare and the SU Vice President: Representation and Communication, in order to brief them fully as well as seek input on the 'duty' and the RVC's approach to meeting it. The SU President is a member of Council and therefore has also received briefings as a member of the Governing Body. We have also engaged/ consulted with the SU Manager (an RVC employee) on the duty, our action plan, and the best means of communicating and consulting with the student body. We have begun communicating proactively with the student body about the 'Prevent' duty and what the RVC is doing to meet it during the Spring term 2016. This has been done through the development of posters and fliers and the attendance at Student Welfare events of the 'Prevent' leads. A webpage is in development for a launch in May 2016, and the print collateral is shortly to be distributed for use on noticeboards and in halls in residence.

iii. *Training appropriate staff about 'Prevent' (HEG paragraphs 14, 15 and 22 to 24).*

Throughout last term's consultation phase the HoGPC, and SPRA gathered information from the 'Prevent Steering Group' and others on which staff would be most appropriate to receive 'Prevent' training. We have created a prioritised institutional list and are working with HR on the best way of delivering this as well as to embed 'Prevent' in pre-existing training for pastoral and management roles. Key staff from the 'Prevent Steering Group' received PREVENT 'Trainer' training at the end of January from our HE/FE Regional Prevent Co-ordinator as a consequence of this the 'Prevent' leads have now also delivered training to the SMG. We are aware that several online resources are being developed (beyond WRAP) and we will be looking to utilise those in addition to the promulgation of WRAP training when they are established as well as using our 'trained' trainers to cascade within the organisation. The Training Plan is provided in Appendix A.

iv. *Arrangements for sharing information internally and externally about vulnerable individuals, where appropriate (HEG paragraph 23).*

We will use existing welfare/referral systems to manage communications about vulnerable individuals internally but will be adding both training for appropriate staff and 'Channel' referral protocols to these systems. This will be active by Summer term 2016. See Appendices B and C for diagrammatic representations of the escalation of concerns internally through to the Channel process.

v. Arrangements for sharing information about external speakers with other providers, where legal and appropriate (if not covered in the external speakers and events policies) (HEG paragraph 14).

We have amended our booking conditions and consents to enable our ability to share information within the law under certain circumstances. Ahead of sector wide developments consideration will be on a case by case basis within existing legal frameworks (DPA1988, HRA1998, Crime and Disorder Act 1998, Caldicott Principles etc.).

vi. Arrangements for ensuring sufficient pastoral and chaplaincy support for all students (including arrangements for managing prayer and faith facilities) (HEG paragraphs 25 and 26).

The RVC has very strong chaplaincy and pastoral arrangements in place covering a reasonably small student body, and these are being strengthened in the light of a recent review of student well-being. The RVC already has an approved Religion and Belief policy which covers booking rooms for faith related events as well as the use of our quiet room facilities (*NB these are not suitable for groups, only for individual acts of meditation or worship*). The College Chaplain is a member of the 'Prevent' Steering Group and works closely with our student welfare team. See Appendices B and C for the Chaplain's role in welfare and support for vulnerable staff and students and Appendix D for our policy on Religion & Belief.

- vii. *Policies for the use of the provider's computer facilities (hardware, software, networks, social media), to include consideration of filtering arrangements and of academic activities that might require online access to sensitive or extremism-related material (HEG paragraphs 27 and 28).*

The RVC's IT Acceptable Use Policy has already been reviewed, approved and re-issued to cover compliance with the Counter Terrorism Act 2015. We have used our Internal Auditors to carry out an 'information security' audit and this audit features 'Prevent' requirements as part of its remit. We are awaiting the final report and filtering and monitoring arrangements will be reconsidered by our IT Strategy Group during the Summer term 2016 as part of the Action Plan arising from the audit report and in the context of 'Prevent'. Careful consideration will be given to the value (effectiveness) and cost of action in relation to risk when individual access to the internet is now ubiquitous. Filtering and blocking have been considered relatively recently but we have currently only decided to block torrent sites.

- viii. *Arrangements for engaging with students' unions and societies, which are not subject to the 'Prevent' duty but are expected to cooperate with their institution (HEG paragraph 29).*

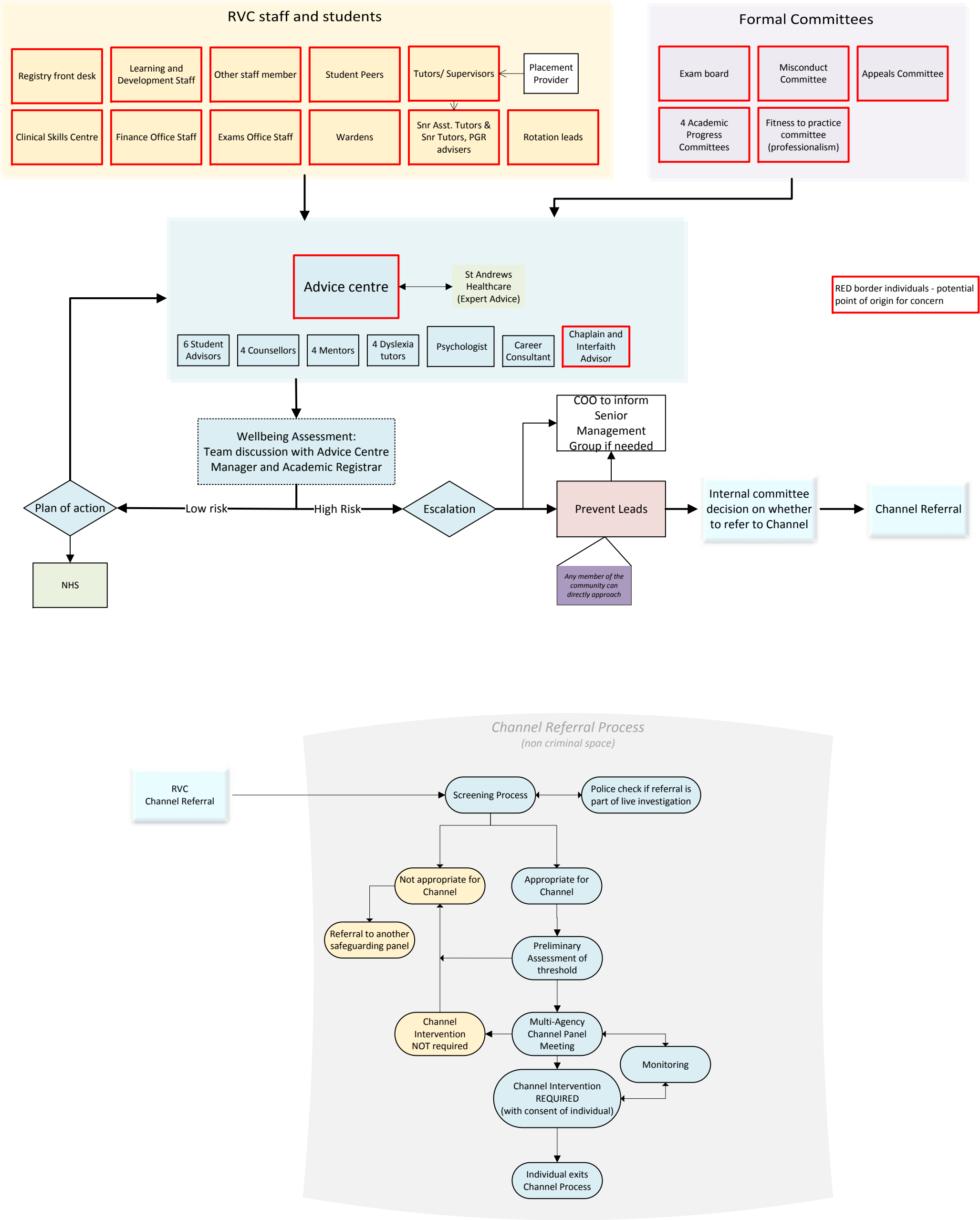
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Appendix A - RVC Prevent Training Plan

Capability/ knowledge area	Reasons to train	Stakeholder	Timing and type	Type
Compliance, policy, procedure and risks	<ul style="list-style-type: none"> - Impact to several units across the college - Assurance 	- SMG	March 2016	<ul style="list-style-type: none"> - Papers - Verbal briefings - Tailored group discussion
		- Audit Committee	Nov 2015	
		- Council	Nov 2015	
		- Student Union reps	Nov 2015 and April 2016	
Recognising vulnerability	<ul style="list-style-type: none"> - First point of contact - Know how to react (ID internal resources) - Ensure appropriate approach 	<ul style="list-style-type: none"> - Clinical Skills Centre - Registry staff - Learning & Development - Advice Centre staff & Chaplain - Rotation Leads - Tutors, Senior Tutors - Management Development Programme - Student Reps - Halls of Residence Coordinators - Estates staff (inc. Contracted security staff) - HR staff - PGR Departmental Advisors - PGR Supervisors 	April 2016 - April 2017 and then ongoing work to address any legacy and renewal timings.	<ul style="list-style-type: none"> - WRAP online training - Embed within HR courses: <ul style="list-style-type: none"> ❖ <i>Managing Mental Health in others</i> ❖ <i>Working with Distressed Students</i> ❖ <i>Dealing with Difficult People in the workplace</i> ❖ <i>Coaching Skills</i> ❖ <i>Resolving issues</i> ❖ <i>Management Development Programme (Sickness/ Absence)</i> - Orientations - Prevent lead sessions - Supervision training and refresher courses - Print collateral in halls of residence etc. - Other such training as becomes available (LFHE, JISC, etc.)
Legislative duty understanding & Internal resource awareness	<ul style="list-style-type: none"> - Topic of <i>Prevent</i> is prevalent and understood - Know how to react (ID internal resources) - Ensures RVC's efforts are known - Ensures RVC's efforts are understood 	Entire RVC Community	January 2016 and ongoing	<ul style="list-style-type: none"> - Publicly available info, e.g. website - Fliers at events, e.g. fresher's fare, intro to HH day, advice centre roadshow - Public notices, e.g. halls of residence boards
Institutional leads and network connections	<ul style="list-style-type: none"> - Ongoing collaboration - Implementing lessons learned - Ensuring continuity and effectiveness of compliance 	Prevent Leads: MG & IV	Ongoing	<ul style="list-style-type: none"> - Prevent Network Meetings and useful identified training

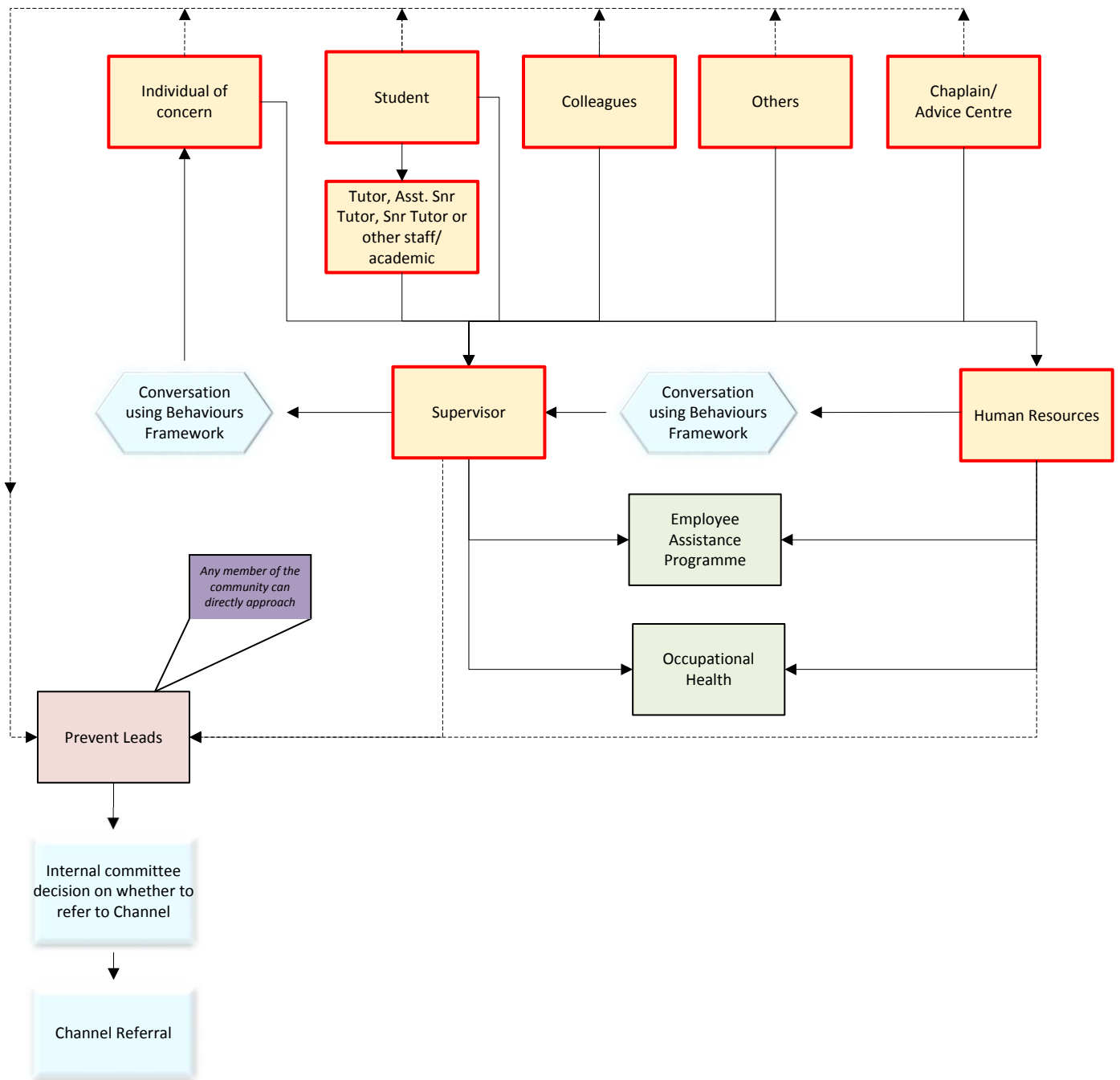
STUDENT CONCERN INFORMATION FLOW

This diagram outlines the flow of information relating to a vulnerable individual (student). Its purpose is to show who may be involved in discussing a person’s case if they should be flagged as vulnerable/ needing assistance/ causing concern. The nature of concern is not specified but due to the legislative reporting requirement for Prevent, the Prevent and Channel process are specifically noted.



STAFF CONCERN INFORMATION FLOW

This diagram outlines the flow of information relating to a vulnerable individual (employee). Its purpose is to show who may be involved in discussing a person's case if they should be flagged as vulnerable/ needing assistance/ causing concern. The nature of concern is not specified but due to the legislative reporting requirement for Prevent, the Prevent and Channel process are specifically noted.



RED border individuals - potential point of origin for concern

RELIGION AND BELIEF POLICY

1 Introduction

- 1.1** It is the intention of The Royal Veterinary College to create an inclusive environment for everyone, regardless of age, sex, marriage & civil partnership, race, disability, religion or belief, gender reassignment, sexual orientation, pregnancy & maternity or any other characteristic.
- 1.2** The College welcomes staff, students, clients, visitors & others of all religions, faiths and beliefs. As a pluralist community, the College also respects the integrity and contributions to College life of agnostics, atheists and humanists.
- 1.3** The College aims to ensure that no one faces discrimination on the grounds of their religion or belief or lack of belief. This policy provides an overview of how we are working towards achieving this aim.

2 Definition of 'Religion and Belief'

- 2.1** The term 'religion and belief' is defined as 'any religion, religious belief, or similar philosophical belief'. In order to meet this definition, a belief must have one or more of the following characteristics:
- collective worship;
 - a clear belief system; or
 - a profound belief affecting a way of life or worldview.
- 2.2** Atheism and agnosticism come within this definition but political beliefs have been explicitly excluded. Employment tribunals and other courts have to decide whether other circumstances are covered by the legislation.
- 2.3** While in some cases, race and religion are closely connected, most faith groups are very diverse and include a variety of beliefs, denominations, practices and traditions. They may include people of various ages, cultures, ethnic origins and social backgrounds. It is therefore important that there is no stereotyping of people who belong to a particular faith or belief.

3 Genuine Occupational Requirement

- 3.1** A 'Genuine Occupational Requirement' can be obtained where it can be proved that in order to carry out a particular role effectively it is necessary to be a member of a particular religion or have a particular religious or philosophical belief. Apart from the role of College Chaplain, it is unlikely that any posts at the College would fall into this category.

4 Religion & Belief and Sexual Orientation

- 4.1** Situations may arise where the rights of one individual conflict with the rights of another; the most frequent example of this is when an individual objects to lesbian, gay and bisexuality on the grounds of religion or belief. Such individuals are legally entitled to hold such beliefs but must not

manifest their views in a way that offends, intimidates or humiliates others or is hostile or degrading to them.

Practical aspects of the Religion and Belief policy are outlined in the next section, listed in alphabetical order.

5 Booking Rooms for Faith Related Events

5.1 All room bookings should be requested through the Estates Department, via the College's "Room Booking" facility on the intranet.

5.2 The following information should be submitted when making the request (which should also be copied via email to the Chaplain – contact details can be found on the College's intranet):

- the name(s) of the organiser(s);
- the name(s) of any speaker(s); and
- an outline of the activities to be undertaken during the event.

5.3 If the Chaplain has any concerns, these will be discussed in the first instance with the proposed organiser and/or other senior College staff.

5.4 Events should be in accordance with the 'Statement on Building Good Relations between People of Different Faiths and Beliefs', produced by the Inter Faith Network for the UK:
<http://www.interfaith.org.uk/about-ifn/values-of-ifn>

5.5 Organisers should aim to enhance the understanding of a particular faith at the same time as showing respect for the diverse College community. College premises must not be used for the purposes of trying to convert others to another faith or belief.

6 Calendar Dates: Timetabling and Work Patterns

6.1 Dates are important within the religious context because they relate to religious celebrations, festivals and ceremonies. This may also apply to times of the days or days of the week. Care should therefore be taken when fixing in advance the dates of for example:

- open days – for potential applicants;
- assessments and examinations;
- training events; and
- other College events for staff, students, visitors and/or others.

6.2 However, even with advanced planning, it may not always be possible to select dates that do not clash with a religious celebration. This may be the case with examinations. Students should indicate as soon as possible if there is a problem with a particular date so that an alternative date can be considered. If this is not possible, students will be offered a deferral to the next available opportunity. Every attempt will also be made to ensure that interview dates do not place candidates at a disadvantage, with alternative arrangements being made whenever possible.

6.3 A number of religions observe fasting for different periods of the year. Any employees or students who are affected by this have the option to inform their managers or tutors to ensure that they can take the necessary breaks.

6.4 The Equality Challenge Unit has produced a government guidance on 'Religious Observance in Higher Education: Institutional Timetabling and Work Patterns':
<http://www.ecu.ac.uk/wp-content/uploads/external/Religious-obs-timetabling.pdf>

7 College Chaplaincy: Role

- 7.1** The College Chaplain is part of the main Chaplaincy team of the University of London and is appointed to the College by the Senior Chaplain. The Chaplain is an important part of the College community to which he/she makes an invaluable contribution.
- 7.2** The Chaplain's time is divided between the College and the UCL Medical School.
- 7.3** Within the scope of the Religion and Belief policy, the Chaplain will act as the first point of advice and will recommend updates and amendments. The Chaplain liaises with ministers of other faiths locally and therefore can involve them as necessary in the development and implementation of this policy.

Contact details for the College Chaplain can be found on the College Intranet.

8 Dietary Requirements

The College recognises that some religions or beliefs have specific dietary requirements, relating to types of food, food preparation and storage. The College aims to meet the most common religious dietary requirements upon request and will endeavour to assist with such requests in a sensitive and reasonable manner. Dietary needs should also be considered when catering is organised for meetings, events and conferences.

9 Dress Codes

- 9.1** As a public authority and Higher Education Institution, the College requires its employees to dress in a manner that provides a positive image of the College. Although the College welcomes the variety of appearance brought by individual styles and choices, there are several basic rules that apply to staff and students.
- 9.2** Dress should conform to the current majority view in our society of what constitutes decency. The wearing of clothing displaying slogans that are discriminatory – for example, racist or sexist – is unacceptable and will not be permitted.
- 9.3** The wearing of items from particular religious group norms is of course welcome. However, Health and Safety requirements may mean that for certain tasks, specific items of clothing (overalls, protective clothing etc) must be worn. If such clothing constitutes a conflict with an individual's religious belief, the issue will be considered sympathetically to find a satisfactory compromise. This will also apply if certain items of clothing/headwear/jewellery might constitute a health and safety risk in areas such as clinical work.

10 Fulfilment of Duties

- 10.1** As a Higher Education Institution with research facilities, the College engages in many activities and research projects, which in some circumstances an individual may object to on moral grounds usually related to religion or belief. If this situation arises and an individual's duties require them to undertake activities to which they object, the matter should be raised with their manager or tutor and resolved as necessary.

11 Leave for Religious Festivals, Extended Leave and Time for Religious Observance

- 11.1** All employees are required to work in accordance with their contract, regardless of their belief or non-belief. Students are also required to follow the requirements of their course of study and attend the necessary lectures, tutorials, etc.
- 11.2** Employees are entitled to take annual paid leave to participate in their religious celebrations, festivals or ceremonies. Requests for such leave should be made a reasonable time in advance so that line managers can consider all requests in the light of workloads and the effect that any absence will have on the service. Time off can normally be accommodated using annual leave, time off in lieu or in exceptional circumstances unpaid leave.
- 11.3** Requests for extended leave on religious grounds will also be considered sympathetically. This may be necessary in order to go on a pilgrimage or to attend ceremonies related to births, weddings or deaths of relatives abroad. If the leave extends beyond the annual holiday entitlement, the excess days will be treated as unpaid leave.
- 11.4** Students wishing to be absent for similar reasons should discuss the implications with their tutor so that a reasonable arrangement can be made. Missed learning opportunities resulting from participation in religious festivals must be made up by the student, with any reasonable support from tutors as necessary.
- 11.5** Employees and students may also wish to take time during the working day for religious observance. This may involve time for private prayer or to attend religious services such as a Mass or Communion Service. This should normally pose no problems on weekdays although it might be problematic if employees have to work on Sundays. A reasonable arrangement can usually be made if the issue is discussed with the line manager.
- 11.6** The College recognises that alone amongst faith groups, the Islamic faith requires prayers at specific times and in certain conditions. Managers and tutors should be sensitive to these issues and deal reasonably with any requests by staff or students. Some of these prayers take the same time as a short coffee break and one of the breaks tends to fall within the lunch break so it should normally be possible to accommodate such needs.

12 Quiet Room Facilities

- 12.1** The College provides quiet rooms at both campuses. These are non-segregated spaces available for individual quiet prayer, reflection or meditation by men or women. They are unsuitable for group prayer, although requests to book other rooms for group prayer will be considered in a sensitive and reasonable manner. Employees and students using the rooms should be sensitive to the needs of other users.

13 Religious Societies

- 13.1** Religious societies affiliated to the Students' Union are free to operate within the general policy and guidelines of the College. They may operate as necessary within the best interests of their members but without detriment to the needs of other staff and students. Societies are free to invite speakers from religious communities outside the College, although the programmes for all such events must be passed to the College Chaplain in advance for approval. Freedom of speech is an important principle at the College.

14 Titles

- 14.1** Recognised or ordained ministers or leaders of religious communities may have particular titles or designation, e.g. Imam, Rabbi, Reverend. Employees or students who have such titles should indicate if they wish the title to be used in all correspondence with the College and on staff or student directories, the College website etc.

15 Working with Colleagues

- 15.1** The College is a diverse institution where people work together to achieve the aims of the College. All prospective employees and students need to be aware that they will be expected to work with all colleagues and clients, regardless of their gender, gender identity and religious beliefs.
- 15.2** Individuals whose religion restricts contact with the opposite sex should discuss their situation in confidence with their Academic Tutor, line manager and/or the Director of Human Resources. As the College is not a single sex institution, however, there may be limited possibilities for making alternative arrangements without infringing sex discrimination legislation.

This policy may be subject to periodic review and amendment in light of changes in legislation, good practice or operational requirements.