

## Hertford College Prevent Risk Assessment 2019-20

College: Hertford		Date of Assessment: 4 March 2020		
Risk area	Risk	Level	Current activity	Actions
<b>Overarching risks</b>	Prevent policies undermine free expression and academic freedom	High	College has adopted policies that secure and protect free expression and academic freedom, recognising the primacy of these values in institutions of higher education.	
	Prevent policies undermine the autonomy of academics, students and staff	High	College has adopted policies that secure and protect the rights of academics, students and staff to hold, articulate and act upon their political, religious and ideological opinions at all times, within the law, and subject only to their contractual agreements and terms of employment.	
	Prevent policies undermine confidence in relationships within colleges	High	College has adopted policies that secure and protect the rights of academics, students and staff to confidentiality and privacy at all times, in the absence of a risk of serious crime, subject only to their contractual agreements and terms of employment.	
	Prevent policies result in discriminatory outcomes	High	College has adopted policies that are not discriminatory, and which secure and protect the rights of all academics, students and staff to equal treatment under the law, regardless of racial or ethnic origin, or religious belief, and which are in the strictest accordance with the Equality Act 2010 and with their Public Sector Equality Duty	
	Prevent policies are not proportionate	High	College has adopted policies that are proportionate, noting where the risk of individuals being drawn into terrorism is judged to be low, and which remain subject to, and do not undermine, existing legal rights, including under the Education (No 2) Act 1986, the Human Rights Act 1998, the Equality Act 2010 and data protection legislation.	

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	Prevent training fails to secure and protect respect for rights to free expression, academic freedom, autonomy, confidentiality, privacy and equal treatment under the law	High	Prevent training includes instruction in these components.	
<b>Leadership and governance</b>	Governing Body does not assess the on-going impact of Prevent on the rights to free expression, academic freedom, autonomy, confidentiality, privacy and equal treatment under the law	High	College conducts an annual review to satisfy Governing Body that Prevent policies are not undermining, remain subject to, and are operating in manner to secure and protect the rights of academics, students, staff and visiting speakers under existing law, including the Education (No 2) Act 1986, the Human Rights Act 1998, the Equality Act 2010 and data protection legislation.	
	Compliance with Prevent duty is not considered at a sufficiently senior or expert level within the Collegiate University	Low	A working group chaired by Lord Macdonald QC worked with the University and HEFCE to brief Conference of Colleges and to agree an appropriate structure with HEFCE.	
	Compliance with Prevent duty is not reviewed at a	Low	Compliance with Prevent duty is included in the college's risk register and reviewed annually by Governing Body when making the annual report to the OfS.	

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	sufficiently senior level within the College			
	Governing Body, academics, students and staff do not know who has primary responsibility for compliance with the Prevent Duty	Low	Governing Body has nominated Key Individuals to take primary responsibility for the Prevent Duty, whose names and contact details are included in the Prevent Duty Policy.	
<b>Partnership</b>	External agencies, other colleges and the University do not know whom to contact in college on Prevent enquiries.	Low	Governing Body has nominated a College Prevent Lead, whose names and contact details are included in the Prevent Duty Policy.	
	College is not linked adequately with statutory partners and does not know how to share Preventrelated concerns and key information appropriately	Medium	Where there is a risk of serious cause for concern, the College Prevent Lead to receive information through the University's security service from the local Prevent co-ordinator.	
	Information is not effectively shared with the central University or other colleges.	Medium	<p>Governing Body is aware that special arrangements apply to the exchange of sensitive personal data.</p> <p>College reviews existing data sharing protocols with other colleges and the University, in a manner that is consistent with data protection law and secures and protects the existing legal rights of</p>	

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			academics, students and staff, including, in the absence of serious crime, to confidentiality and privacy.	
	Inadequate engagement and consultation with students and student unions and clubs	Medium	The JCR and MCR are included in the development of relevant policies and communication of these policies to students.	
<b>Student welfare and pastoral care</b>	Students at risk of being drawn into terrorism are not identified by college welfare systems	Low	<p>The college is a small, supportive community, in which unusual behaviour and problems of any kind are generally identified quickly. It also has an extensive welfare support system for students that is closely co-ordinated with the full range of university welfare support.</p> <p>Key Individuals include those with senior responsibility for student welfare in college. Welfare procedures to include guidance on dealing with any concern that students may be drawn into terrorism, including, in the absence of serious crime, to secure and protect the existing rights of students to confidentiality and privacy. Any welfare concerns arising from a student being drawn into terrorism are addressed in the same way as any other welfare matter. The single point of contact for welfare referrals is used (the University and the Colleges have agreed that only the Registrar is authorised to make an external referral under Prevent).</p>	
<b>Staff welfare and pastoral support</b>	Staff at risk of being drawn into terrorism are not identified by college welfare systems	Medium	<p>The Bursar has primary responsibility for welfare provision to domestic and ancillary staff. Key Individuals include those with senior responsibility for domestic and ancillary staff welfare in college.</p> <p>The Employee Handbook informs staff of the college's compliance with the Prevent duty, making them aware of the Key Individual to whom they should report concerns.</p>	

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			Welfare procedures include guidance dealing with any concern that staff may be drawn into terrorism, including, in the absence of serious crime, to secure and protect the existing rights of staff to confidentiality and privacy.	
<b>Events and venue hire</b>	Arrangements to risk assess events contravene the college's statutory duty to promote freedom of speech.	High	<p>The college adheres to the University Policy on Freedom of Speech.</p> <p>College policy on freedom of speech secures and protects the primacy of free expression and academic freedom in the context of institutions of higher education.</p>	Update
	Students book external speakers (defined as being speakers external to the collegiate University) without risk assessment	High	All student bookings are approved by the Prevent Lead, who is responsible for risk assessment and for implementing college's policy to secure and protect the primacy of free expression within the college, and for external speakers, including under the Education (No 2) Act 1986.	
	Academics arrange external speakers without risk assessment	High	<p>Academics are responsible for booking their own events. (Note that seminars that are part of the academic curriculum are covered by university procedures, even where they take part on college premises).</p> <p>Academics are responsible for risk-assessing their own events and for implementing college policy to secure and protect the primacy of free expression within the College, and for external speakers, including under the Education (No 2) Act 1986.</p>	
	Conferences and summer schools arrange external	High	Conference organisers are subject to existing rules on appropriate activities.	

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	speakers without risk assessment			
	Faith facilities arrange external speaker events without risk assessment	High	Management and use of college faith facilities is governed by a specific policy which reflects college policy to secure and protect the primacy of free expression within the college, and for external speakers, including under the Education (No 2) Act 1986, and equal treatment under the law.	
<b>Training</b>	Key Individuals do not understand their duties and are not aware of the resources available to them.	High	Key Individuals in college receive appropriate training, including rights protection training. Governing Body to receive suitable briefing, including rights protection briefing, annually.	Key Individuals in College to receive appropriate training, including rights protection training. Governing Body to receive suitable briefing, including rights protection briefing.
<b>IT safety</b>	Users of college IT systems break the law	High	Academics, students and staff are bound by the University's IT policy. Users of all college IT systems are required to abide by all applicable laws and by University IT policies as a strict condition of use.	
<b>Research</b>	College researchers are in breach of research ethics governing research using human subjects, including on-line	Medium	All research involving human subjects must receive ethical clearance from the University.  College only researchers are required to adhere to the University's Practice and Procedure on Academic Integrity in Research.	