Prevent Policy and Procedure			
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Related documents:	Code of Practice on Freedom of Speech; Booking External Events Procedure; Safeguarding Policy; IT Acceptable Use Policy		
Documents replaced:	N/A		

Note: All policies must be read in conjunction with all other SOAS policy, procedure and guidance documents. Printed copies of policies may not be the most up to date, therefore please refer to the policy pages on the SOAS external website or intranet for the latest version.

1. Policy statement

1.1 SOAS is committed to promoting a safe and inclusive environment for all students, staff and visitors. As part of our safeguarding obligations and in compliance with the Counter-Terrorism and Security Act 2015, we uphold the Prevent duty to have "due regard to the need to prevent people from being drawn into terrorism."

1.2 There are three main objectives related to Prevent:

- To tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.
- Enable those who have already engaged in terrorism to disengage and rehabilitate.

1.3 This policy outlines the university's procedures for identifying, reporting and managing concerns related to radicalisation and extremism.

2. Scope

2.1 This policy applies to:

- All university staff (academics and professional services)
- All students
- All contractors and visitors
- All collaborative partners and affiliated bodies.

3.   Definitions

3.1   **Prevent Duty**: A legal duty on certain bodies [including universities] to prevent people from being drawn into terrorism.

3.2   **Terrorism**: As defined in Section 1 of the Terrorism Act 2000, terrorism is: "*The use or threat of action (serious violence against a person, serious damage to property, endangering a person's life, serious risk to the health and safety of the public, serious interference/disruption of an electronic system); designed to*:

(i) influence the government or international governmental organisation; or

(ii) to intimidate the public or a section of the public; and made for the purpose of advancing a political, religious, racial or ideological cause".

3.3   **Radicalisation**: The process by which a person comes to support terrorism or extremist ideologies.

3.4   **Extremism**: The government has defined extremism as "*vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs*" and "*calls for the death of members of our armed forces*".

4.   Prevent duty objectives

4.1   These are as follows:

- Safeguard individuals at risk of radicalisation.
- Ensure staff understand their responsibilities and appropriate responses.
- Promote freedom of speech while maintaining campus safety.
- Collaborate with external partners (e.g. police, local authorities) on safeguarding matters.

5.   Roles and responsibilities

5.1   Designated Prevent Lead (DPL)

- The Director of Student Support, Wellbeing and Careers acts as the university's main contact for Prevent-related concerns.
- Maintains confidentiality and ensures proportional responses.
- Liaises with external agencies (e.g. the Department of Education Prevent Co-ordinator, Channel Panel).
- Keeps accurate records of concerns raised and actions taken.

5.2   All staff

- Complete mandatory Prevent training.
- Recognise and report concerns to the DPL using the reporting form (Appendix A)
- Maintain confidentiality throughout the process.

5.3   Students

- Report concerns using the reporting form at appendix A or by contacting student support services or personal academic advisors/supervisors who will escalate to the DPL.

6. Procedure for reporting concerns

Step 1: Recognise

Be vigilant for signs that a person may be vulnerable to radicalisation which could include:

- Changes in behaviour, language, or appearance
- Advocacy of extremist views
- Isolation or sudden political or religious interest
- Use of extremist symbols or references.

Step 2: Record

- Complete the Prevent concern reporting form (see Appendix A) with factual, objective information.

Step 3: Report

- Email the completed form to the DPL at: preventlead@soas.ac.uk

If there is immediate danger, contact:

- Police: call 999
- The Campus Security Hub: located on the lower ground floor of Main Building
- Then report to the DPL as soon as it is safe to do so.

Step 4: Referral and Decision

The DPL will:

- Review the concern
- Risk assess, potentially in consultation with the designated safeguarding lead

- Decide whether further action is needed (e.g. informal support, formal referral to Channel etc.)
- Contact external partners if appropriate.

Step 5: Record Keeping

- All cases are documented securely in accordance with GDPR and data protection policies.

7. Freedom of speech and academic freedom

7.1   Prevent is not about stopping people from holding or expressing views that others may find offensive. Views such as anti-immigration, pro-life, or opposition to same sex marriage are lawful and protected.

7.2   The concern arises where there is vocal or active harassment, intimidation or incitement to violence which may indicate a risk of radicalisation. SOAS will risk assess and manage events where such risks could emerge.

7.3   SOAS is committed to upholding academic freedom and freedom of expression within the law, as set out in its Code of Practice on Freedom of Speech. This policy aims to identify and address genuine risks – not to suppress legitimate debate.

8. Staff training

8.1   The training arrangements are as follows:

- Mandatory Prevent training is required for all staff.
- Annual refresher training will be delivered by the DPL to key staff with high student contact. These include College Hub staff, Student Casework, Student Advice and Wellbeing, Security leads, Event leads, Health and Safety leads, IT Service Desk officers, Library team leaders and the Careers Service.
- Though not employed staff, Students' Union representatives will also receive this training.
- Additional resources are available upon request from the DPL.

9. Governance

9.1   The Prevent Steering Group is responsible for managing the University's obligations under the Counter-Terrorism and Security Act 2015 and the Prevent duty.

9.2   Reporting to the Board of Trustees through the Audit and Risk Committee and the Executive Board, the group works in partnership with all members of the SOAS community – including Trustees, staff, students, visitors and contractors.

9.3   It promotes awareness of the risks of radicalisation and monitors the effectiveness of the University's Prevent arrangements.

10. The regulatory role of the Office for Students

10.1   The Office for Students (OfS) monitors how universities in England comply with the Prevent duty, ensuring institutions balance freedom of speech with managing risks related to extremism.

10.2   Universities must submit an annual Prevent accountability and data return, detailing staff training, welfare support, risk assessments, and event procedures.

10.3   The OfS may request additional evidence or conduct investigations where concerns arise. It can also provide guidance or take regulatory action if necessary.

10.4   The aim is to support safe, inclusive, and lawful learning environments.

Appendix A: Prevent Concern Reporting Form

STRICTLY CONFIDENTIAL – To be sent to Designated Prevent Lead at: preventlead@soas.ac.uk

1. Details of Person Reporting the Concern

Name	
Role	
Department	
Contact Email/Phone	

2. Details of Individual of Concern

Name	
Student/Staff ID (if known)	
Course/Department	
Age (approx.)	
Contact details (if known)	

3. Nature of Concern (please provide as much detail as possible, including dates, observed behaviours, what was said or done, and any other relevant context.)

4. Immediate Risk Assessment

- Is the person at immediate risk of harm to themselves or others?

  ☐ Yes ☐ No

- Have you contacted emergency services or security?

  ☐ Yes ☐ No

- If yes, provide details:

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5. Actions Already Taken (e.g. spoken to individual, raised with line manager, etc.)

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6. Supporting Documents (if any)

Attach emails, screenshots, social media examples, etc.

7. Declaration

I confirm this information is accurate to the best of my knowledge.

Signature: _____

Date: _____

Submit this form to: preventlead@soas.ac.uk