

The Prevent Duty: Prevent Referral Procedure

Version v1 March 2026

Procedure Author – Head of Risk & Resilience

Procedure Owner – Vice Principal (Governance) and University Secretary

Parent Policy Statement – Corporate Governance Policy Statement

Public Access or Staff Only Access – Public

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Changes and Reason for Changes – New procedure to align with the Prevent Duty



THE PREVENT DUTY: PREVENT REFERRAL PROCEDURE

The [Counter Terrorism and Security Act 2015](#) places a legal duty on the University 'to have due regard to the need to prevent people from being drawn into terrorism.' This is known as the Prevent Duty. Further information about the Prevent Duty is available on the [staff website](#)

One way that we meet this legal duty is by making sure we have a procedure in place so that where someone has a concern about a member of the University community then they know how to raise this with us and it is clear what will happen once a concern is raised. This procedure is set out in the flowchart at Appendix 1.

The procedure ensures we have a structured and coordinated approach to safeguarding individuals and making referrals whilst making sure we act in line with our legal, ethical and institutional responsibilities.

This procedure applies to all students, staff, visitors, contractors, and other individuals associated with the University. Oversight of the procedure lies with the University Secretary and Vice-Principal (Governance).

Step 1: Identification and Reporting of Concerns

Staff, students and/or third parties may observe behaviours or statements that indicate an individual is vulnerable to radicalisation or at risk of becoming a terrorist or supporting terrorism. Such concerns might arise from:

- noticeable changes in behaviour,
- expression of extremist ideologies or
- association with extremist groups.

Where a concern has been identified it should be reported promptly and in confidence to the following points of contact:

- Staff should raise concerns via their line manager or directly by email to prevent@uws.ac.uk
- Students should raise concerns via their personal tutor or directly by email to prevent@uws.ac.uk
- Third parties should raise concerns through their University point of contact or directly by email to prevent@uws.ac.uk.

Step 2: Review of the Concern

On receipt of a concern, the Head of Risk and Resilience will conduct an initial review, consulting relevant colleagues where necessary, to assess validity and seriousness. Where the Head of Risk and Resilience determines that there is merit in reviewing the concern further, it will be escalated to the Vice Principal (Governance) and University Secretary, who will convene a Prevent Oversight Group sub-group to assess the level of risk.

The sub-group may consult internal records (e.g. Student Services, Schools, Security) to inform its assessment. Based on this review, the sub-group will decide whether:

- the concern can be managed internally through University support mechanisms (e.g. counselling, safeguarding), or
- escalation is required.

If escalation is required, the sub-group will prepare a Prevent referral using the national referral form. This will include:

- a clear description of the behaviours or statements observed,
- the context and any influencing factors,
- actions taken by the University to date, and
- any relevant supporting information.

The Head of Risk and Resilience or University Secretary will submit the referral securely to the local Prevent Single Point of Contact or directly to the police's Prevent team.

Information Gathering

If further information is requested from the University by an external agency as part of the referral this will be coordinated by the Head of Risk and Resilience or the University Secretary. Where information is shared this will be shared in line with the UK General Data Protection Regulation and the Data Protection Act 2018.

Record Keeping

Throughout the process, the Head of Risk and Resilience shall ensure that appropriate records of actions taken, communications, and outcomes are maintained by the University and that any records are destroyed in line with University records retention schedules.

Further Information

If further guidance is needed, please contact prevent@uws.ac.uk

APPENDIX – Prevent Referral Procedure

