

University of St Andrews

Action Plan – S.26 Counter-Terrorism & Security Act 2015

The Counter-Terrorism & Security Act 2016, creates a specific duty for, inter-alia, Universities to “*have due regard to the need to prevent people from being drawn into Terrorism*”. Since 2016/17, the University of St Andrews has worked to develop guidance, procedures and training to meet this duty, predicated on a *Safeguarding* approach, which is the overarching ethos of the Prevent strand of the Government’s CONTEST Strategy. These efforts have been guided by the statutory guidance for Scotland published on 15<sup>th</sup> July 2015 and the subsequent Prevent duty Guidance for higher education institutions in Scotland published in September 2016. Reference has also been made to the Good Practice Guide published by the Scottish Higher Education Prevent Working Group in June 2015

Area	Recommendation	Action Taken
<b>External Speakers and Events</b>	7. Policy & Procedures to be in place for the management of events on campus and use of all the institutions premises. The policy should apply to all staff, students and visitors and clearly set out what is required for any event to proceed.	An external speakers and events protocol was drafted and approved by the University Security Strategy Group at their meeting on 29 <sup>th</sup> May 2017. <b>COMPLETE.</b>
<b>Leadership</b>	<p>16. Active engagement of Senior Management of institutions with the range of Prevent Partners, including Police. We would expect to see the appointment at a senior level of a single point of contact for Prevent.</p> <p>18. Institutions will demonstrate that they have an awareness of, and – where appropriate – participate in local <i>Prevent of</i> CONTEST multiagency groups....</p>	The University Security Manager represents the Vice-Principal, Governance, on the Fife multi-agency CONTEST Group, which is held at Police Scotland Divisional Headquarters on a quarterly basis. The group comprises representation from the NHS, Fire Scotland, Ambulance Scotland, Fife Council, (including Education & Social Work) and Fife College. The Vice-Principal, Governance, or in his absence, the Chief Legal Officer, is the single point of contact in the University for Prevent. <b>COMPLETE.</b>

<b>Leadership</b>	17. Each institution will demonstrate that they are engaged with the Scottish HE Prevent network at a senior level (University Secretary or equivalent senior manager).	The Vice-Principal, Governance, assumed the position of chair of the Scottish Higher Education Prevent Working Group on 28 <sup>th</sup> April 2017. The group comprises representatives from each Scottish HE institution, along with Police, Universities Scotland, UCU and Scottish Government representation. The group shares good practice, and is updated on CONTEST strategy developments within UK & Scottish government. <b>COMPLETE.</b>
<b>Staff Training</b>	20. Compliance with the duty will also require institutions to demonstrate that it is willing to undertake Prevent awareness training and other training that could help staff and students to prevent people from being drawn into terrorism, and be aware of what action to take. Student Unions should also consider whether their staff and elected officers would benefit from Prevent awareness training.	<p>The University Security Manager, Chief Legal officer, and the Head of Organisational &amp; Staff Development have reviewed options for the delivery of training relevant to the University's needs, and have developed a three tier approach. Tiers one and two will involve the delivery of online training packages to two defined staff groups – those with immediate professional contact with staff or students, those who encounter students in their daily duties but not as part of their duties. The online packages will include links to relevant policies and procedures as well as further sources of information on CONTEST and Prevent specifically. It is anticipated that the online packages will be available in September 2018. <b>ONGOING.</b></p> <p>Face to Face training will be delivered to those who are directly involved in processes and procedures relating to the booking and management of space for Events and/or external speakers. <b>ONGOING.</b></p> <p>An external provider has been identified to produce customised versions of Prevent awareness packages, tailored to the needs of St Andrews staff. <b>COMPLETE</b></p> <p>Engagement has taken place with Faith Society Presidents in the University, as well as with the Sabbatical Officers since</p>

<b>Staff Training</b>		<p>2016-17. A further programme of awareness raising has taken place with the new sabbatical officers for 2018-19. The opportunity will also be given to the wider group of Student Union staff to participate in the online training package.</p> <p><b>ONGOING.</b></p>
	<p>21. We would expect the institution to have robust procedures both internally and externally for sharing information about vulnerable individuals (where appropriate to do so). This should include information sharing agreements where possible. These procedures should link to existing institutional policies relating to student welfare and safeguarding good practice.</p>	<p>Any decision to make a referral to a Prevent Professional Concerns Panel will be made via the University's Prevent Compliance Group. The group, chaired by VP Gov, comprises a wide cross section of senior University Staff who can be co-opted onto the group depending on the nature of concern being raised. Members include the Director of Student Services, the Chaplain, the Head of HR, Chief Legal Officer, University Security Manager, and University Diversity Officer.</p> <p>Existing procedures utilised by Student Services and HR will be utilised when making any potential referral to a Prevent Professional Concerns Panel, the current route to which is via Police Scotland. <b>COMPLETE.</b></p> <p>A draft information sharing agreement has been produced and the Associate Director for IT is progressing discussions with Police Scotland on this. <b>ONGOING.</b></p>
	<p>22. Institutions must demonstrate that they have regard to the duty in the context of their relationship with and interactions with student unions and societies. We would expect student unions and societies to have due regard to the institutions policies relating to Prevent.</p>	<p>As stated in response to '20' above, a further meeting has been held with the 2018-19 sabbatical officers this summer, through which arrangements for delivering online training to societies and wider student union staff have been discussed.</p> <p><b>ONGOING.</b></p>
<b>Safety Online</b>	<p>24. We would expect institutions to have policies relating to the use of IT on campus. Whilst all institutions will have policies around general usage covering what is and is not permissible, we would expect these policies to contain specific references to the statutory duty. Some educational institutions</p>	<p>The University of St Andrews has a comprehensive policy on acceptable use of IT on campus, within which there is specific reference to the statutory duty, and what is and what is not permissible in terms of terrorism related material.</p> <p><b>COMPLETE.</b></p>

<b>Safety Online</b>	<p>already use filtering as a means of restricting access to harmful content. Consideration should be given to the use of filters as part of the institutions strategy to prevent people from being drawn into terrorism.</p> <p>25. We would expect to see clear policies and procedures for students and staff working on sensitive or extremism-related research.</p>	<p>The University has clear policies and procedures governing access to sensitive or extremism related material overseen by the University Teaching &amp; Research Ethical Committee (UTREC), which authorises such research programmes as well as individuals involved to conduct such research. <b>COMPLETE.</b></p>
<b>Welfare and Pastoral Care</b>	<p>26. Institutions have a responsibility to care for their students and we would expect, as part of the pastoral care and support available, there to be sufficient pastoral support for all students according to the needs of the particular institution. This is seen as a key element of compliance with the duty.</p> <p>27. We would expect the institution to have clear and widely available policies for the use of prayer rooms and other faith related facilities. These policies should outline arrangements for managing prayer and faith facilities and for dealing with any issues arising from the use of the facilities. The policies and procedures should</p>	<p>Pastoral care and support is delivered in the main through Student Services, who offer a comprehensive range of services to meet student needs including counselling services, sexual health advice &amp; support, as well as accommodation and financial advice. A Wardennial service operates across all student residences, providing accessibility to Student Services support through a network of resident assistant wardens.</p> <p>The University chaplaincy provides further pastoral support through a central multi-faith facility, centrally located in the town. In practice, there is also wide connectivity to Student Services through individual Schools, enabling referral of student concerns in appropriate circumstances, and since 2017-18, a new sabbatical officer for student wellbeing has been appointed. <b>COMPLETE.</b></p> <p>The Chaplaincy manages two chapels and the Chaplaincy building (also known as Mansefield), and signposts students and staff to the multi-faith prayer space in one of the Halls of Residence. Worship in the chapels – whether led by the Chaplaincy or an outside body – must be in accordance with ecumenical principles, and must be open to people of any faith or none. Prayer rooms in Mansefield are either reserved</p>

	clearly set out the times and availability of such facilities and how out of hours access is managed.	for a specific faith society or bookable through the Chaplaincy secretaries. The Chaplaincy Building Rules give general instructions on room use, and faith societies are made aware of opening times for the building. There is clear guidance to those booking rooms and to faith societies that any student, member of staff or faith society which is uncomfortable with something seen or heard in the facilities should contact the Chaplain or Chaplaincy Secretaries.
<b>Monitoring and Enforcement</b>	<p>28. As detailed in Section D of the Prevent Duty Guidance for Scotland, both local multi-agency CONTEST groups and the national Prevent and CONTEST governance structures will determine how the duty is being implemented and complied with in institutions.</p> <p>29. In order to ensure that higher education institutions are complying with this duty, there may be a role for the governing body. The governing body is responsible for ensuring the effective management of the institution and has a role in reviewing policies relating to compliance with its statutory duties, including compliance with equality and diversity requirements.</p>	<p>The University Security manager attends the Fife CONTEST Group multi-agency meetings on behalf of the University and provides updates on progress in implementing the statutory duty at St. Andrews. This feeds up through CONTEST governance structure.</p> <p>Updates are also provided by the Chief Legal Officer when he represents the University at the Higher Education Prevent Working Group meetings at Universities Scotland, which are also attended by relevant Scottish Government Prevent leads. <b>COMPLETE.</b></p> <p>As yet, no reports have been submitted to the University Court. This remains in sight and consideration will be given to a report to Court detailing the University's arrangements for compliance with the statutory duty once arrangements for training have matured later in 2018. <b>ONGOING.</b></p>

Updated September 2018  
Chief Legal Officer