

DARWIN COLLEGE

PREVENT Summary Report as at 31st July 2016

Introduction

1. This summary report outlines the College's policies, procedures and other arrangements of the topics outlined in paragraph 32b of HEFCE's '*Monitoring framework for the higher education sector*' document, issued in November 2015. The report's headings reflect the wording in that document.
2. Throughout, a number of paragraphs refer to the University of Cambridge ('University' and the other 30 Colleges in the University ('Colleges')). The nature of the partnership of the University and the Colleges is highly integrated and complex – a number of policies and procedures are developed and determined jointly with the University and/or the Colleges. Where this is the case, this is highlighted. The College also takes the view that the term 'external' does not refer to the University or the other Colleges, due to the joint membership enjoyed by its students with the University, and the required overall management processes of a number of support functions.
3. As background and context, HEFCE should note the following demographic information about the College:

Number of undergraduate students	0 ¹
Number of undergraduate students under 18	0
Number of postgraduate students	685 ²
Number of Tutors ³	3 ⁴
Number of Directors of Studies ⁵	4
Number of other pastoral support staff ⁶	3
College website address	https://www.darwin.cam.ac.uk
College PREVENT Lead (name and role)	Vice Master, Professor Martin Jones ⁷

¹ The College is for post-graduate students only.

² This is the number of students matriculated at the beginning of the Michaelmas Term 2015.

³ In Cambridge colleges, a 'Tutor' does not refer simply to teaching support. All students are assigned a Tutor to act as their representative with the College and the University. Tutors provide advice and support on a wide range of topics: welfare, personal, social, financial, medical and academic and act as the primary front-facing staff for the safeguarding of students and the standards of the student experience. At Darwin, the Senior Tutor is called the Dean and his assistants are similarly titled.

⁴ Currently the tutorial staff comprises the Dean (equivalent to the Senior Tutor in other colleges, the Deputy Dean and the Associate Dean. This has proved sufficient until recently. However, the College has appointed a new Dean with effect from 1st October 2016 and his team will be reorganised and expanded to comprise him as Dean, two Deputy Deans and about 8 College Tutors. Masters' students will be looked after by the three Deans, and PhD candidates by the Tutors. Each Dean or Tutor will be responsible for 60-70 students.

⁵ The term 'Director of Studies' is used for an academic associated with a college who takes on the primary role of supporting a student academically throughout their time in Cambridge, arranging personal teaching support for each student and ensuring they are making appropriate academic progress. Postgraduate students do not have a Director of Studies apart from those studying a few specific Masters courses.

⁶ In addition, Colleges employ a number of staff to provide general and supplementary support covered by the term 'pastoral support staff'. Darwin College has three Deanery office staff who deal with day-to-day student matters.

⁷ Until 31st September 2016. Following his appointment with effect from 1st October 2016, the new Dean, Dr Duncan Needham will become the PREVENT Lead. The Domestic Bursar, Mr Matthew Edwards, coordinates PREVENT matters and is secretary to the PREVENT Committee.

Senior Management and governance oversight of the implementation of its Prevent duty obligations and engagement with Prevent partners

Senior Management Engagement

4. The College is governed by consensus and consultation and its pattern of governance is laid down in its Statutes and Ordinances. The Statues provide for the constitution and governance of the College, the duties and election to office of the Master, the election and admission to Fellowships; the appointment and the duties of College Officers. The Ordinances set out the procedures for appointment of Officers and election of Fellows as well as procedures for other College business. Authority is devolved among several College Officers (Vice-Master, Bursar, Dean, Domestic Bursar, College Secretary) and decision making is conducted through a number of committees.
5. The Master is the Head of the College, elected by the Fellowship, and chairs the major College committees:
 - a. the Governing Body consists of the Master and the Fellows (excepting the Emeritus and Honorary Fellows). Meeting termly, the Governing Body is the main authority of the College and has power to amend Statutes (with the agreement of the University and the Privy Council) and to make Ordinances;⁸
 - b. the College Council is the main operating committee of the College and meets twice termly. Its ex-officio members are the Master, Vice Master, Dean, Bursar and the President of the Darwin College Students' Association (DCSA); 4 other Fellows, elected to serve 3 years each; and 2 further students, elected annually by the student body.
6. The Master of Darwin College is currently Professor Mary Fowler, who has been in office since the beginning of the Michaelmas Term 2012.
7. The Governing Body has been briefed on PREVENT at every termly meeting since September 2015. It has previously approved (in many cases by endorsing the College Council's decisions and recommendations) those current policies now being brought under the banner of PREVENT. Future documents will be approved for publication by the College Council in its role as the main operating committee unless the Council is of the view that wider Governing Body approval is necessary.
8. The PREVENT Committee was formed in the Academic Year 2015-16 and comprises the PREVENT Lead (currently the Vice Master), the Dean, President of the DCSA, the Head Porter, the Domestic Bursar's secretary (who manages room booking on a day-to-day basis) and the Domestic Bursar (as secretary). The Committee was charged with establishing the College's PREVENT policies and processes, reports to the College Council and has met twice in 2016, with a number of papers being circulated electronically *ex committee*.

⁸ Details of key Officers and other personnel with contact details, including email addresses, are available on the College's website www.darwin.cam.ac.uk using the menu under the tab entitled 'People'.

Engagement with PREVENT Partners

9. The collegiate system at Cambridge is significantly enhanced (in all areas of activity) by the existence of a number of intercollegiate committees. In the PREVENT context, the two most relevant committees are the 'Colleges' Committee', which includes all of the Heads of House (the institutional accountable officers) and the senior officers of the University, and the 'Senior Tutors' Committee', which includes the Senior Tutors of all Colleges (most of whom are also their respective college's PREVENT Lead). The Vice-Chancellor of the University is also a member of both committees.
10. These existing networks have been used to promote discussion of the shared duties and responsibilities under PREVENT, most notably in the development of templates for risk assessment, statements of freedom of speech and guidance on the management of external events. The work of these committees is supplemented by email networking lists, and an additional and separate list for PREVENT matters has also been established.
11. The primary PREVENT partners for the College are the University and the other Colleges. The Colleges collectively engage with the University through its PREVENT Committee: College representation is provided by the Chair of the Colleges' Committee, the equivalent College post for the Senior Tutors' Committee and the Head of the Office of Intercollegiate Services (a company owned by all of the Colleges to co-ordinate matters of mutual concern). Further information on the University's PREVENT Committee has been provided in the University's submission.
12. On behalf of the Colleges, the Head of the Office of Intercollegiate Services has also met on a number of occasions with other regional partners, including the Registrar of Anglia Ruskin University, local police providers of WRAP training and the police PREVENT co-ordinator for Cambridgeshire. In the absence of a governmental PREVENT co-ordinator for the Eastern Region, support has been provided by other co-ordinators, usually in tandem with the University's PREVENT contact (the Head of the Registry's Office). The Head of the Office of Intercollegiate Services provides updates and information to College PREVENT Leads by email.
13. Police representatives have also presented at other intercollegiate meetings of College security staff, including a presentation on Project Griffin and related counter-terrorism strategies in December 2015) and College Head Porters (February 2016), both of which were attended by College staff.

Engaging with and consulting students on the College's plans for implementing the *Prevent* duty

14. Formally, students are represented on the College Council by the President of the DCSA as well as two independently elected student representatives. The President of the DCSA also sits on the College's PREVENT Committee.
15. Less formally, all College officers have a 'door open' policy to not only the DCSA President but all students, and the Domestic Bursar, who coordinates PREVENT matters and is secretary to the PREVENT Committee, meets regularly with the DCSA President to discuss a number of matters, including room and event booking.
16. To date, the College has not had to provide any formal statement to students in response to concerns raised by PREVENT.

Training appropriate staff about PREVENT

17. The College PREVENT Committee has identified three levels of PREVENT training:⁹
 - a. to 'understand' the College's PREVENT duty: the Governing Body;
 - b. to 'apply' the College's PREVENT duties, policies and processes:
 - (1) College Officers not involved with PREVENT on a day-to-day basis, such as the Master and the Bursar, who have been guided towards the on-line training;
 - (2) those involved with the physical security of the College, such as the Porters; and
 - (3) those who might notice changes in behaviour and outlook, such as Housekeeping staff.
 - c. to 'analyse, evaluate and create' with regard to the College's PREVENT policies and duties, those involved with PREVENT on a day-to-day basis in a managerial capacity, such as the PREVENT Lead, the Dean and the Domestic Bursar.
18. The Governing Body has been briefed regularly by the PREVENT Lead on PREVENT in general, the College's specific duties and the progress of the College's development of necessary policies and processes at its meetings and this will continue.
19. Those needing to 'apply' the College's duties have, in the case of College Officers, been guided towards the on-line awareness training and, in the case of Porters, Housekeeping staff and other staff have been taken through the online learning as part of a formal training session by the Domestic Bursar.¹⁰ The first session was held on 29th June 2016 and another training session is programmed for 11th October 2016.
20. Those needing greater knowledge and learning are on the PREVENT Committee. Combined with attendance at inter-collegiate and University briefings, the Committee's deliberations fill this learning objective.
21. To date, all Porters and Deanery staff have completed training, together with ten out of twelve Housekeeping staff.

Sharing information internally and externally about vulnerable individuals

22. Much discussion has taken place with the University (through its PREVENT Committee and the Office of Intercollegiate Services) over the most appropriate management of concerns raised about individuals within the University and the Colleges. All students are members of both a College and the University, and the same is true for many staff. It was imperative, therefore, to develop a clear process which enabled both the University and the relevant

⁹ The level of PREVENT training is based in a simple application of Bloom's taxonomy of the hierarchy of learning objectives: in ascending order, remembering, understanding, applying and the three parallel higher objectives of analysing, evaluating and creating.

¹⁰ The on-line training used can be found at <https://www.elearning.prevent.homeoffice.gov.uk>

College(s) of concerns, to co-ordinate and share information, and provide a clear route for decisions about external referral. These agreed procedures are attached: '*Procedure for raising a concern under Prevent – main document and annex*'. HEFCE should note in particular that any formal referrals of students would therefore be by the University and not by the College (which has been built in to prevent double-counting or a concern falling between jurisdictions). The legal implications of sharing the personal data of individuals has been discussed with the University and it was agreed that it fell within the previously-existing data sharing protocols between the University and the Colleges.

23. The College's Risk Assessment has identified the requirement for a process that strikes the necessary balance between supporting potentially vulnerable individuals within the institution, referring them to external agencies and, if necessary, reporting the individual to the police. This has been the topic of much discussion within the PREVENT Committee in order to ensure that support to vulnerable individuals is prioritised without alienating the vulnerable individual or those in the position of noticing changing in behaviour and who should report that change. A policy is being developed and will be discussed at the next College PREVENT Committee in the Michaelmas Term 2016.
24. As matters stand, the College has a well-established process for bringing concerns to the attention of the Dean (who is responsible for student welfare):
 - a. concerns can be raised to the DCSA's Welfare Officers, who may be able to deal with the issue or refer the student directly to another agency via the Dean;
 - b. concerns can be raised directly to the Dean, who can refer the student to another agency, such as the University Counselling Service;
 - c. College staff would raise any concerns with the Domestic Bursar, who would discuss the matter with the Dean; and
 - d. the Dean is responsible for managing the concern and the student.

Sharing information about external speakers with other institutions, where legal and appropriate

25. The College will use existing mechanisms for sharing information about external speakers, recognising that such sharing may be constrained by other considerations, including the requirement to protect personal data. The security staff in the College have strong relationships with their counterparts in other Colleges, with the University and the local police.

Ensuring sufficient pastoral and chaplaincy support for all students (including arrangements for managing prayer and faith facilities)

26. The Colleges, individually and collectively, have mature and extensive mechanisms for the provision of welfare support and safeguarding for students. All undergraduate students have at least two senior members of the College who provide oversight for their general support (a Tutor and a Director of Studies). Postgraduate students have a Tutor appointed by the College and a Supervisor appointed by the University.
27. The partnership with the University also allows for wider provision of pastoral support for students. The University and the Colleges collaboratively provide a range of student support

services, including a Counselling Service, a Disability Resource Centre, and an International Office. The University provides limited services in areas relating to religion and faith, and it is currently reviewing its coverage of that provision.

28. The College does not provide any specific faith-related facilities for its students. Students engage with faith services provided by the wider Cambridge community.

The use of the institution'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

29. The Colleges act closely in partnership with the University over the provision of computing services to staff and students, and consequently a single set of rules of use are provided across the University and the Colleges. The rules have recently been revised to make explicit reference to the PREVENT duty of the University and the Colleges. The University (in consultation with College representatives) has also reviewed its policy on web filtering. Further information on the consideration of computing facilities has been provided in the University's submission.

Engaging with students' unions and societies, which are not subject to the PREVENT duty but are expected to cooperate with their institution

30. The College is a relatively small institution and has close engagement with its student association (the DCSA). These matters have been covered in some detail above.

Additional data

31. Given the small size of the College and the newness of some of the PREVENT duties, the College has, in common with other Cambridge colleges, chosen not to provide any data requested on a voluntary basis.

Confirmation of the submission

32. As the College's accountable officer, as defined by HEFCE, I confirm that this summary report and the associated submissions to HEFCE have been approved by me on behalf of the College.

Name: Professor C M R Fowler

Title: Master, Darwin College

Signature: *[Original signed]*

Date: 31st July 2016