

## DARWIN COLLEGE

### Staff, Fellows and Students PREVENT Training Policy

1. This policy arises out this Risk Assessment conducted as part of the College's PREVENT duty under the Counter Terrorism and Security Act 2011 and aims to clarify the requirements and arrangements for training in PREVENT matters for staff, Fellows and students.
2. The College PREVENT Committee has identified three levels of PREVENT training:<sup>1</sup>
  - a. to 'understand' the College's PREVENT duty: the Governing Body and third party visitors, especially contractors;
  - 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, Vice Master and the Bursar, who have been guided towards the on-line training;
    - (2) those Fellows with a pastoral role with regard to students: Directors of Studies, deans and tutors;
    - (3) Students, such as the DCSA President and those Committee members with a pastoral role;
    - (4) those involved with the physical security of the College, such as the Porters; and
    - (5) those who might notice changes in behaviour and outlook, such as Housekeeping, Maintenance and other 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 Dean and the Domestic Bursar.

#### Training to 'understand' the PREVENT duties

3. The PREVENT lead, the Dean, and the Domestic Bursar, will brief the Governing Body regularly on PREVENT.

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<sup>1</sup> 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.

## Training to 'apply' the PREVENT duties

### *Staff training*

4. Staff training is based around the Home Office's online training package (the details of which are at Annex A).
5. On induction, all HoDs are to ensure new staff are briefed in accordance with the script at Annex B.
6. Initial training for HoDs. HoDs, Porters and other individuals nominated by the Domestic Bursar must complete of the Home Office interactive training package by 31<sup>st</sup> March 2017 or within one month of arrival. Completion certificates are to be printed off and submitted to the Domestic Bursar's secretary;
7. Initial training for other staff. Other staff are to attend a lecture given by the Domestic Bursar. The lecture will use the Home Office interactive training package as a handrail and be given at least twice a year for new arrivals. All attending the lecture will sign in and attendance records are to be kept by the Domestic Bursar's secretary; and
8. Continuation training. an annual update lecture will be given by the Domestic Bursar in the first Quarter of the PREVENT year<sup>2</sup> for staff who have completed individual or group training. Again, all attending the lecture will sign in and attendance records are to be kept by the Domestic Bursar's secretary.

### *Fellows*

9. Those Fellows who need to undertake the Home Office online training are listed at Annex C.
10. The Domestic Bursar is responsible for ensuring those Fellows who require training complete it. The Domestic Bursar's secretary will keep completion certificates and record of training.

### *Students*

11. The DCSA President and those officers in Welfare or similar roles should undertake the Home Office online training. Completion certificates should be passed to the Domestic Bursar's secretary.

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<sup>2</sup> April to June for 2017 and the first quarter of the calendar year thereafter.

### **Training to 'analyse, evaluate and create' with regard to the PREVENT duties**

12. Those needing greater knowledge and learning are on the PREVENT Committee. These individuals, in addition to completing the Home Office interactive training package, attend inter-collegiate and University briefings. Any such training will be recorded.

### **Miscellaneous training**

13. If there is a necessity to train other personnel not identified in this policy, such as contractors, then the responsibility for identifying the training requirement and conducting training lies with the Domestic Bursar.

### **Record keeping**

14. The Domestic Bursar's secretary is to maintain records of staff, Fellows and student training. Any shortfall in training is to be brought to the notice of the Domestic Bursar.
15. At any one time 90% of staff and Fellows should be trained.

### **Refresher training**

16. The Domestic Bursar is responsible for:
  - a. ensuring refresher training of staff takes place on an Annual Basis. Such training will be recorded by the Domestic Bursar's secretary;
  - b. guiding new DCSA officers towards the Home Office online training; and
  - c. ensuring Fellows undertake such refresher training as is required.

**ANNEX A TO  
STAFF, FELLOWS AND STUDENTS  
PREVENT TRAINING POLICY**

**HOME OFFICE ONLINE TRAINING PACKAGE**

1. The Home Office online training package, which takes approximately 90 minutes, can be found at: <https://www.elearning.prevent.homeoffice.gov.uk>
2. Once you have reached this screen, select '*New user*', '*Eastern*' and '*Education (Higher)*'.
3. Then choose the appropriate role: for staff, select '*Student Services*' or, in some circumstances, '*Administrator*' (ask the Domestic Bursar for guidance). Fellows should select the role most apposite for their College office.
4. When you have finished the training, print off the completion certificate and pass it to the Domestic Bursar's secretary.

**ANNEX B TO  
STAFF, FELLOWS AND STUDENTS  
PREVENT TRAINING POLICY**

**STAFF INDUCTION TRAINING SCRIPT**

*“s26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, including Higher Education establishments such as Darwin College, to have ‘due regard to the need to prevent people from being drawn into terrorism’;*

*you need to undertake the Home Office online training package. Your HoD will give you the internet address and assist you in finding a computer to use. If you cannot undertake this online training yourself, because you cannot use a computer or for any other reason, you must let your HoD know and he or she will organise a central training lecture for you; and*

*until such time as you complete the training, if you suspect anyone, be they fellows, staff or students, of acting in an unusual or suspicious way that may be indicative of terrorist sympathies or activities, then you must inform your HoD, who will discuss the appropriate response with the Domestic Bursar.”*

**ANNEX C TO  
STAFF, FELLOWS AND STUDENTS  
PREVENT TRAINING POLICY**

**FELLOWS REQUIRING PREVENT TRAINING**

1. The following fellows must complete the Home Office online training in accordance with Annex A:

a. Official Fellows:

Master  
Vice Master  
Dean  
Bursar  
Domestic Bursar

b. Other fellows directly concerned with students:

Deputy Deans  
College Tutors  
Directors of Studies