

## Prevent monitoring: guidance for accountability and data returns 2019 (for the 2018-19 academic year)

This guidance is designed to help higher education providers complete the Prevent accountability and data return for the 2018-19 academic year. The OfS requires **all** providers subject to Prevent monitoring to submit accountability returns to us by **noon on Monday 2 December 2019**<sup>1</sup>.

The return consists of:

- a declaration and supporting statement from the governing body (or the proprietor in the absence of a governing body) of the provider
- a data survey around core areas of Prevent implementation.

This will provide us with baseline assurance and evidence that will help our wider risk assessment of whether a higher education provider is giving due regard to the Prevent duty.

We will be writing to all providers in September 2019 with instructions on how to access the accountability and data return download, and on how to upload the completed information to the OfS extranet.

For any queries regarding the technical aspects of accessing the extranet, please email [dfaprevent@officeforstudents.org.uk](mailto:dfaprevent@officeforstudents.org.uk).

### Declarations and accountability statement

When the whole governing body is satisfied that their organisation has demonstrated due regard to the Prevent duty through the reporting period, the chair of the governing body should:

- sign the declarations that are included in the accountability and data return download
- provide a short statement outlining how the body has assured themselves of compliance.

The statement may demonstrate the governing body's assurance by including details of your established Prevent reporting mechanisms. We have included some additional prompts and questions in accountability and data return to help you write the accountability statement.

If the provider does not have a governing body, the proprietor may sign and explain their assurance instead.

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<sup>1</sup> Providers that have not yet undergone the baseline assessment of detailed evidence and Prevent review are not subject to the accountability return

## Data return

The data return covers core areas of the Prevent duty:

- welfare
- external speakers and events
- staff training.

Data questions are unchanged from the 2017-18 return, but there is a new option to estimate (to the nearest 10) the number of welfare cases in the first welfare data set, in the same way that the number of approved external speakers and events can be estimated. Data from individual providers will not be published.

You are encouraged to explain the context of your data in the text boxes below each section, as we understand that some definitions could vary from provider to provider.

## Welfare

This includes:

- the number of welfare cases (student and staff) referred for specialist support
- the number of Prevent related cases referred to the Prevent lead
- the number of cases where external advice is sought from Prevent partners
- the number of referrals to Channel.

We request broader welfare numbers as these demonstrate that welfare procedures are in operation in the absence of any Prevent related welfare concerns. The welfare referral number should not include self-referrals. Please provide an explanation in the text box if there are no referrals for the broader welfare question.

## External speakers and events

This includes:

- the total number of external speaker and event applications approved through the external speaker's process (i.e. not within the academic curriculum)
- the number approved where mitigations have been introduced relating to Prevent (and associated freedom of speech)
- the number escalated to the highest decision maker in the process
- the number rejected by the process.

Please use the text box to explain if any external speakers or events were rejected through the process because of Prevent related issues.

## Training

This includes:

- the number of staff identified as key in relation to the Prevent duty
- the number of key staff receiving induction and refresher training
- the number of all staff receiving broader welfare or safeguarding awareness training.

The question on awareness training demonstrates that all staff are aware of relevant policies and can effectively signpost when necessary.

The data return is mandatory. For any queries regarding the return, please email [prevent@officeforstudents.org.uk](mailto:prevent@officeforstudents.org.uk).

More information is available by listening to the accountability and data return webinar or by reading the accountability and data return FAQs on the OfS website: [www.officeforstudents.org.uk/advice-and-guidance/student-wellbeing-and-protection/counter-terrorism-the-prevent-duty/how-we-monitor/](http://www.officeforstudents.org.uk/advice-and-guidance/student-wellbeing-and-protection/counter-terrorism-the-prevent-duty/how-we-monitor/).

## How the submissions will be reviewed

The information submitted will be reviewed during the submission timeframe and will help inform our risk assessment of providers, which we complete in January 2020. We will review against a variety of information and data sources including:

- previous compliance judgements
- information from other Prevent assessment processes such as our reportable incidents and material changes processes
- information from Prevent partners
- data from sources such as the Higher Education Statistics Agency (HESA) to help provide further contextualisation.

Unlike the previous annual reporting process, OfS officers will not query data or the information provided as a matter of course. However, we may choose to query information in certain circumstances and will look to agree timescales for resubmitting any additional information or data.

## Outcomes and follow-up

The accountability and data return is mandatory; therefore we will trigger our non-compliance process if a provider fails to submit information to us.

We will contact you with our conclusions from the return. Where our review of the return and other associated information prompts a change in risk profile, for example to higher risk of non-compliance, this will likely trigger formal engagement from the OfS through a Prevent review meeting. Where our review results in a positive change, or no change in risk profile, this will not trigger a Prevent review meeting. However, your institution could still be subject to a Prevent review meeting as part of our random representative sample population as outlined in the monitoring framework. We will write to you if you are affected.

## Submission deadline

The deadline for submitting both the declaration sheet and the data survey is **noon on Monday 2 December 2019**. However, if you have a governing body meeting due shortly after the deadline, please contact [prevent@officeforstudents.org.uk](mailto:prevent@officeforstudents.org.uk) in advance of the deadline to discuss an extension where possible.