

Guidance note: Annual report response window

On 11 July 2018 the OfS wrote to all relevant higher education providers (RHEBs) outlining high-level arrangements for how we will monitor the Prevent Duty. As part of these arrangements, we confirmed a transition year for providers for academic year 2018-19. This included a window for providers to submit information responding to feedback in their annual reports that required further consideration or action. **This window applies to all RHEBs**, i.e. those that submitted reports in December 2017 and in March 2018.

What are providers required to do?

Where they have not already done so, RHEBs will be able to submit responses to OfS feedback on their annual reports between 1-31 October 2018 to prevent@officeforstudents.org.uk. This should include summary details outlining how the feedback has been addressed and any specific actions have been completed, or a clear rationale and explanation of why feedback has not yet been completed.

Submissions from providers should be brief and should not entail more than one paragraph per item of feedback as a maximum. Unless there is a specific request for copies of documents, providers should not submit supplementary evidence verifying the response.

Should a provider not submit information as expected, the OfS will take this information into account and it may impact on their risk status in terms of compliance with the statutory duty. This could in turn lead to the provider moving into heightened engagement and could make them subject to a Prevent review in early 2019.

How will the OfS review this information?

The OfS Prevent team will review the information submitted against the original feedback given to providers in their respective letters dated 16 March and 25 May 2018. In maintaining a proportionate approach to this feedback, we will not run a querying loop as part of this exercise as we will expect providers to offer clear information and evidence responding to feedback. The team will either consider that the feedback has been actioned appropriately, or that it has not.

We will confirm to providers what conclusions we reach. Where the OfS considers feedback has not been addressed, we will expect providers to undertake further activity; and is likely to be an area of focus should the provider be Prevent reviewed in future. In exceptional circumstances where feedback has not been sufficiently addressed and there is not a clear rationale for this, we may choose to take this information into account in terms of our wider risk assessment of the provider.

Further information is available from your named Prevent Adviser.