

Heythrop College
University of London

Policy on Extremism

Annex 1

Reporting matters of concern in relation to extremism/radicalisation

1. Any student or member of staff may become concerned about a student being at risk of being drawn into terrorism or violent extremism based on information received or behaviour observed
2. The College is committed to providing a mechanism that allows such concerns to be shared in a safe and supportive fashion, whilst allowing them to be investigated and followed up if necessary with an appropriate intervention.
3. The College will not make assumptions on the basis of concerns being raised. Referrals will be investigated thoroughly and fairly. The College will seek to approach such concerns from the perspective of safeguarding the individual about whom such concerns have been raised.
4. Information will be shared with other agencies only if there is clear and compelling evidence of a requirement to do so.
5. Any concerns about a student being at risk of being drawn into terrorism or violent extremism should be raised with the Director of Administration.
6. Unless there is a concern that there is an immediate threat to the safety of the student or others, the Director of Administration will investigate the matter, with assistance from the Student Support Manager to ensure that the perspective of safeguarding the individual about whom such concerns have been raised.
 - a. If the Director of Administration is concerned that there is an immediate threat to the safety of the student or others, the matter will be reported to the police or other appropriate authority.
7. The Director of Administration and Student Support Manager will seek to gather together information and evidence to allow a full consideration of the case, which they will consider in discussion with other members of College staff as appropriate, which might include for example members of the Senior Leadership Team, the Academic Leadership Team or the relevant Dean.
8. A decision will then be made:
 - a. *No further action required.* A confidential record of the case to be kept by the Director of Administration. Senior Leadership Team to be informed that a case had been investigated but no further action required and this information to be reported to the Governing Body.
 - b. *There are concerns about the student – internal action only.* An action plan with review dates to be prepared. The nature of the action to be determined during the discussions (point 7 above), but it is anticipated that in most cases they would be co-ordinated by the Student Support Manager. At the review the concerns to be assessed again and the appropriate action taken. Senior Leadership Team to be informed that

a case had been investigated and was being dealt with through internal action and this information to be reported to the Governing Body.

- c. *There are concerns about the student external - referral required.*

There are two routes available:

- i. Referral to the police if there is an immediate threat to the safety of the student or others, or if there is evidence that a criminal act may be committed or has been committed.
- ii. Referral to the local authority Prevent Co-ordinator or Channel programme if there is no immediate threat or evidence of a criminal act, but if the concerns are too serious to be dealt with through internal action only

Senior Leadership Team to be informed that a referral had been made and this information to be reported to the Governing Body.

9. When considering the possibility of sharing information with third parties the College will be mindful of its obligations under the Data Protection Act.

Saladin Rospigliosi
Director of Administration
February 2016