

1. Purpose and Scope

This Procedure sets out the operational steps the Health Sciences University (HSU) takes to meet its Prevent duty within a safeguarding framework. It applies to all staff, students, governors, contractors, and visitors.

The Procedure explains how HSU implements its responsibilities under the HSU Prevent Policy, approved by the Board of Governors. While the Policy defines the principles, governance, and statutory context, this Procedure provides the practical steps to be followed when a concern is raised.

It should be read alongside the HSU Prevent Policy, the Safeguarding Policy, and other related documents (including the Freedom of Speech Code of Practice, Equality and Diversity Policy, IT Usage Policy, and Student Disciplinary Policy). Together, these provide a consistent safeguarding-first approach to Prevent, ensuring that concerns are addressed proportionately, supportively, and in line with statutory guidance.

The purpose of this Procedure is to provide a clear, supportive pathway for responding to concerns that a member of the University community may be at risk of harm, including vulnerability to harmful influences or radicalisation. It applies to all staff members, students, contractors, and visitors.

2. Roles and Responsibilities

- Prevent Lead: Academic Registrar – oversees Prevent and safeguarding referrals, liaises with external partners.
- Deputy Prevent Lead: Students' Union & Engagement Manager – acts in the Prevent Lead's absence.
- Safeguarding Team: Trained staff who can receive and review concerns.
- All Staff: Expected to notice and act on safeguarding concerns and complete mandatory training.
- Students and Visitors: Encouraged to raise wellbeing or safeguarding concerns with staff.

3. Recognising Concerns

Concerns may arise when someone appears vulnerable, distressed, or at risk. Examples include:

- Withdrawal from usual activities or friendships
- Expressions of extreme or intolerant views
- Sudden changes in appearance or behaviour

- Fixation on certain political or ideological causes
- Signs of exploitation, grooming, or coercion

Noticing one or more of these signs does not mean there is necessarily a Prevent issue, but it may indicate that support is needed.

4. Referral Pathway

Students who are concerned about themselves or someone else can raise a concern directly with a trusted member of staff, the Safeguarding Team, or the Students' Union. These concerns will then be managed under this Procedure in the same way as staff referrals.

Step 1 – Notice

Anyone may notice a change or behaviour that gives rise to concern.

Step 2 – Share

Share your concern with the Prevent Lead, Deputy Prevent Lead, or a member of the Safeguarding Team.

Step 3 – Record

Complete a safeguarding concern form and submit securely via ([HSU Safeguarding reporting form](#))

Concerns can also be raised verbally with the Prevent Lead, Deputy, or a Safeguarding Team member, who will ensure they are recorded appropriately.

Step 4 – Review

The Prevent Lead or Deputy reviews the concern within 24 hours (or next working day). Consultation with the Safeguarding Team may follow.

Step 5 – Decide Next Steps

- No further action (with reasons recorded)
- Internal support offered (wellbeing, counselling, academic)
- Referral to external safeguarding or Prevent partners (e.g., Channel)

Step 6 – Follow-Up

The Prevent Lead monitors the case and ensures follow-up until closure.

5. Timelines

- Concerns reviewed within 24 hours (or next working day)
- Urgent risks referred immediately to emergency services
- Follow-up reviewed at agreed intervals until case closure

6. Record Keeping

All Prevent-related records are securely stored in HSU's safeguarding system, accessible only to authorised staff, and kept in accordance with the University's retention schedule. Anonymised summaries of cases are reviewed by the Prevent Steering Group to detect any emerging patterns or themes and to ensure that lessons are learned.

7. Information Sharing

Information is shared only when necessary and proportionate, in line with the Data Protection Act 2018. HSU shares only the minimum relevant details with authorised agencies.

8. Support Pathways

Support may include counselling, chaplaincy (for all faiths and none), wellbeing services, or external referral to specialist help. Support is always framed as safeguarding and wellbeing.

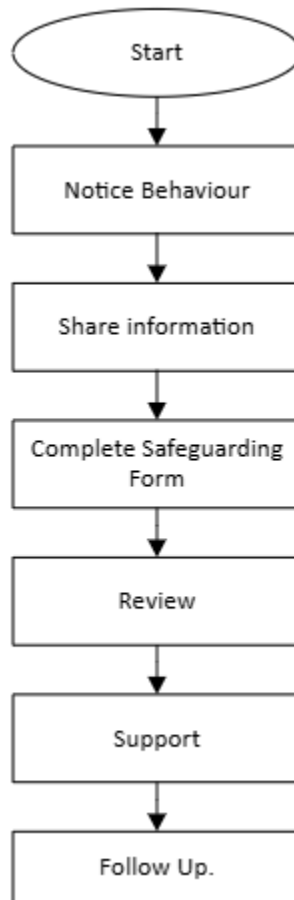
9. Partnerships

HSU works with Dorset and London safeguarding and Prevent partners to ensure joined-up support and proportionate responses.

10. Training

All staff complete safeguarding and Prevent training relevant to their role at induction, with refreshers at least every three years. Staff can receive enhanced training on request, and additional training will be provided in response to changes in the Prevent landscape. Training completion rates are monitored centrally by the People Team. Annual reports on completion rates are presented to the Prevent Steering Group and included in the assurance report to the Board of Governors.

11. Process Flow



1. Notice – observe changes in behaviour, wellbeing, or vulnerability
2. Share – report to Prevent Lead/Deputy or Safeguarding Team
3. Record – complete safeguarding concern form
4. Review – Prevent Lead assesses within 24 hours
5. Support – offer internal help or refer externally if needed
6. Follow-up – Prevent Lead monitors until the issue is resolved

Emergency: If someone, including the person who is the subject of the concerns, is at immediate risk of harm, call 999.

12. Review and Reporting

The Prevent Lead provides regular updates to the University Executive, highlighting any significant concerns, emerging risks, or patterns in referrals. This ensures that operational issues are addressed promptly and that the Executive remains informed on the effectiveness of safeguarding measures.

This Procedure is formally reviewed on an annual basis by the Prevent Lead, working with the Safeguarding Team and the Students' Union. The review takes account of changes in legislation or statutory guidance, feedback from staff and students, and lessons learned from casework. Where improvements are identified, they are built into updated procedures, training, or support pathways.

Learning from case reviews and annual reporting is also shared with staff, for example, through safeguarding training and briefings, so that awareness and good practice are continuously reinforced across the University community.

The outcomes of each annual review feed into the Prevent Steering Group's oversight and are included in the annual assurance report to the Board of Governors, which in turn forms part of HSU's statutory reporting to the OfS.

Findings from each review are communicated to staff through safeguarding updates, staff newsletters, and annual training refreshers. Where improvements are identified, they are incorporated directly into updated training resources and procedural guidance, ensuring continuous improvement.

13. Version Control & Document History

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Ratified by:	ELG
Summary of Changes	Procedure separated from policy.
Originator/Author	Academic Registrar
Owner	Academic Registrar
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