

PREVENT at LSE: action plan
Ver. 14 – 1 Nov 2018

This action plan focuses mainly on actions required in the next 12 months as well as ongoing tasks.

H-RACU = Head of Risk and Compliance Unit

DCPA = Director of Communications and Public Affairs

Note: some table entries overlap (eg items 4 and 5) but are listed separately to aid planning

“Guidance para” column = relevant paragraph(s) in *Prevent duty guidance: for higher education institutions in England and Wales*, HM Government, 16 July 2015

“Risk” column = relevant risk(s) identified in LSE Prevent risk assessment

Item	Guidance para	Risk	Action	Timing/detail	Lead	Notes
1	all	1	Secure agreement from OfS that LSE is demonstrating due regard for Prevent duty, in respect of annual accountability and data return.	Return due by 3 Dec 2018; Council to approve 20 Nov 2018.	H-RACU	First return under revised Sep 2018 monitoring framework (first since OfS took over from HEFCE).
2	21	all	Review and update this action plan.	Review before annual return.	H-RACU	LSE Prevent Group approved this revised action plan on TBC
3	19, 20 etc	all	Keep LSE Prevent risk assessment under review and report any substantive changes to HEFCE/OfS.	Review before annual return.	H-RACU	Particular interest from Audit Committee and Council. Council last agreed (essentially unchanged) risk assessment on 21 Nov 2017.
4	7-13	1, 5	Keep Code of Practice on Free Speech under periodic review.	By May 2021 or earlier if legislative or other relevant circumstances change.	H-RACU	Council last agreed updated Code on 15 May 2018.
5	7-12	1, 2, 5, 6	Keep procedures for assessing and mitigating risks from external speakers and events (inc. branded off-campus events) under periodic review, in line with Code of Practice on Free Speech etc.	Ongoing	H-RACU supported by Room Bookings, Events Office, LSE Security, DCPA.	Must balance against legal duties to ensure free speech and academic freedom. Small new network of “risk spotters” established Autumn 2017. New network of event-planning staff in all academic units launched Jan 2018, with 100% coverage achieved. Rules and guidance governing events revised June 2018.
6	8, 19, 20	3, 4, 7	Review Equality Impact Assessment	January 2020	H-RACU	LSE Prevent Group last approved EIA in

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			(EIA) of Prevent procedures.			February 2018.
7	16, 18	1	Establish and maintain “partnership” links with relevant bodies, inc. police and DfE regional HE/FE network coordinators.	Ongoing	H-RACU	Links already established with London network, which includes police, local authorities etc.
8	16	3, 4	Engage and consult students on plans for implementing duty.	Offer LSESU tailored briefing for SU and students annually, e.g. when new sabbatical officers assume positions.	H-RACU and LSESU	LSESU Gen Sec is invited to attend LSE Prevent Group. Special briefing sessions run for LSESU officers and staff twice in 2017.
9	17	1	Maintain a single point of contact to share information internally.	Ongoing	H-RACU	H-RACU named in 18 Sep 2015 message to LSE community and numerous subsequent notices and documents.
10	22, 24	3, 4, 6, 7	Provide initial or refresher staff training as necessary.	Focus 2018-19 training on groups less well covered to date, eg residence wardens and sub-wardens.	H-RACU	
11	23	2, 5, 6	Review internal and external procedures in respect of sharing information on vulnerable individuals	Review agreed procedures every 3 years or before any actual use, therefore June 2019 at latest.	H-RACU	Procedure agreed at Director’s Management Team (as was) meeting Dec 2014. Referral into Channel process potentially sensitive, therefore requires explicit approval of Director or a Pro-Director on recommendation of Prevent Group. Template for data-sharing agreement with third parties agreed by SMC June 2016.
12	25	2, 3, 5, 6	Ensure sufficient support for students through provision of welfare, chaplaincy, safeguarding and pastoral care	Ongoing	Chaplain & Interfaith Advisor; School Senior Advocate for Students; student support staff.	Extensive arrangements already in place. All key staff trained in Prevent. Student Wellbeing Service “Cause for Concern” I comprehensive guidance for staff fully updated with appropriate references to Prevent duty, annually since 2016.
13	26	2, 3, 5, 6	Ensure appropriate policies in place for use of prayer room/faith-related	Review in MT 2018.	H-RACU and Chaplain & Interfaith Advisor	Review with H-RACU held 26 Nov 2015.

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			facilities			
14	27, 28	2, 5, 6	Ensure appropriate policies and procedures in place for use of IT, with explicit refs to Prevent duty.	Review at Information Security Advisory Board in LT 2019.	Information Security Manager for IMT; H-RACU and Research Division for policies on sensitive research.	IT Committee approved amendments to Information Security Policy and Conditions of Use in Dec 2015. Monitoring and Logging Policy amended Jan 2016. Comms Division updated policies and guidance on use of social media in 2016.
15	29	3, 5	Students' union and societies to cooperate with School policies on Prevent duty.	Ongoing	LSESU	LSESU Gen Sec is a member of Prevent group. However, SU is not directly covered by Prevent duty.
16	30	3, 5	Students' union to consider Prevent or other relevant training for SU staff and elected officers	At intervals such as when new sabbatical officers take office.	LSESU	Covered in practice by item 8.
17		1	Maintain appropriate internal governance and reporting regime, including Audit Committee (AuC) and Council at suitable intervals.	Next AuC review 21 May 2019. Next Council review Nov 2018 unless circumstances require earlier.	Council, on advice of School Secretary	Aligned with OFS reporting and monitoring regime plus Audit Committee (AuC) and Council timetables. AuC last reviewed 22 May 2018. Council last reviewed when approving Annual Return on 21 Nov 2017.