

College: The Queen's College		Date of Assessment: 8 th November 2017		
Risk area	Risk	Level	Current activity	Actions (action plan)
Overarching risks	College fails to introduce adequate safeguards against students and staff being drawn into terrorism.	low	The College has a well-established structure as a small, close-knit community with very regular contact between senior staff and students. There is good contact and information sharing with other colleges and the central University's IT and Security Offices, in particular, which help to raise awareness of emergent issues. These qualities make the intrinsic risk low. Nevertheless, the College has reviewed its policies and processes extensively in the light of the PREVENT obligation and other statutory duties, and in extensive coordination with the Conference of Colleges, and has adopted revised policies, as described below, and in the accompanying document.	The College has accepted plans for a regular review of its relevant policies and processes and the way they are carried through and for a regularly refreshed training of key members of staff on the issues raised by the PREVENT Duty. The reviews will be carried out by the Governing Body as advised by the Equalities Committee.
	PREVENT policies undermine free expression and academic freedom	low	The College has adopted an overarching policy statement on freedom of expression and academic freedom, which recognises the primacy of these values in institutions of higher education, and has reviewed and updated its PREVENT-relevant policies and procedures in the light of it and the need to act in a proportionate way.	The College will review the progress made in complying with the PREVENT Duty with due regard to freedom of expression and academic freedom, as embodied in the policy statement, and report annually to the Governing Body.
	PREVENT policies undermine the autonomy of academics, students and staff	low	The overarching policy statement embodies a commitment to adopt policies that secure and protect the rights of academics, students and staff to hold, articulate and act upon their political, religious and ideological opinions at all times, within the law, and subject only to	The College will review the progress made in complying with the PREVENT Duty with due regard to the autonomy of academics, students and staff, as embodied in the policy statement, and report annually to the Governing Body.

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			their contractual agreements and terms of employment. Specific policies on particular aspects of conduct have been reviewed in the light of this commitment.	
	PREVENT policies undermine confidence in relationships within College	low	The overarching policy statement embodies a commitment to adopt policies that secure and protect the rights of academics, students and staff to confidentiality and privacy at all times, and subject only to their contractual agreements and terms of employment. Specific policies on particular aspects of conduct have been reviewed in the light of this commitment.	The College will review the progress made in complying with the PREVENT Duty with due regard to the right to confidentiality and privacy, as embodied in the policy statement, through a committee structure in which students and staff are members and report annually to the Governing Body.
	PREVENT policies result in discriminatory outcomes	low	The overarching policy statement embodies a commitment to adopt policies that are not discriminatory, and which secure and protect the rights of all academics, students and staff to equal treatment under the law, regardless of racial or ethnic origin, or religious belief, and which are in the strictest accordance with the Equality Act 2010 and with their Public Sector Equality Duty. Specific policies on particular aspects of conduct have been reviewed in the light of this commitment.	The College will review the progress made in complying with the PREVENT Duty with due regard to the rights of all academics, students and staff to equal treatment under the law, regardless of racial or ethnic origin, or religious belief, and which are in the strictest accordance with the Equality Act 2010 and with their Public Sector Equality Duty. Monitoring behaviour is the responsibility of specific College Officers who report to a committee structure, in which students and staff are members, which will report annually to the Governing Body.
	PREVENT policies are not proportionate	low	The College has adopted policies which are proportionate on the belief that its close-knit structure makes the risk of individuals being	The College will review the progress made in complying with the PREVENT Duty in a manner proportionate to the perceived risk.

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			drawn into terrorism to be judged to be low. These policies remain subject to, and do not undermine, existing legal rights, including under the Education (No 2) Act 1986, the Human Rights Act 1998, the Equality Act 2010 and data protection legislation.	Monitoring risk and behaviour is the responsibility of specific College Officers who report to a committee structure, in which students and staff are members, which will report annually to the Governing Body.
	PREVENT training fails to secure and protect respect for rights to free expression, academic freedom, autonomy, confidentiality, privacy and equal treatment under the law	Medium	Senior College Officers, including the PREVENT Lead, have had training on the need to conduct compliance with the PREVENT duty with due regard to free expression, academic freedom, autonomy, confidentiality, privacy and equal treatment under the law. The need for training is recognised in the overarching policy statement.	This training will be shared with the Governing Body and repeated annually. More specific training is being devised, in conjunction with the Conference of Colleges Secretariat, for relevant members of College Domestic and Administrative Staff, including Porters, Office Staff etc.
Leadership and governance	Governing Body does not assess the ongoing impact of PREVENT on the rights to free expression, academic freedom, autonomy, confidentiality, privacy and equal treatment under the law	Low	The Governing Body has agreed to receive an annual report, whose scope is outlined above, which will be compiled by the College Officers responsible for different policies and approved through a committee structure involving student and staff representatives as well as fellows of the College.	This will be repeated annually, along with a refresh of the PREVENT training to remind GB members of the need to respect these rights.
	Compliance with PREVENT duty is not considered at a sufficiently senior or expert level within the Collegiate University	Low	A working group chaired by Lord Macdonald QC has worked with the University and HEFCE to brief Conference of Colleges and to agree an appropriate structure with HEFCE.	College working group on PREVENT to work further with HEFCE and the University to issue guidance and templates for risk assessments, action plans and policy changes PREVENT duty to be debated further at the Conference of Colleges.

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	Compliance with PREVENT duty is not reviewed at a sufficiently senior level within the College	Medium	The duty will be reviewed annually, as above, at the GB. Non-compliance with the PREVENT obligations, alongside the need to comply with other statutory obligations has been included in the College's risk register.	Compliance with PREVENT duty to be included in the College's risk register and reviewed annually by Governing Body when making the annual report to HEFCE.
	Governing Body, academics, students and staff do not know who has primary responsibility for compliance with the PREVENT Duty	Low	The Key Individuals have been identified and their identities will be included in the annual refresh of the PREVENT policies.	Annually refreshed by GB agreement.
Partnership	External agencies, other colleges and the University do not know whom to contact in college on PREVENT enquiries.	low	The Provost has been identified as the PREVENT lead and this has been passed on to the University Contact Group and the University Security Services.	Governing body to monitor whether this choice is most appropriate in the light of the application of the PREVENT-related procedures.
	College is not linked adequately with statutory partners and does not know how to share PREVENT related concerns and key information appropriately	low	<p>The College has registered with HEFCE and established lines of communication with the University's PREVENT Working Group and its Security Services. The University Security Service has a long standing Information Sharing Agreement (ISA) with Thames Valley Police.</p> <p>The Agreement allows for the exchange of information to protect life, prevent and detect crime and reduce incidents of antisocial behaviour. The ISA allows the University to share the information provided within the</p>	Where there is a risk of vulnerable individuals being drawn into terrorism, the College PREVENT Lead to receive information through the University's security service from the local PREVENT co-ordinator. The ISA is currently under review in the light of the PREVENT obligations. The PREVENT Lead will make external referrals only with or via two individuals in the central university (Directors of Student Welfare and of Human Resources). Any referrals to Channel will be made via the University Registrar.

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			terms of the DPA across the university community which includes the colleges.	
	Information is not effectively shared with the central University or other colleges.	Medium	Special arrangements apply to the exchange of sensitive personal data.	College to review existing data sharing protocols with other colleges and the University, in a manner that is consistent with data protection law and secures and protects the existing legal rights of academics, students and staff, including, in the absence of serious crime, to confidentiality and privacy
	Inadequate engagement and consultation with students and student unions and clubs	Medium	Student members attend the committees at which PREVENT-related policies are reviewed.	The JCR and MCR representatives to be included in the development of relevant policies and communication of these policies to students
Student welfare and pastoral care	Students at risk of being drawn into terrorism are not identified by college welfare systems	low	The close relationship between individual students and tutors and advisors who are aware of their responsibilities makes this risk low. The College has an extensive welfare support system for students coordinated by the Dean, one of the Key Individuals.	Welfare procedures to include guidance on dealing with any concern that students may be drawn into terrorism, including, in the absence of serious crime, to secure and protect the existing rights of students to confidentiality and privacy
Staff welfare and pastoral support	Staff at risk of being drawn into terrorism are not identified by college welfare systems	Low	Domestic Bursar, one of the Key Individuals, has primary responsibility for welfare provision to domestic and ancillary staff.	Welfare procedures to include guidance dealing with any concern that staff may be drawn into terrorism, including, in the absence of serious crime, to secure and protect the existing rights of staff to confidentiality and privacy

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Events and venue hire	Arrangements to risk assess events contravene the college's statutory duty to promote freedom of speech.	Low	College has a Freedom of Speech policy which provides guidance on securing and protecting the primacy of free expression and academic freedom in the context of institutions of higher education. All events and venue hire pass through a single point of contact, and are monitored by the Domus Committee. Contracts with external bodies making bookings contain the obligation to comply with the Freedom of Speech Policy and the PREVENT legislation. The College does not organise or promote speaker events other than on its own premises.	Venue booking issues to be reviewed by the Domus Committee on an ongoing basis. It will make use of web searches on the booking organisations and nominated speakers to decide if it is appropriate to accept the proposed booking.
	Students book external speakers (defined as being speakers external to the collegiate University) without risk assessment	Low	All student bookings are monitored and require approval from the Decanal Office which has due regard to risk assessment and the implementation of the College's policy to secure and protect the primacy of free expression within the College, and for external speakers, including under the Education (No 2) Act 1986.	Speaker booking issues to be reviewed by the Decanal Office reporting to the Domus Committee on an ongoing basis. The Dean is a Key Individual and he will oversee the risk assessment, using web searches and, where necessary, coordination with the University Security Services. He will make judgements on the choice of an appropriate venue and whether mitigating measures, such as providing additional security, are required.
	Academics arrange external speakers without risk assessment	Low	Academics are responsible for risk-assessing their own events and for implementing College policy to secure and protect the primacy of free expression within the College, and for external speakers, including under the Education (No 2) Act 1986	

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	Conferences and summer schools arrange external speakers without risk assessment	Low	Conference organisers are subject to existing rules on appropriate activities as detailed in their contracts with the College. Proposed bookings are reviewed at the Domus Committee before the booking is finalised. It makes use of web searches on the booking organisations and nominated speakers to decide if it is appropriate to accept the proposed booking.	Update College policy on external bookings for conferences and summer schools, including to reflect College policy to secure and protect the primacy of free expression within the College, and for external speakers, including under the Education (No 2) Act 1986.
	Faith facilities arrange external speaker events without risk assessment	Low	Responsibility of the Chaplain.	Management and use of college faith facilities to be governed by a specific policy which must reflect College policy to secure and protect the primacy of free expression within the College, and for external speakers, including under the Education (No 2) Act 1986, and equal treatment under the law
Training	Key Individuals do not understand their duties and are not aware of the resources available to them.	Low	PREVENT lead, Bursar and Domestic Bursar have had a focussed briefing on key rights protection and the risk-based and proportionate approach to the PREVENT duty. It has been agreed that this will be shared with the Governing Body and updated and repeated annually.	Some key individuals will have responsibilities for welfare where it is appropriate that they are able to recognise factors which may make people vulnerable to a range of risks, including the risk of being drawn into terrorism. Other colleagues will have responsibility for ensuring the security of college events, which will mean that they may need to know how best to

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IT safety	Users of college IT systems break the law	Medium	All academics, students and staff are bound by the college's IT policy and by the University IT policy.	College IT policy to refer to the PREVENT duty.
Research	College researchers are in breach of research ethics governing research using human subjects, including on-line	Low	All research involving human subjects must receive ethical clearance from the University. A research ethics policy has been constructed which secures and protects the existing legal rights of researchers, their equal treatment under the law, and academic freedom	Senior Tutor monitors research activity of College-only researchers.