UNIVERSITY OF WARWICK

Arrangements for Compliance with the Prevent Duty Guidance at the University of Warwick

This report forms part of the University of Warwick’s submission to the HEFCE as at 1 April 2016 regarding the University’s compliance with the Prevent Duty. HEFCE Circular Letter 02/2016 dated 1 March 2016 sets out the requirements for reporting.

1. Introduction

Consideration of matters surrounding the Prevent agenda are positioned as but one part of the University’s wider support approaches to wellbeing as opposed to being regarded solely as an issue in itself. The advent of the Counter Terrorism and Security Act 2015, which enshrines the Prevent agenda into a legal duty, does not change this stance and all of the work undertaken within the University to date to review the new statutory Guidance retains these key principles of wellbeing and safeguarding as the primary approach.

The pastoral mechanisms to support any member of the University community who is undergoing difficulty on any pastoral or wellbeing issue already exist, as do the routes for referral for support on any issue of concern both internally and externally, including with external partners.

In addition, the University already has policies on acceptable use of IT equipment, procedures for the governance of research ethics approvals, regulations enshrining freedom of speech, processes for the approval of external speakers and strong working relationships with its Students’ Union on welfare matters.

2. Management and Governance Oversight of Compliance with the Prevent Duty at Warwick

(a) Senior Management

The Vice-Chancellor and President is the University’s Accountable Officer. Through his role as Chair of the University’s Steering Committee, which has oversight of the University’s compliance with the Duty and this submission, the University’s Accountable Officer is confirmed as having approved the University’s submission to the HEFCE as per the requirements of HEFCE Circular 02/2016.

The Deputy Registrar acts as the Prevent lead for the University, working on behalf of the Vice-Chancellor and President to co-ordinate the development, execution and governance of the University’s response to the Prevent Duty. Further detail of these operational and governance processes is provided below.

The Head of Security Services is the nominated ‘Single Point of Contact’ (SPOC) for operational matters relating to the Duty, reporting to the Deputy Registrar and the Prevent working group, as detailed below.

(b) Institutional Review

The Vice-Chancellor and President will be convening and chairing a review group that will meet quarterly and will comprise academic experts in the field, students, and other staff as appropriate.

(c) Operational Oversight

An informal working group has been established by the Deputy Registrar to consider the University’s response to the Guidance; to determine the actions required and monitor
their effectiveness; and to keep abreast with any further revisions to the Guidance or developments in Government policy in this area.

In line with the principle of safeguarding, the working group is constituted of senior colleagues directly working within pastoral or academic support including a representative of the Chaplaincy as nominated by the Chaplains. The Students’ Union were invited to have a representative join the working group but declined due to being mandated by an all student meeting motion not to engage with the Prevent agenda beyond its legal obligations or where it is seeking to safeguard a member.

The working group continues to meet while the immediate actions on the Prevent Action Plan are live, thereafter the Deputy Registrar will convene a meeting once a term to reassess the risk assessment and action plan. Any updates will be reported quarterly to the Steering Committee and onwards to the Senate and the University Council. The working group will also review any necessary revisions out-with this timetable should the need arise.

The integrated nature of pastoral support at the University enables continuity of knowledge on this topic.

(d) Governance

Recommendations made by the Prevent working group regarding the University’s approach to implementing the Guidance (including new or revised regulation, policy or practices) are reviewed by the Steering Committee. The Steering Committee (which is responsible for overseeing both the University’s strategic development and the operational business of the University) meets at least fortnightly, is chaired by the Vice-Chancellor, and attended by the Senior Management Team, Chairs of Faculty, the President of the Students’ Union, and a representative of the Senate. Senior Officers are also in attendance. The Steering Committee has overall accountability for approving the University’s approach to the Prevent Duty and the associated risk assessment and action plan.

The University’s supreme academic body, the Senate, is kept informed of the Steering Committee’s discussions and resolutions in relation to Prevent, via a formal reporting line. The Senate has responsibility for reviewing and approving any changes to University regulations as recommended by the Steering Committee.

The University’s governing body (the Council) has overall accountability for compliance with the Prevent Duty. The Council has received updates on the Prevent Duty and has undertaken discussion on the topic as a strategic item of business. The Council considers reports on the key developments approved by the Steering Committee, and has oversight and approval of the annual statutory returns processes to the HEFCE in December.

3. Engagement

(a) Student Engagement

Student representation in the University’s governance system is embedded through representatives of the Students’ Union being formal members of the majority of University Committees. This includes formal representation at the Steering Committee, the Senate and the Council where the Prevent Duty has been discussed. Such forums have and continue to present the opportunity for these representatives to input into the University’s approaches to implementing the Prevent Duty.
The Vice-Chancellor and President recently participated in a Student Panel discussion on campus about Prevent and its implications for students and universities.

The Warwick’s Students’ Union has a formal mandate through an All Student Meeting motion which was passed in November 2015 not to engage with the Prevent agenda beyond its legal obligations or where it is seeking to safeguard a member. The SU recognises its obligations with respect to external speakers and has in place robust processes for such consideration. SU officers were also closely involved in the recent development of the enhanced process for the approval of external speakers relating to institutional and student led events that will enable all parties to take a more streamlined approach to this topic.

The University has positioned its approach to the Prevent Duty through its existing student welfare and safeguarding processes. The University has a very strong relationship with SU officers and staff, and continues to work closely with them on matters such as student welfare and safeguarding as part of usual business.

The Review Group to be chaired by the Vice-Chancellor and President will afford further opportunities for student engagement.

(b) Staff Engagement

The Joint Consultative Committee which is the body where representatives of the University formally meet with the Campus Trades Unions has also discussed Prevent at its two most recent meetings and some TU representatives have also taken up the offer of a more detailed meeting to discuss the University’s documents.

In response to a request under the University’s Statutes and Ordinances from a defined number of academic and administrative staff, the Vice-Chancellor and President called a meeting of the Assembly (a forum for staff employed on Academic, Research only and teaching only terms and conditions, and all staff employed on pay level 6-9 terms and conditions) to debate a proposed motion regarding the University’s response to the Prevent agenda.

The Assembly which was held on Friday 11 March 2016 provided a forum for those attending to debate the Prevent agenda and to express views on both the statutory Duty and the University’s implementation of it. It was noted at the meeting that the University had published its documents in the public domain.

The motion as passed by the members of the Assembly present is attached at Appendix 1 and was considered by the University’s Steering Committee on 21 March 2016 and will be reported to the next meeting of the Senate and the Council.

The Review Group to be chaired by the Vice-Chancellor and President will afford further opportunities for staff engagement.

(c) External Engagement

The University engages with both internal and external stakeholders, inclusive of: University departments and service areas, the Students’ Union, and regional partners as and when required, such as the Police, local authorities, the NHS Safeguarding Team, and the BIS Regional Prevent Co-ordinator.

University representatives attend meetings of local partnership groups with liaison with the BIS Regional Prevent Co-ordinator as required. Additionally, a number of colleagues on the working group are members of various external networks (such as AMOSSHE,
AUCSO, HEBCoN and Russell Group networks), allowing the institution to benefit from the sharing of practice and resources across the HE sector.

The Deputy Registrar, Head of Security Services, Head of Institutional Resilience, Head of Student Support Services and the Learning and Development Adviser have all attended sector and non-sector events regarding the new Prevent Duty including those organised by the Leadership Foundation for Higher Education, external conferences and events organised directly by HEFCE. This has allowed for sharing practice and clarifying expectations.

(d) Communication of the University’s Approach

Information about Warwick’s approach to the Prevent agenda is available for all members of the University community and the wider public to view, on a dedicated area of the Student Support Services website: [http://www2.warwick.ac.uk/services/student-support-services/Prevent/](http://www2.warwick.ac.uk/services/student-support-services/Prevent/). Supporting documentation such as the Prevent Action Plan and the Student Support Referral Pathway is also provided on the webpage.

4. Prevent Risk Assessment

The University’s Prevent Risk Assessment was considered and approved by the Steering Committee at its meeting of 11 January 2016, reviewed by the Senate at its meeting of 27 January 2016 and by the Council at its meeting of 11 February 2016. The risk assessment was re-considered by the Steering Committee at its meeting of 21 March 2016.

The University believes that the risks identified in the Prevent Duty to be low at Warwick and that appropriate mitigation measures will be put in place. This is exemplified by the risk register being prefaced by a contextual statement which articulates the nature of the campus community; notes the University as being a campus location, outlines the characteristics and demographics of the University and the breadth of pastoral support available. The risk register is kept under review by the working group and will be reviewed termly or as the need arises. It will be considered quarterly by the Steering Committee with onward reporting to the Senate and Council.

[The Prevent Risk Assessment has been uploaded to the HEFCE Extranet, as per the requirements of HEFCE Circular letter 02/2016.]

5. Prevent Action Plan

An action plan has been developed both in response to the risk assessment and to ensure compliance with the Prevent Duty guidance. The working group monitors progress against the action plan and updates it accordingly. The University notes that it already has in place processes and approaches noted in the Duty and therefore the action plan is focused on updating as opposed to implementing anything new in this regard.

The Prevent Action Plan was first approved at the meeting of the University’s Steering Committee on 11 January 2016, considered by the Senate at its meeting on 27 January 2016 and by the Council at its meeting on 11 February 2016. Further updates to the action plan, taking on board staff and student engagement and the views of the Senate, were approved by the Steering Committee at its meeting on 21 March 2016. The action plan remains a live document and will be updated periodically in light of feedback and progress as appropriate and approved and considered through the University’s governance as described above.

[The Prevent Action Plan has been uploaded to the HEFCE Extranet, as per the requirements of HEFCE Circular letter 02/2016.]
6. **Freedom of Speech and External Speakers & Events**

(a) **Freedom of Speech**

The University’s commitment to freedom of speech is articulated in University Regulation 29 (covering Meetings on Campus) which also serves to document the University’s approach to external speakers. The Senate considered proposed revisions to Regulation 29 at its meeting on 27 January 2016 and resolved that further work was required to more appropriately foreground the fundamental principle of encouraging and enabling freedom of expression within the Regulation, whilst upholding the principles of dignity and respect.

To ensure that such freedoms are protected, whilst risks of legal contraventions are mitigated, and the wellbeing of the University community is preserved, the Regulation will be rearticulated at a principle level. It will then be underpinned by a suite of procedures sitting outside of regulation to operationalise other policies and practical requirements such as referencing the Dignity at Warwick policy, re-articulating processes relating to the approval of external speakers at University-branded events, and re-confirming existing procedures for booking meeting rooms on campus.

This will necessitate a fundamental re-writing of the existing Regulation which is underway with input from members of the Senate with a view to presenting the Senate with a revised Regulation during the Summer term 2015/16. In the meantime, the provisions of Regulation 29 as currently articulated pertain.

[Regulation 29 has been uploaded to the HEFCE Extranet, as per the requirements of HEFCE Circular letter 02/2016.]

(b) **External Speakers & Events**

The University has reviewed circa 270 requests for external speakers since January 2016 and has an effective process for doing so managed between the University and the Students’ Union. A review of the University’s existing external speakers approval process for institutional level and student led events has been completed and a new online form and procedure for use by the SU, other student groups and for institutional-level events has been implemented. The review involved key stakeholders from across the institution, including the Chaplaincy and the SU.

[A copy of this form has been uploaded to the HEFCE Extranet as per the requirements of HEFCE Circular letter 02/2016.]

Further to feedback from the Senate, processes for the approval of external speakers at departmental events, or those within the curriculum, will in future be articulated separately to allow for a proportionate and pragmatic response through local decision-making, under the oversight of the Head of Department, with a clear pathway and guidance provided for the escalation of matters requiring institutional consideration. The University considers the risks to be very low regarding external speakers in the curriculum and that a proportionate and light touch process for such matters should pertain.

Requests for speakers at external conferences held on University-managed premises will also be handled via a bespoke process, based on the existing protocols used by Warwick Conferences. This is operational but is in the process of being documented. Likewise the University considers the risks to be very low in relation to external speakers through events managed through its training and conference centres.

Where legal and appropriate, the Head of Security Services would be responsible for
sharing information on speakers with external parties, under his remit as SPOC. Such information would be conveyed via higher education networks, with colleagues at other HE institutions, and, if considered necessary, liaison with the BIS Regional Prevent Coordinator. The information sharing agreement as referred to in section 9 may also be used depending on the nature of the issue. The University operates within the requirements of the Data Protection Act 1998.

7. Use of Computing Facilities

(a) IT Policies

University Regulation 31 (attached as Appendix 2) governs the use of University computing facilities. All users of the University’s computing facilities sign up to an acceptable use policy (governed by Regulation 31), at the point of enrolling or signing an employment contract with the University.

The University considers the implementation of pre-emptive filtering arrangements to be neither proportionate nor desirable, given the impact on the functioning of the University and the perceived lack of effectiveness of such measures.

From a recent sector event on the implementation of the Duty Guidance, hosted by the Leadership Foundation for HE, it is understood that JISC, the sector IT body, is reviewing the implementation of safeguards through the JANET network. More information and detail is awaited with regard to these developments and any other developments in the sector.

(b) Security Sensitive Research Material

A research governance structure is in place within the University, with local research ethics committees considering projects which may require access to security-sensitive research material. The University’s Research Governance and Ethics Committee, reporting to the Research Committee, has oversight of these processes and has recently considered and reconfirmed its approaches in light of the Prevent Duty. Research governance and ethics issues receive oversight from a Pro-Vice-Chancellor.

All externally funded research projects are processed by a central research support service (RIS) and any concerns regarding research content can be identified and referred to the relevant research ethics committee. The Director of RIS has reviewed approaches in light of the Prevent Duty.

8. Welfare, Pastoral and Chaplaincy Support

(a) Wellbeing and Pastoral Support

The University is committed to providing a safe, supportive and positive environment for all members of its community. There is a documented referral pathway for student support issues (attached as Appendix 3) which sets out how cases of concern and support in relation to student wellbeing are identified and referred within the University. The pathway diagram is an open document, available for all staff and students. The document is also referred to in staff training relating to not just the Prevent Duty but other wellbeing training. A set of principles is in the process of being created to underpin the pathway to describe the integrated ethos of pastoral support at the University, albeit this already works very effectively in practice. Work is also ongoing to document the existing pathway for staff wellbeing and support matters.

The documented referral pathway for student support issues illustrates the joined up nature of the constituent elements of the support framework. Student Support Services
provides dedicated support for a wide range of personal and wellbeing issues, inclusive of a counselling service, a mental health and wellbeing team, and a disability services team: https://www2.warwick.ac.uk/services/student-support-services/. The University also has a student funding team for support on student financial matters.

The University is currently in the process of a deep dive review of its student support and wellbeing services given that the University, in line with many other HEIs across the sector, is experiencing an increase in demand for such support. Colleagues who support front line services are considered to be an extension of the University’s safeguarding approach and are encouraged to assist individuals who may require support to access the University’s services.

From an academic pastoral support perspective, the University Senior Tutor is supported by a network of personal tutors in departments in providing advice on academic-related and pastoral matters. The Senior Tutor works closely with Student Support Services to ensure that students are offered appropriate pastoral support https://www2.warwick.ac.uk/services/student-support-services/senior-tutor/.

All students who have accommodation on campus are provided with an excellent network of support from the Residential Life Team. The Residential Life Team work and live alongside students within the Halls of Residences and are a key part of the University’s welfare and support network. The Residential Life Team is being enhanced from the next academic year with the two current Senior Wardens being confirmed as substantive posts with the remit to also encompass pastoral residential support for students living off campus https://www2.warwick.ac.uk/services/student-support-services/residential-life/.

Security Services are on hand 24 hours a day throughout the calendar year to ensure a safe and welcoming campus environment. The Security Services team operate a people, not asset led, service and the duties of Security Officers encompass a wide range of wellbeing and personal safety matters, including the provision of pastoral and emergency care for vulnerable or distressed members of the University community http://www2.warwick.ac.uk/services/campus-support/.

All of the various wellbeing teams are part of the Wellbeing Directorate which reports to the Deputy Registrar. The University considers its wellbeing and pastoral support provision to be strong and effectively integrated.

The Students’ Union Advice Centre provides information, advice and advocacy for students on a breadth of issues including financial hardship, personal issues, immigration matters, housing problems and academic concerns and retains positive links with the University’s services.

(b) Chaplaincy Support

The University Chaplaincy, located at the centre of campus (with multi-faith prayer rooms also available elsewhere on site) is open to all members of the University community, of any or no faith http://www2.warwick.ac.uk/services/chaplaincy/.

Christian (Catholic, Anglican, Free Church), Jewish and Muslim Chaplains, meet students and staff socially and pastorally, and are a valued part of the University’s wider wellbeing network. There are regular services for all Christian denominations and congregational prayers for Muslims for all five daily prayers.

The Chaplaincy is open every day in term time, between 09:00 - 22:30, with staff/student cards being needed for access outside normal office hours (09:00 - 17:00) and during
vacation times. The Islamic Prayer Halls are open 24/7 and staff/student cards are required for access.

The University has continued to invest in its faith facilities having recently completed a refurbishment of its Prayer Hall to enhance facilities and increase capacity. Faith facilities and support have consistently rated highly at the University in the International Student Barometer survey (96.4% satisfaction rating in the 2014 wave).

The University liaises closely with the Chaplains through the Deputy Registrar and other senior wellbeing colleagues. The day-to-day lead for liaison is the Director of Strategic Programme Delivery (as a direct report to the Deputy Registrar) along with a Pro-Vice-Chancellor who has the link to the Chaplaincy as one of their accountabilities. The Chaplaincy has a dedicated and on-site administrator who coordinates the wide range of activities in the Chaplaincy and supports the Chaplains in their work.

The Chaplains have nominated one of their number, the Anglican Chaplain, to sit as a member of the Prevent working group.

9. Partnership: Information Sharing

The University has engaged with a wide range of external partners and agencies for many years and continues to work effectively with them. The University liaises closely with relevant authorities and points of contact where necessary as well as participating in regional fora as appropriate.

The University is already party to an information sharing agreement with regional partners including the Police and the Local Authority. The agreement is currently being reviewed by all statutory partners, in light of the Prevent Duty, and the University is involved in this discussion. In the meantime, all signatories will continue to share information (where appropriate to do so) under the auspices of the Data Protection Act 1998.

10. Staff Training

The University’s approach to training focuses on those groups of colleagues who have a role, or contribution to make, in wellbeing and safeguarding at the University. Such colleagues are invariably involved in the provision of front line services to staff and/or students. The University does not anticipate the need to roll training out further beyond such colleagues, except where new staff may join, or where staff ask to be considered for training.

All members of the Prevent working group received the WRAP for HE training from the BIS Regional Prevent Co-ordinator in September 2015. A number of members have also undertaken the JISC online version of the training to trial that package and three have additionally undertaken the “Train the Trainer” programme.

The Regional BIS Prevent Co-ordinator also provided WRAP training for members of the Residential Life Team (wardens and resident tutors for on-campus accommodation) and some colleagues from Student Support Services, Disability Services, Counselling Services, Mental Health Services, Security Services, and some front line services colleagues in the Library, the Research Exchange and PG Hub on 20 October 2015. 123 colleagues attended this event in total.

A further three sessions were held on 11 February 2016, which included staff from the above groups who were not able to attend on the previous date, along with a range of other colleagues who provide front line services to students and/or staff or engage with external visitors, such as Human Resources, Warwick Conferences, the Estates Office, Warwick Accommodation, the Office for Global Engagement and the Chaplaincy. The sessions were led by the Regional BIS Prevent Co-ordinator, and were attended by a total of 64 colleagues.
The University has recently been in a period of transition with its previous longstanding Senior Tutor having retired. As such, consideration has not as yet been given to those academic colleagues directly engaged in pastoral roles and the most appropriate way of discharging the University’s role with respect to their awareness of safeguarding.

The University understands that the Leadership Foundation for HE (LFHE), which has been organising a number of roundtable network events for the sector on this topic, has also been recently commissioned to produce further approved training materials.

Once these materials are available, the University will review them to determine their appropriateness for use at Warwick. A number of volunteers from the Senate and the UCU have expressed interest and will therefore be invited to undertake this training as part of the trial process.

As such, the focus at present has been on key front line service staff in pastoral roles having the relevant awareness under the Duty.

11. Franchise Arrangements

As per the HEFCE Guidance note advising institutions to consider where third party arrangements for study may exist and how its statutory obligations are discharged in such circumstances, an initial review of the University’s arrangements for any third party delivery of accredited courses has indicated that the vast majority of provision is undertaken by Higher Education establishments, FE colleges or other bodies already encompassed within the wider statutory Duty. As such, the University considers that any risk associated with such provision is very low. The University’s Collaborative, Flexible and Distance Learning Sub-Committee will undertake a further review during the Summer term 2016.

12. Confirmation of Approval

All documents provided as uploads to the HEFCE Extranet, along with the contents of and appendices to this report, were considered and approved by the Steering Committee at its meeting on 21 March 2016. This meeting was chaired by the University’s Accountable Officer.

13. Voluntary Data Return

As resolved by the Steering Committee at its meeting on 21 March 2016, the University is not submitting a voluntary return in this submission.

List of Appendices

Appendix 1 - University Assembly held on 11 March 2016 – Motion passed
Appendix 2 - Regulation 31 (Governing the acceptable use of computing facilities)
Appendix 3 - Student Support Referral Pathway

Uploaded to the HEFCE Extranet:

- Prevent Risk Assessment
- Prevent Action Plan
- Regulation 29 (Covering the University’s Commitment to Freedom of Speech and External Speakers process)
- External Speakers form for Institutional and Student led events
- Null-return data file
Appendix 1

Prevent Motion

This Assembly notes:

1. In February 2015, the government’s Prevent strategy came into force placing a statutory duty on all public bodies (including Higher Education Institutions) to comply with the requirements of the Counter-Terrorism and Security Act 2015 and Prevent agenda.

2. That the Prevent agenda requests University staff (including academic, administrative and support staff) to report students they believed to be at risk of ‘radicalisation’.

3. The University of Warwick has already approved its plans, without consultation with the University community (staff and students), on how it will implement the Prevent strategy, and has not made these plans public.

4. The University and Colleges Union passed policy at its national conference in May 2015 opposing the Prevent Duty.

5. The Warwick Students’ Union passed a motion in Term 1, 2015/16, entitled ‘Counter Terrorism and Security Act: Students, Not Suspects’ opposing the Prevent strategy.

This Assembly believes:

1. The broad definition of terrorism will stifle campus activism.

2. The monitoring of students/staff will destroy the trust needed for a safe and supportive learning/working environment.

3. The Prevent duty is discriminatory in that it will encourage disproportionate surveillance of Muslim and BME students.

4. The Prevent duty threatens academic freedom in placing restrictions not only on what can be taught as part of the curriculum but also on invitations to outside speakers.

5. The Prevent duty encourages individual institutions to impose even more draconian measures through over-compliance in a culture of competition between universities.

This Assembly resolves:

1. That our Vice-Chancellor Professor Stuart Croft should release a public statement acknowledging the University membership's strong opposition to the Prevent strategy on the above grounds.

2. That the University complies with the minimum legal obligation in discharging its statutory duty under the Prevent agenda and the Counter-Terrorism and Security Act 2015.

3. That the University, with immediate effect, ceases its engagement with the Home Office approved WRAP training for University staff, noting that where any safeguarding or more general duty-of-care concern is raised that may put a staff member or student at risk of harm, there are established procedures of prompt referral which relevant staff should be aware of and should be able to act on accordingly.

4. That the University, with immediate effect, engages in meaningful consultation with the Warwick community (staff and students) on its proposed implementation plans with the Prevent agenda prior to any final submission to HEFCE in April 2016.

5. That the University, with immediate effect, publishes all materials linked to its compliance with the Prevent duty and the Counter-Terrorism and Security Act 2015, and resolves to be more open and transparent about how its engaging with Prevent, Channel and other similar initiatives.

6. That our Vice-Chancellor Professor Stuart Croft should send a copy of this statement to Jo Johnson, the Minister of State for Universities and Science.
Reg. 31 Regulations governing the use of University Computing Facilities

DEFINITIONS

Computing Facilities means:

(a) any computer or device capable of storing data in electronic form owned, operated or loaned by the University whether connected to the University’s information network/s or not; and/or

(b) any computer or device capable of storing data in electronic form owned or operated by someone other than the University when connecting to the University’s information networks or used to gain access to the University’s information network; and/or

(c) any computer or device capable of storing data in electronic form owned or operated by someone other than the University when used for University Business; and/or

(d) any software or information provided or created for University Business; and/or

(e) any Cloud or hosted or similar service through which University information is stored and/or services are provided for the University to enable Users to undertake University Business, including without limitation, accessing an on-line learning platform, accessing "Software as a Service", using their University email account, and/or their University social media accounts or electronic resources provided through the University’s Library.

University means the University of Warwick and any of its associated companies.

University Business means any activity conducted either in the course of employment or as part of or related to a University course or other University activity that is not purely personal.

Users means all people authorised to use the Computing Facilities for any purpose, including but not limited to students, staff, visitors to the University and members of partner organisations.

Extremism, for the purposes of this regulation, is as defined by the statutory Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 as amended or replaced from time to time.

REGULATION STATEMENT

2.1 This Regulation is one of a number of regulations, policies, codes and guidelines which form part of the University’s Information Security framework. This Regulation is intended to protect the Computing Facilities against unauthorised access, misuse and harm and promote effective and secure communication when using the Computing Facilities and to ensure the University fulfils its statutory and legal obligations.

2.2 The University of Warwick has a statutory duty to comply with all legislative requirements in force from time to time. These include, but are not limited to, the Equality Act 2010, the Data Protection Act 1998, the Counter Terrorism and Security Act 2015, the Human Rights Act 2000.
References to such legislation includes references to the legislation as amended or as replaced from time to time.

2.3 All Users of the Computing Facilities are required to abide by this Regulation and should report any suspected, attempted or actual breaches of this Regulation to the Registrar or his/her nominee as soon as reasonably practicable via emailing informationsecurity@warwick.ac.uk.

2.4 Any attempted or actual breach of this Regulation and any other related policies in Clause 9 may lead to the suspension or withdrawal of a user's authorisation and may constitute an offence under the University disciplinary procedures.

2.5 Any breach of this Regulation by a student may be dealt with under our disciplinary procedures, including as a major disciplinary offence under the University Reg. 23 Disciplinary Regulations. Please see these Regulations at www.warwick.ac.uk/gov/calendar/section2/regulations/disciplinary/.

2.6 Any suspected criminal offence committed through the use of University Computing Facilities will be referred to the relevant authorities, including, but not limited to, the police.

2.7 This Regulation forms part of the terms and conditions of appointment of members of staff. Breaches by staff may be dealt with under the disciplinary procedures contained in those terms and conditions.

2.8 The University may also take any appropriate legal or other action against any User.

2.9 Departments who provide locally managed University Computing Facilities may issue appropriate policies, procedures and guidance specific to the use of these local Facilities. These should support and not contravene this Regulation or any other part of the University Information Security Framework.

IMPLEMENTATION OF THE REGULATION

3.1 University managers and Heads of Departments will ensure that they and all Users in their designated area abide by this Regulation and understand the standards of behaviour expected of them. University managers and Heads of Departments will notify the Registrar or his/her nominee as soon as possible if they consider there may have been a breach of this Regulation via emailing informationsecurity@warwick.ac.uk.

SECURITY

4.1 All Users are responsible for the security of the Computing Facilities and any University data contained on them and will not act in any way to harm the Computing Facilities. Users should ensure they log off or lock any Computing Facilities when they are not being used.

4.2 Users must guard against the loss or theft of portable Computing Facilities and will let the Registrar or his/her nominee know immediately if any Computing Facilities are lost or stolen via emailing informationsecurity@warwick.ac.uk.
4.3 Users will abide by the Code of Practice for the Use of Computer Work Areas issued from time to time by the Director of IT Services when they use Computing Facilities in IT Services provided work areas. Please see this Code at http://www2.warwick.ac.uk/services/its/servicesupport/workareas/codeofconduct/.

4.4 Where Users of the Computing Facilities are issued with a University username and password, they will not share their University password with another person, or use their University password as login credentials for any non-University account.

4.5 All Users using their own devices to access Computing Facilities must use a password or PIN to secure access to ‘reserved’ or ‘restricted’* data kept or accessed on such devices to ensure that this data is protected in the event of loss or theft.

*Please refer to University information classifications at www.warwick.ac.uk/gov/informationsecurity

4.6 Users will let the Registrar or his/her nominee know immediately if their password has been compromised via emailing informationsecurity@warwick.ac.uk. Users may be responsible for use under their own name and password prior to such notification.

4.7 Users shall not attempt to gain access to any part of the Computing Facilities, or data stored thereon, without proper authorisation.

4.8 Users will not knowingly introduce any viruses or other harmful programs or similar computer code designed to adversely affect the operation of any computer software or hardware onto the Computing Facilities and will notify the Registrar or his/her nominee via emailing informationsecurity@warwick.ac.uk if they are concerned this may have occurred.

4.9 Users should not delete, destroy or modify existing University systems, information or data contained on the Computing Facilities without due authorisation.

**INAPPROPRIATE USE OF COMPUTING FACILITIES**

5.1 Users shall not use the Computing Facilities or any e-mail or Internet services used on the Computing Facilities:

5.1.1 Subject to clause 5.1.2 to view, create, transmit or store material which could be considered, offensive, obscene, indecent, abusive, harassing, derogatory or defamatory, material related to proscribed organisations or material which is at risk of drawing people into terrorism and/or poses a risk of inducing people into making the transition from extremism to terrorism and/or adversely affect the reputation of the University.; or

5.1.2 Any individual wishing to view, create, transmit or store security sensitive material for valid, programme-related research purposes, including that which falls under the descriptors in 5.1.1 above, must at all times abide by the University’s Research Code of Practice [http://www2.warwick.ac.uk/services/ris/research_integrity/code_of_practice_and_policies/research_code_of_practice]. Where such a question might arise, in the case of academic or research activity, or any other matter, prior permission should be sought in writing from the Registrar or his/her nominee; or
5.1.3 For any unlawful or fraudulent act, including infringing the copyright of another person; or

5.1.4 To send unsolicited or unauthorised advertising, promotional or any other similar material, save where that material is embedded within, or is otherwise part of, a service to which the user or the University has chosen to subscribe.

**PERSONAL USE OF COMPUTING FACILITIES OWNED OR OPERATED BY UNIVERSITY**

6.1 Incidental, reasonable personal use of all Computing Facilities owned or operated by the University is permitted provided the use is minimal, does not interfere with University commitments, does not put the University in disrepute and does not contravene our Internet Service Provider’s policy on acceptable use.

**MONITORING**

7.1 This Regulation is subject to and must be read in accordance with the University’s Statement on Regulation of Investigatory Powers Act 2000. Please see this Statement at: www.warwick.ac.uk/gov/informationsecurity/.

7.2 Under the Regulation of Investigatory Powers Act 2000, the University may monitor or intercept any information contained or services used on the Computing Facilities or information networks, including e-mails, files and access logs in particular circumstances. For example, the University would be able to investigate if a breach of this Regulation is suspected.

7.3 Users should not store, send or use private or confidential information on the Computing Facilities that they do not want the University to see. The University cannot be held responsible for the deletion or removal of such information in the course of routine software or hardware maintenance or service improvement.

7.4 This Regulation on the privacy and the interception of electronic communications is intended to achieve a balance between the rights of individuals and the need to protect users and the University from the consequences of misuse, illegal activity or activity in breach of this Regulation.

**CHARGEABLE SERVICES**

8.1 The University may levy charges for any use of the Computer Facilities as appropriate.

8.2 Users shall declare all use of the Computing Facilities for private commercial purposes in accordance with Financial Procedures 10 governing Private Work and other Appointments and/or 13 covering the exploitation of Intellectual Property (http://www2.warwick.ac.uk/services/finance/resources/regulations/) and in connection with research projects where outside funds for computing costs are available.

**COMPLIANCE WITH RELATED POLICIES AND AGREEMENTS**

9.1 All Users shall comply with all other relevant regulations, policies, codes and procedures in relation to the Computing Facilities, including but not limited to:
9.1.1 The University’s Information Security framework and other documentation issued from time to time by the Director of IT Services and the Deputy Registrar. Please see these at www.warwick.ac.uk/gov/informationsecurity/.

9.1.2 The Janet policy on acceptable use when using Computing Facilities to create, store or disseminate information or to access external computer networks or other computer based communication systems. Please see this Policy at: http://www.ja.net/services/publications/policy/aup.html. The University’s Internet Service Provider is Janet.

9.1.3 The University’s Code of Conduct for the Use of Software when using software made available by the University. Please see this Code at: http://www2.warwick.ac.uk/services/its/about/policies/software/.

Revised Regulation approved by the Steering Committee on 21 March 2016, as delegated by the Senate.

Effective from 21 March 2016.
Student Support Referral Pathway

Notice

Check

Student Support Services (via frontline service or Student Care Meeting)
Personal Tutor Network
International Student Adviser Team
Residential Life Team
Security Services
Estates Maintenance Staff
Warwick Accommodation
Students' Union
Chaplaincy

Case discussed at Student Care Meeting AND/OR reviewed by Head of Student Support Services and Head of Security Services

Deputy Registrar informed

Safeguarding Panel convened

Head of Student Support and Head of Security Services informed

Concern escalated to head of operational service (e.g. University Senior Tutor, Student Support Manager, Duty Security Manager, Senior Warden)

Share

Concern regarding potentially at-risk student identified by or reported to an above frontline operational service

Appendix 3