External speakers and events

Whilst noting the statement in the risk assessment regarding the university having little knowledge of what activities are taking place off campus that are branded as University of Warwick events, are there any mechanism in place for assessing risks around affiliated, funded or branded events which take place off-campus? If so please could you send through some details of these (e.g. reference a policy if there is one)?

The University’s commitment to freedom of speech and its approach to external speakers and events is articulated in University Regulation 29 (covering Meetings on Campus). This is the current policy which we use to frame our processes. Interestingly an earlier version of it formed the best practice example in the 2011 UUK report on Freedom of Speech on campus. As was noted in our narrative submission, the University’s Senate recently considered proposed revisions to this Regulation and resolved that further work was required to ensure that the Regulation more appropriately foregrounds the fundamental principle of encouraging and enabling freedom of expression, whilst upholding the principles of dignity and respect.

As a result, the Regulation will be rearticulated at a principle level and will then be underpinned by a suite of procedures to operationalise other policies and practical requirements. This work is underway with input from members of the Senate and other key stakeholders.

However the Regulation still pertains in its current format with the addition that the University has already updated its processes for institutional level and student led events. This updated form was included in the submission and was developed as a result of joint work between various University teams and the SU. This form will be used for off campus events for institutional level and student led events likewise and includes a question that refers to whether the event is to be held on or off campus. The same risk assessment questions in relation to the event apply whether it is on or off campus.

We are therefore mindful that while our existing Regulation does not specify off campus events, until such time as it is updated, our operational process for the key areas of student led and institutional events does. The work on updating our overall Regulation is planned for consideration by our Senate in the summer term.

Please speak to any plans for sharing information with appropriate Prevent partners and drawing on their advice regarding specific events.

The University has engaged, and continues to engage with a wide range of external partners and agencies on matters pertaining to safeguarding and wellbeing. Warwick is already party to an information sharing agreement with regional partners, including the Police and Local Authority, and in light of the Prevent duty, this agreement is currently being reviewed by all statutory partners.

Under his remit as SPOC and where legal and appropriate, the Head of Security Services is responsible for sharing information on external speakers with external parties. 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 Co-ordinator.
The University already seeks advice especially if the speaker has already been invited to events at other institutions. Therefore we do not consider this to be a matter of “plans” as we engage already with external partners and contacts where appropriate or necessary.

**Training**

Please confirm that training for key staff has included an understanding of how and when to make referrals to Channel.

The University’s Student Support Referral Pathway (the triangular diagram enclosed with the submission) defines how any matter of well-being concern is raised and then considered within the University. Such matters come through various routes which are generally channelled through either Student Support Services, the Residential Life Team, the Security Services team or the Senior Tutor.

Upon receipt of any wellbeing and safeguarding concern, these colleagues, as appropriate, review and assess what support is required. Significant cases, of which Prevent related concerns may be an example, would get escalated through to the Deputy Registrar. It would be for the Deputy Registrar to determine, with the input of senior well-being colleagues, whether any external referral is necessary or appropriate.

In the Prevent awareness training sessions that have been undertaken, the support pathway has been presented and described to attendees. It documents the understood process for referring any matter of concern and therefore the Prevent agenda has been positioned within our existing approaches. The Support Referral Pathway also features on our Prevent web page which refers colleagues directly to student support for any well-being matter and to security services for any immediate emergency. A link to our Prevent web-page was included in our narrative report.

We understand that the Regional BIS coordinator regards how the University has articulated its Support Referral Pathway as being best practice and has requested a copy of it to use in other settings.

The training that the University has used to date has been the BIS WRAP awareness Training course or courses based upon this, which colleagues with wellbeing and pastoral responsibilities have completed. E.g. In addition to the WRAP training, a number of members of the Prevent working group have also completed the JISC online version of the training and three have additionally undertaken the BIS WRAP “Train the Trainer” programme.

The previous Senior Tutor, who was trained, has since retired and the Acting Senior Tutor, who is due to be trained at the next available session, has been involved in working group discussions and is a member of the University’s Steering Committee and Senate where the University’s approach to the Prevent agenda has been discussed.

Finally, our Head of Institutional Resilience, who is a member of the Prevent working group, has also voluntarily recently completed the “Channel General Awareness” module as provided by the College of Policing.

However, as per the explanation above, it is a very small group of senior well-being colleagues, headed by the Deputy Registrar which would determine whether an external referral should be made. These colleagues have undertaken the training on more than one occasion and are aware of its content.
Please confirm that plans are in place to ensure those trained receive appropriate refresher training.

The University understands that the Leadership Foundation for HE (LFHE) has recently been 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, to ensure that a proportionate approach is adopted.

Refresher training will be provided to core groups involved in front line / pastoral support according to the usual schedule for training for these groups. For example, there is cyclical training for personal tutors and the residential life team. Other groups will receive refresher training on a periodic basis / as and when new staff join the respective teams.

Please outline how the university has considered if and how training will be extended to contractors/relevant third parties.

The University’s approach to training focusses 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 students and/or staff. The University does not, at this stage, anticipate the need to roll out training further beyond such colleagues, except where new staff may join, where specific roles are identified, or where staff ask to be considered for training.

As such the University does not consider the need to roll out training to general contractors or third parties, except in cases where they may be contracted in wellbeing support services and operating as a core part of those frontline teams.

Welfare, pastoral care and chaplaincy

Please confirm if there are policies in place to manage the use of faith facilities and if so reference these.

The University Chaplaincy is open to all members of the University community, of any or no faith. The Chaplaincy is open every day in term time, with student/staff cards being needed for access outside normal office hours and during vacation times. The Chaplaincy is in the heart of the internal campus and is therefore not considered to be a destination for members of the general public. A link to the University Chaplaincy website is given in our narrative submission.

There is a Chaplaincy User Forum, principally comprised of student faith societies, which works with the team of chaplains to review the operation of the Chaplaincy and to provide feedback on both the central space and two multi-faith rooms on our Westwood and Gibbet Hill sites. The terms of reference for this group and a record of notes from meetings can be found on the chaplaincy website: http://www2.warwick.ac.uk/services/chaplaincy/about/userforum/

There is a dedicated University employed administrator in the Chaplaincy who manages the day to day activities of the Chaplaincy, its bookings and the liaison with the chaplains and the users of the chaplaincy. Additionally, a senior administrator in the Deputy Registrar’s Office is responsible for working with the Chaplains to ensure that the facilities are appropriately managed. The Chaplains work together under a Multi-Faith Agreement, which can be viewed on the website: http://www2.warwick.ac.uk/services/chaplaincy/people/

Jo Horsburgh, Deputy Registrar, University of Warwick - 19 April 2016