

Prevent duty monitoring Accountability and data return 2019

**Provider Guildhall School of Music & Drama
UKPRN 10007825**

If you have any queries please contact prevent@officeforstudents.org.uk. For technical queries, for example how to upload the template, please contact dfaprevent@officeforstudents.org.uk.

Notes:

1. This is a mandatory return.
2. The data to be submitted should cover the year from 1 August 2018 to 31 July 2019.
3. Providers are able to provide further contextualisation of their data through the free text boxes e.g. role types identified within number of key staff identified for training. However this is limited to 300 words per section.
4. Guidance on data to be provided in each section can be found below:

Welfare

- i) This refers to cases which have been 'actively managed' i.e. that a provider has taken action in response to a welfare concern/need. This would normally include referrals reported to and managed by central student services or being managed by a designated safeguarding or welfare lead. This refers to both students and staff. This does not include self-referrals or other referrals where no action has been taken. This provides some information and assurance that your welfare processes are being implemented in the absence of any Prevent-related concerns. Note: you have the choice of providing an exact figure, or an estimate to the nearest 10.
- ii) This refers to cases reported to your Prevent lead (or appropriate group or committee where this does not reflect your referral process). This provides some information and assurance that your welfare processes are being implemented.
- iii) This refers to where you have sought advice and information from a multi-agency partner for a Prevent-related case e.g. DfE co-ordinator. This provides some information and assurance that your welfare processes are being implemented, and you are working with Prevent-partners effectively.
- iv) This refers to where you have made a formal referral to the Channel process regarding a case. This provides some information and assurance that your welfare processes are being implemented and the appropriate referral pathways with multi-agency partners are in place.

Events & speakers

- i) The total number of events/speakers approved through your external speakers and events process i.e. not related to the academic curriculum. Note: you have the choice of providing an exact figure, or an estimate to the nearest 10. This provides contextualisation of the other data provided on events and speakers.
- ii) This refers to the number of events/speakers that have required some form of mitigation related to Prevent (or associated free speech) following a risk assessment as part of the speaker process.
- iii) This refers to the number of events/speakers that have required a decision by the highest decision maker within the process i.e. where the request has been escalated through the process. This provides information that the process is being implemented and concerns escalated where necessary.
- iv) This refers to the number of events that have not been approved through the process. This should include decisions on risk and on process. This will help inform how a provider is balancing its other legal duties in respect of Prevent.

Training

The number of staff reported in this section of the return should be returned as a headcount number.

- i) The current number of staff the provider has identified as key in relation to Prevent. This provides further contextualisation of data submitted.
- ii) Training related to their Prevent role or responsibility. This provides assurance that key staff are receiving training on the duty.
- iii) Refresher training related to their Prevent role or responsibility. This provides assurance that key staff continue to have skills and knowledge to support their role/responsibility.
- iv) The number of staff being made aware through guidance, advice or instruction. This provides assurance that staff are able to use relevant policies or are being sign-posted to key staff etc.

Validation checks

Within this document there will be a range of technical validation checks, which will ensure consistency of how the spreadsheet is populated, for example: if a provider inputs that the number of key staff that received training during the period is higher than the total number of key staff, this will not pass a validation check.

1. Please ensure you have selected whether the total number of welfare cases and total number of events/speakers is an estimate or an actual figure in the 'Submission' sheet.

Validation passed

2. The sum of the number of staff who received initial training and those who received refresher training would not be expected to be greater than the number of key staff.

Validation passed

3. The number of staff identified as key to Prevent delivery would not be expected to be zero.

Validation passed

**Prevent duty monitoring
Accountability and data return 2019**

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UKPRN 10007825

In all cases this data should cover the year from 1 August 2018 to 31 July 2019.

Welfare	Number
i) Number of welfare cases referred for specialist advice and support <i>Please state whether this is an estimate or an actual figure:</i>	Actual 413
ii) Number of Prevent-related cases escalated to the point at which the Prevent lead has become involved	0
iii) Number of Prevent-related cases which lead to external advice being sought from Prevent partners	0
iv) Number of formal referrals to Channel	0
<i>Please add any further technical information in the free text box below which you believe would be helpful or relevant for OfS to know regarding Welfare. (max. 300 words)</i>	
<p>409 students accessed one or more of our services, (excluding the counselling service) during the past academic year. We do not keep data about whether these are self-referrals so would need to the technical specification for this for future years and cannot estimate this number. Student Affairs services are wide ranging including disability and study skills, referral to specialist practitioners for performance-related injury or illness, financial hardship, academic and accommodation concerns, and general pastoral support. We are a very small organisation with a specialised and extensive support service. We would not expect high numbers being referred because we would expect these students to already be known to us but any student can self-refer.</p> <p>The School does not collect data on staff welfare referral matters and staff can receive support through a number of routes including the Employee Assistance Programme, HR, Mental health first aiders, Occupational Health and locally via their line manager or department. There were 4 Safeguarding concerns raised about current members of staff which were managed by the Head of Safeguarding and are included in this figure.</p> <p>During the 2018/19 Academic year we had 12 internal student case conferences, of which 5 then proceeded to a Progress Review. There was one case of Welfare/Safeguarding in the Senior School. We had one case of the Principal's Emergency powers being evoked for a student welfare concern. We have weekly Students of Concern Meetings and actions are agreed at the end of each meeting.</p> <p>Although as yet we have not had any Prevent related cases we do have a rigorous welfare and safeguarding system in place and we showcased our provision at the HEFCE What Works seminar in April 2016. We also have two dedicated Safeguarding Governors and have created a new role of Head of Safeguarding.</p>	

Events & speakers	Number
i) Total number of events/speakers approved. <i>Please state whether this is an estimate or an actual figure:</i>	Actual 1
ii) Number of Prevent-related events/speakers approved with conditions/mitigations	0
iii) Number of events/speakers referred to the highest decision maker in the provider's process	1
iv) Number of events/speaker requests rejected	0
<i>Please add any further technical information in the free text box below which you believe would be helpful or relevant for OfS to know regarding Events & Speakers. (max. 300 words)</i>	
<p>The Guildhall School of Music & Drama does not generally host "external speaker" events. Most visiting artists to the School are visiting lecturers or practitioners invited because of their particular specialism as leaders in their field as part of the academic curriculum. Most events present a low level of risk and can be approved entirely at a local departmental level. Many guest performers or directors have been regularly working in the institution over many years without incident and only require a low level due diligence in these cases.</p> <p>However, some events may be complex and may require referral for further consideration. The referral process only applies where events or speakers deemed to be higher-risk such as events hosted by the school that fall outside the curriculum an example being Guardian Live events. Colleagues in Barbican business events who are involved in booking external events in our Milton Court premises have attended Prevent training at the School.</p> <p>No Prevent related events were referred and only one artistic event was referred. This was a public event in Milton Court programmed by the Barbican, which contained artistic images of adolescents. There was an ethical assessment of this production and it was referred to the Chair of the Events Committee as the event was not raised in time to discuss at the next scheduled Events Committee meeting. The request was referred to the highest level and it was agreed that the event could go ahead.</p> <p>No other events were submitted to Events Committee with Prevent concerns mainly because the number of Barbican business events in Milton Court has drastically reduced this academic year.</p>	

Training	Number
i) Number of staff identified as key to Prevent delivery	94
ii) Number of key staff receiving induction Prevent training	26
iii) Number of key staff receiving refresher Prevent training	2
iv) Number of staff receiving broader welfare/safeguarding awareness training/briefing	45
<i>Please add any further technical information in the free text box below which you believe would be helpful or relevant for OfS to know regarding Training. (max. 300 words)</i>	

i) The School believes that safeguarding is a collective responsibility and all staff have compulsory online safeguarding training as part of their induction which includes Prevent. This is refreshed every 3 years. For the purposes of this return SMT, Safeguarding Leads and their deputies and at least one member of staff in each area of the School has been identified as being key to Prevent delivery.

ii) All staff undertake online safeguarding training including Prevent as part of their induction. A total of 59 new members of staff with 26 identified as key to Prevent delivery. Additionally, The Head of Safeguarding completed online Prevent training on 02/01/19 and attended a conference "Safeguarding Young People from Extremism in Universities and Colleges: The Next Steps" on 10/10/18

iii) Online refresher training was completed by two members of staff and we held two Prevent information events to raise awareness delivered by our colleagues in the City Police on 26/06/19 and 09/07/19. These informal events provided an opportunity for students and staff to pick up information leaflets and over 40 students and staff engaged in conversation with the Prevent team and Head of Safeguarding on the stalls.

iv) The Head of Safeguarding delivered face to face training to over 45 members of staff and governors through the following face to face training sessions which were introduced to provide a balance with the online training. Although these were safeguarding sessions Prevent was covered in each - Adult Safeguarding Awareness briefing 07/02/2019 and "Safeguarding Culture" briefing 15/7/2019.

A monthly Safeguarding Newsletter has been developed this year and the Head of Safeguarding liaised with the Student Life Officer to discuss Prevent awareness raising. The Guildhall School is part of the London HE Prevent Network and the London Prevent Coordinators' Monthly Digest is regularly circulated to key staff

Prevent annual accountability statement

Throughout the year and up to the date of approval, [Provider name]:

- has had due regard to the need to prevent people being drawn into terrorism (the Prevent duty)
- has provided to OfS all required information about its implementation of the Prevent duty
- has reported to OfS in a timely way all serious issues related to the Prevent duty, or now attaches any reports that should have been made, with an explanation of why they were not submitted
- has reviewed, and where necessary, updated its Prevent risk assessment and action plan

Accountability statement

Governing bodies/proprietors are required to provide a short statement (max 300 words) outlining the mechanisms to which they have been assured that they are able to sign the above declarations satisfactorily.

The appointment of a Head of Safeguarding in October 2018 has increased safeguarding awareness across the whole institution. Through sustained engagement with staff and students there has been a development of the safeguarding culture of vigilance which has seen increased reporting of concerns although to date there have not been any Prevent referrals. A "Lessons Learned" template developed for complex or challenging safeguarding cases to serve a quality assurance purpose after investigations have been completed.

Links with other City departments have continued to be strong and the School took part in the City of London Safeguarding Review in March 2019. Although primarily focussing on our under 18 work the review found that the safeguarding arrangements in place at the Guildhall School are "effective". Two Prevent information events were held at the School in the summer term delivered by colleagues in the City of London Prevent Team.

An annual safeguarding report (including Prevent) is presented to the Board of Governors where the policy is reviewed and approved. The Prevent return is discussed at the February Board of Governors meeting. In addition, there are two dedicated safeguarding governors who meet regularly with key staff. The Head of Safeguarding delivered a training session "Creating a Safeguarding Culture" for the Board of Governors and Senior Staff on 17/07/09 which included Prevent. The Board is kept up to date on Safeguarding and Prevent issues which are key risks in the School's Risk Register. A separate Prevent Risk Register and Action Plan is revised on an annual basis most recently in December 2018.

Additionally, the Audit and Risk subcommittee selected Safeguarding and Prevent as part of the programme of deep dives into each risk which was discussed in February 2019. Through these measures we are reassured that the School is demonstrating due regard to the duty.

Name	Vivienne Littlechild
Signed	