

<b>Committee</b>	<b>Dated:</b>
Board of Governors of the Guildhall School of Music & Drama	15 February 2021
<b>Subject: Prevent: Annual Monitoring Report for 2019/20 to the Office for Students (OfS)</b>	<b>Public</b>
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	N/A
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
<b>Report of: Lynne Williams, Principal</b>	<b>For Information</b>
<b>Report author: Alison Mears, Director of Guildhall Young Artists and Safeguarding</b>	

### Summary

The School is required to report annually to the Office for Students on the number of Prevent cases in a given year. This now takes the form of an online data return and signed assurance statement rather than a written Annual Report. We can only report on specific questions asked with a set word limit. The return Information is attached.

The OfS will report in March to confirm that the School is fulfilling its statutory obligations regarding the Prevent duty.

### Recommendation(s)

Members are asked to receive and note the report.

#### **Alison Mears**

Director of Guildhall Young Artists and Safeguarding

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## **Prevent annual accountability statement**

Throughout the year and up to the date of approval, Guildhall School of Music & Drama:

- 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 outlining how they have shown due regard to the Prevent duty and the evidence they have used to assure themselves.

Additionally, we require:

1. Written information detailing how the provider can continue to be assured that their welfare arrangements to identify and manage Prevent-related cases are effective in practice. Please use supporting evidence.
2. A summary of how the provider has responded to any impact of the pandemic in continuing to comply with the Prevent duty.

The completed statement should be no longer than two pages.

Prevent-related policies and processes are regularly reviewed to ensure they are effective. The Prevent annual return for 2018/19 was shared with Board members and discussed at the Board of Governors meeting on 17/02/20. The Safeguarding policy includes Prevent and is updated annually. It was reviewed and approved for the 2019/20 academic year at the Board of Governors meeting on 23 September 2019. The Director of Guildhall Young Artists and Safeguarding attends all Board of Governors meetings and presents an annual report on Safeguarding which includes Prevent. This report includes a detailed log and analysis of safeguarding data including anonymised case studies, outcomes and priorities for the coming year. A verbal update was given to the Board on 18 May 2020 to inform members of steps that were taken to review safeguarding during the move to blended learning with the Covid19 pandemic.

The Head of Safeguarding keeps a robust safeguarding spreadsheet where all cases including Prevent enquiries or referrals are recorded. Recording includes outcomes and there is a separate lessons learnt template. The Director of Guildhall Young Artists and Safeguarding provides fortnightly updates of cases at the senior management team. In addition, there are two dedicated safeguarding governors who meet regularly with key staff.

Although there have not been any referrals to Channel or any referrals from the HE part of the institution, there were two Prevent concerns raised in the under 18 division which were referred for further advice. Neither case met the remit for further intervention but I am

assured that these cases are taken very seriously and the Head of Safeguarding was commended for the quality of one of these referrals:

“I wanted to get in touch to thank you for your recent Prevent referral. It has been noted at various meetings by our departmental managers that you have done an excellent job with the referral itself and also with the background work you completed in the lead up to you contacting us. It hasn't gone unnoticed.” *Prevent and Channel Officer, City of London Police*

There is a close working relationship between all elements of student welfare and safeguarding services both internally and across the City. As part of the City of London we are subject to regular internal audits, the most recent audit of the student affairs department took place in 2018. An Annual Report of the Student Affairs service is presented at Academic and Programme Boards. The Whole School Survey, which is completed annually by the entire student body has specific questions about the welfare service and is rated on satisfaction enabling the School to evaluate its effectiveness and respond where any dissatisfaction of significance is raised.

Partnership working continues to be strong. The Head of Safeguarding is an active member of the City of London safeguarding forum and the HE London Prevent Network and attends network meetings. We distributed to the Covid 19 Prevent Information Pack compiled by the City of London Prevent Team and contributed to the Department for Education (DfE) and Advance HE survey about the Prevent duty. The facilities department contribute to the regular Counter Terrorism police surveys to assess risks for businesses.

The Covid19 pandemic meant there had to be a quick response to the risks of moving to a blended provision. An online teaching policy was developed for HE and a separate one for under 18s, which were shared with students, staff and parents for the under18s. These policies are also available on the Intranet for easy access. All of the provision offered by Student affairs moved online to make services accessible to all students. Prevent-related policies and procedures such as external events policies, welfare and or safeguarding were reviewed. Some of our specific responses to the pandemic include:

- A safeguarding helpline was introduced to help students and staff deal with the impact of the Covid 19
- Prevent is now a standing item at the Events committee meeting when events including online events and visiting speakers are discussed.
- A section on online learning has been added to the safeguarding policy
- The risk assessment is reviewed on an annual basis and I have reviewed the assessment for 2019/20, which was revised in the summer term 2020 to take account of the pandemic.

Some examples of Prevent work to spread awareness of the increased risk of being on line during this period include:

- The Safeguarding Newsletter in March 2020 focussed on Prevent / Radicalisation
- In May 2020, the Head of Safeguarding provided a report for SMT regarding our safeguarding response to Covid19, which included a section on Prevent.
- In June 2020 The Head of Safeguarding provided a Prevent Summary which was posted on the intranet and is available online
- In July 2020 the Head of Safeguarding 02/07/20 circulated the latest advice from Counter Terrorism after the Reading attack

<b>Name</b>	Vivienne Littlechild
<b>Title</b>	Chair of the Board of Governors
<b>Signed</b>	
<b>Date</b>	24/11/20

**Prevent monitoring**

**Accountability and Data return 2019-20**

Please check validation warnings on the  
Coversheet

**Provider: Guildhall School of Music & Drama**

**UKPRN: 10007825**

In all cases this data should cover the year from 1 August 2019 to 31 July 2020.

<b>Welfare</b>	<b>Number</b>
i) Number of Prevent-related cases escalated to the point at which the Prevent lead has become involved 0	0
ii) Number of Prevent-related cases which lead to external advice being sought from Prevent partners 0	0
iii) Number of formal referrals to Channel 0 0	0
<i>Please add any further 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>	

Safeguarding and Prevent awareness has continued to develop 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. There has been an increase of 31% in the total cases reported to the Head of Safeguarding during the academic year.

Of the cases referred only just over half met a safeguarding remit and of those 12% required referrals to other agencies. Although there were no Prevent referrals in the HE sector, two Prevent cases in the under 18 division were referred appropriately and neither met the remit for Channel. Prevent awareness raising around the risks of radicalisation continue to be at the forefront of the safeguarding strategy at Guildhall School.

The Head of Safeguarding has continued efforts to publicise and promote safeguarding matters, training and support services. Therefore, a rise in referral reflects a growing a safeguarding awareness in staff and students. There continues to be a strong partnership with Prevent partners, such as the City Police Prevent Team and HE Prevent Co-ordinators.

The Student Affairs department offers a wide range of welfare services 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. As a small institution we are able to easily refer students where there are concerns and have a specialised and extensive support service. A weekly Students of Concern Meeting takes place and actions are agreed at the end of each meeting which can include student case conferences and Progress Reviews. During the pandemic the entire offer went on line to ensure students could access support and a dedicated safeguarding helpline was set up for staff and students to report concerns and seek advice.

<b>Events &amp; speakers</b>		<b>Number</b>	
i) Total number of events/speakers approved.		<b>Actual</b>	<b>0</b>
0			
ii) Number of Prevent-related events/speakers approved with conditions/mitigations	0		0
iii) Number of events/speakers referred to the highest decision maker in the provider's process	0		0

iv) Number of events/speaker requests rejected

0

0

*Please add any further 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)*

As reported last year, 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. If an event is considered at faculty level to be a risk, it is escalated to Events Committee for further consideration. No events were submitted this year, no doubt partly due to the disruption caused to the School’s event planning by COVID-19. However, Prevent is a standing item on the Events Committee agenda should discussion be required.

Previously, events taking place in the School’s buildings but hosted by external organisations have also been considered. Colleagues in Barbican business premises have attended Prevent training at the School. However, the School has now significantly reduced the number of Barbican business events in its buildings, in order to free up space for student activity, and no business events were referred to the School’s process this year.

Owing to an increase in online teaching as a result of COVID-19, the School has hosted a small number of online external speaker events, some streamed to the public and others to students and staff only. These events are subject to the same approval process as in-person events (outlined above) and we are currently reviewing the process to see if there are particular mitigations we should put in place for this type of speaker events, which will be an increasing feature in academic year 20/21.

<b>Training</b>		<b>Number</b>
i) Number of staff identified as key to Prevent delivery	98	98
ii) Number of key staff receiving induction Prevent training	24	24
iii) Number of key staff receiving refresher Prevent training	61	61

iv) Number of staff receiving broader welfare/safeguarding awareness training/briefing	55	55
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*Please add any further information in the free text box below which you believe would be helpful or relevant for OfS to know regarding Training. (max. 300 words)*

The Head of Safeguarding provides regular updates on Safeguarding and Prevent briefings to staff and students via Designated safeguarding leads meetings, a monthly safeguarding newsletter and relevant updates and training which are posted on the intranet.

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 56 new members of staff completed this training with 24 identified as key to Prevent delivery.

iii) Online refresher training was completed by 61 members of staff. Two on site Prevent information events were booked to take place in the Spring term. The events had been and planned with City Police and the Prevent Co-ordinator but had to be postponed owing to Covid 19. These events had previously provided an informal opportunity for students and staff to pick up information leaflets and engage in conversation with the Prevent Team.

iv) Owing to the pandemic, efforts were concentrated on online training and updates which were easily accessible to students and staff. The Safeguarding Newsletter in March 2020 focussed on Prevent / Radicalisation, a Prevent duty summary was posted in June and the latest advice after the Reading attack was made available on the intranet.