Appendix B

Birkbeck College
University of London

Prevent duty awareness Training Plan

Introduction

The purpose of this training plan is to provide a consistent and proportionate approach to raising awareness of Prevent as part of the wider safeguarding agenda.

This document will be used to form the main training strategy for the College in implementing its duty as regards to Prevent. It has been informed by discussions with key staff on the Prevent Working group. The training will be available to all staff, and new staff will be briefed about it as part of induction.

Consideration should be given to training contract staff especially the contract cleaners. The contract evening security staff have already received training through their contractor.

The training will be informed by the Leadership Foundation materials. These will be reviewed when available.

The Prevent working group will have oversight of the training plan including its implementation, review and refreshing of provision; and will make recommendations about the training plan and delivery.

The working group will evaluate and review the training plan and delivery annually. Ongoing review will take place in light of operational considerations, changes in Prevent legislation, LFHE and other materials or guidance from HEFCE. Feedback from participants will also be sought.

The Prevent working group is making regular reports to the College Strategic Planning Committee and Audit Committee on Prevent compliance, including the training plan.

March 2016
## Prevent Awareness Training Plan

### Staff groups

All Professional Services and academic staff working at Birkbeck

### Suggested delivery

Safeguarding briefings and training resources to include:

- College website with various resources supporting safeguarding and the Prevent duty is being created including who to contact at Birkbeck and who to seek advice from if there are any concerns about the safeguarding of an individual.
- Governors, members of the Strategic Planning Committee have all received a specific briefing and guidance in their responsibilities under Prevent.
- Members of the Safeguarding Panel are undertaking JISC, WRAP training and/or LFHE Modules when available. They will also be required to undertake the LFHE modules on undertaking risk assessments.
- Student Services staff have received WRAP training and identifying vulnerable or at risk students is being embedded in operational training.
- All staff will be encouraged to develop further knowledge and understanding of the Prevent strategy on the College Safeguarding Website. This will be made available through Leadership Foundation online tools, when they become available. The College will provide these modules for full and part-time staff who wish to access it. The menu of training will include:
  - Workshop to Raise Awareness of Prevent (WRAP)
  - Module Four of the Leadership Foundation Prevent training on Freedom of Speech
  - Module Five of the Leadership Foundation
  - Module Six of the Leadership Foundation - Risk assessment and action planning – a proportionate response
  - Guidance on how to manage internal and external speakers
  - How to recognise a safeguarding issue
- A briefing document will be cascaded to all academic and professional services staff on how to navigate the safeguarding framework.

### Ongoing:

- Safeguarding documentation to be referred to in the Induction checklist for all new staff.
- Staff to be made aware of the Student Service Guide for Birkbeck Staff which will be amended to include reference to vulnerable adults and safeguarding through the Introduction to Birkbeck for all staff.
- Continued availability of the training delivery detailed above.

**Time scale:**

- All staff briefings to be sent about safeguarding by 1 August 2016.
- Safeguarding website made available by 1 August 2016.
- Elearning package to be available in the next 6 months to all staff once published by LFHE.