

Guidance notes for Managers re Prevent Training

1. The Office for Students (OfS), and the University's statutory responsibilities for execution of its Prevent Duty, requires relevant staff to complete training on Prevent and for data on training to be reported to the OfS on an annual basis¹.

1.1 Some regulators/accrediting bodies may require all staff involved in the delivery of a particular programme to successfully complete Prevent training. In these cases, line managers should make themselves aware of these additional requirements and monitor compliance.

2. The Prevent Training Module will be mandatory for relevant staff identified by a line manager. Relevant staff refers to all:

- designated safeguarding officers;
- front line staff with regular student contact, including teaching staff of the University and KUSCO staff; and
- staff in regular contact with at-risk children and adults².

3. Line managers are asked to report on an annual basis the number of staff they have designated as requiring Prevent training to the University Prevent Lead at Prevent@Kingston.ac.uk. These reports should be made no later than 1 September reflecting the preceding academic year.

4. The University has a Prevent Training module available on Canvas [here](#). The University's annual report on staff completing Prevent training will be drawn from Canvas.

4.1 The need for additional Prevent training, beyond the Canvas module, may be determined by a line manager where appropriate (for example, members of Security)³.

4.2 Any additional training, and numbers of staff having completed additional training, should be reported to the Prevent Lead at Prevent@kingston.ac.uk no later than 1 September reflecting the preceding academic year.

5. Queries regarding staff training in line with Kingston University's Prevent Policy should be directed to Prevent@kingston.ac.uk.