



**STAKEHOLDER ANALYSIS AND
COMMUNICATION AND IMPLEMENTATION PLAN**

Policy Name: Prevent Policy

Operational Owner: Lucy Evans, CSO

Executive Owner: Lucy Evans, CSO

Effective Date: October 2020

Policy Review Date: September 2023

NB: This template exists to assist with stakeholder consultation and with implementation and communication of new/significantly updated policies. Less complex policy documents may not require as much detail. It is useful to include this document with any new or substantially altered policies when submitted for final approval.

Version History

Version	Date	Author	Amendment	Distribution
1	29/9/20	Lucy Evans	Drafted	
2	13/10/20	Dave Ferguson	Review and updated	
3	14/10/20	Prevent Group	Review and recommend to Executive Board	
4	9/11/20	Executive Board	Review and approval	

1. Stakeholder analysis

To identify the key stakeholders and to gather requirements in order to ensure mutual understanding and agreement to policy conditions. To be undertaken during policy development or review.

Stakeholder(s)	Department	Note of any actions as an outcome of consultation
Steve Allen	Secretariat and Legal	Prevent Policy and action plan updated
Tom Ashcroft	IT Services	Prevent Policy and action plan updated
David Carey	Dept. of EEE and Residential Wardens	Prevent Policy and action plan updated
Mark Chatterton	Security Services	Prevent Policy and action plan updated
David Ferguson	Communications and PR	Prevent Policy and action plan updated
Rabbi Alex Goldberg	Chaplaincy	Prevent Policy and action plan updated
Matthew MacLachlan	Human Resources	Prevent Policy and action plan updated
Lizzie Rodulson	Students' Union	Prevent Policy and action plan updated
Karen Raymer	Human Resources	Prevent Policy and action plan updated
Laura Smythson	Wellbeing and Welfare	Prevent Policy and action plan updated
Alan Sutherland	Students' Union	Prevent Policy and action plan updated
Julie Merriman-Jones	Research and Innovation	Prevent Policy and action plan updated
Osama Khan	PVC Education	Prevent Policy and action plan updated
All Members and Attendees	Executive Board	

2. Plan of Implementation/Communication Activities

To identify communication and implementation activities, e.g. leaders' alert, department cascade, formal training, etc.

Activity	Detailed description	Responsible for delivery	By when
EB sign off updated policy	EB to sign off the policy once updated.	Lucy Evans	30/11/20
Policy updated and shared on Internet	As previously	Ros Allen	1/12/20
Communicate updated policy to staff	Leaders' Alert to inform all HoDs that the policy has been updated and to remind all staff that they need to make themselves aware of the details.	Lucy Evans/Dave Ferguson	December 2020
Communicate to students	MySurrey article to make students aware if the updates made to the policy	Lucy Evans/Dave Ferguson	December 2020
Updated training	Previously it was a requirement that all staff conducted formal training as part of Prevent	Matthew MacLachlan	Ongoing