



## PREVENT POLICY

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### POLICY STATEMENT

The aim of this policy is to ensure all stakeholders are aware of our statutory duty and responsibility of the Prevent Duty. We prioritise the promotion of a culture of vigilance, where each apprentice's safety and wellbeing is at the heart of what we do. This policy is in place to build awareness and outline our commitments to Prevent Duty.

We are committed to delivering apprentice safety, ensuring that they can learn in a safe environment where their wellbeing is prioritised. We recognise that extremism and exposure to extremist materials and influences can have profoundly concerning consequences. If we fail to challenge extremist views, we are failing to protect our apprentices and staff from potential harm. Therefore, this policy sets out the guiding principles we follow to establish the culture of vigilance for the Prevent Duty to deliver the best possible outcomes for apprentices.

The work of Prevent is inherently linked to Safeguarding, as such this policy complements, and should be read in conjunction with, our Safeguarding Policy.

### RESPONSIBILITY

The Training Director is responsible for this policy, in conjunction with the Designated Child Protection Officer (DCP).

It is the responsibility of all staff to comply with this policy, which includes:

- All full time and part time members of staff;
- Volunteers;
- Temporary staff e.g agency staff;
- Visitors and contractors.

This policy will be reviewed annually or updated where regulatory changes are made. All staff must sign the declaration stating that they have read and understood the policy.

Last reviewed August 2023

Next review August 2024

Signature: \_\_\_\_\_

## SCOPE AND DEFINITION

It is our responsibility to comply with the statutory guidance of the Counter-Terrorism and Security Act (CTSA) 2015 and revised 2018 CONTEST policy section 26(1) and section 29.

In addition to the CTSA statutory guidance, the Prevent Duty is also part of Department for Education (DfE) guidance Keeping Children Safe in Education (KCSIE) September 2018, Ofsted Common Inspection Framework (CIF) and ESFA funding guidance.

- **Definition** - The Prevent Duty aims to prevent individuals being drawn into terrorism through radicalisation and extremism means.
- **Radicalisation** is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.
- **Extremism** “Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas” (HM Government Prevent Strategy 2011).

## PRINCIPLES

Our business works within areas that are at risk of exposure to extremism and radicalisation. It is therefore our objective to achieve an environment that protects apprentices and employees from radicalising influences by delivering the below objectives.

- To promote and reinforce shared values, including British Values; to create space for free and open debate; and to listen and support the apprentice voice. Ensuring that teaching approaches provide apprentices with a positive sense of identity through the development of critical thinking skills.
- To breakdown segregation among different apprentice communities including by supporting inter-faith and inter-cultural dialogue and understanding; and to engage all apprentices in playing a dull and active role in wider engagement in society.
- To ensure apprentice safety and that our organisation is free from bullying, harassment and discrimination. Ensuring a safe and equal learning environment for all, with a well-established safeguarding approach.
- To provide support for apprentices who may be at risk of radicalisation, providing appropriate sources of advice and guidance and pastoral care. Adopting flexible teaching approaches, where applicable, to address specific issues arising with extremism and radicalisation.
- To ensure robust approach to challenging signs of radicalisation and extremism where there is a full understanding of reporting systems.
- To build and maintain strong relationships with employers to build awareness, tackle inappropriate behaviours and establish an enjoyable and safe learning environment.

- To ensure that apprentices and staff are aware of their roles and responsibilities in preventing violent and non-violent extremism by delivering/promoting the message that highlights the values of democracy, the rule of law, mutual respect and tolerance for those with different faiths and beliefs.
- Actively work with the local police Prevent team contact, building long term local partnerships with network groups such as Department for Education Prevent coordinators.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by apprentices or our employees will always be challenge and where appropriate, dealt with in line with our attendance and behaviour policy for apprentices and staff handbook for employees.

Please refer to our safeguarding policy to review our safer recruitment practices.

## TRAINING

Staff training is a key element to the delivery of our commitment to a safe learning environment. The training is in place to build the knowledge of staff and support our staff to effectively challenge any inappropriate behaviour.

Staff are required to undertake approved Prevent training, for example:

- Home Office Prevent Duty
- Education Training Foundation Prevent Duty training (specific to job role)

All staff have safeguarding and prevent training as part of their induction when joining the company provided by the DCP, this training will incorporate all aspects of this policy.

The DCP will undertake advanced safeguarding and Prevent training additional to the online refresher training. The DCP will be on the mailing list and attend any DfE Prevent coordinator events throughout the year in order to continually maintain CPD. The commitment will be to continually improve awareness of local and national risks it is the DCP responsibility to ensure this is driven through the curriculum to the all employees

## SIGNS AND INDICATORS

There are many signs and indicators of radicalisation and extremism, most commonly individuals that are at higher risk of being targeted are those categorised as vulnerable. Vulnerable individual being classified within our safeguarding policy as a child or vulnerable adult. It is however important to note that anyone can be drawn into terrorism and therefore our culture of vigilance must be robust.

It is important to note that behaviours can develop over time and therefore building strong relationships with apprentices and employers will enable earlier intervention. Below are some signs and indicators of an individual being drawn into extremism.

- Using inappropriate language;
- Refusing to listen to different points of view;
- Unwilling to engage with individuals that have different views, faiths or ethnic backgrounds;
- Changing friends and appearance;
- Distancing themselves from old friends and colleagues;
- No longer doing things they used to enjoy;
- Converting to a new religion;

- Being secretive;
- Sympathetic to extremist ideologies and groups.

#### Online influences

- Spending increased amounts of time online;
- Changing identify or friends online;
- Endorsing material of an extremist nature;
- Accessing extremist content;
- Joining or trying to follow an extremist organisation.

## APPRENTICE AWARENESS

It is our objective that safeguarding and prevent is naturally embedded into our curriculum and therefore is a golden thread throughout an apprentices programme. Overtime building up an awareness of the signs and indicators of risk which includes extremism and radicalisation.

A number of strategies are in place to ensure this happens.

- Our curriculum promotes respect, tolerance and diversity;
- Apprentice behavioural policy is incorporated into the enrolment stage of the apprenticeship and is within the apprentice handbook;
- Apprentices are encouraged to report and communicate through apprentice forums and surveys;
- Our induction process includes introductory training on Prevent Duty and reporting procedures;
- Promotion of Prevent themes are included in communication bulletins such as newsletters;
- Topics relating to Prevent Duty are integrated within the review process;
- The safeguarding and Prevent team contact details are visible to apprentices, staff and employers.
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## REPORTING

### **Reporting**

A key outcome of this policy is to ensure all stakeholders are aware of how to report a prevent related incident or concern. The reporting procedure for prevent is aligned to our safeguarding disclosure.

When a disclosure is made or a member of staff knows or believes that the apprentice is being drawn into extremism or radicalisation they have an obligation to report it as a matter of urgency, a written disclosure report should be submitted to the DCP. Staff members must report directly to the DCP

### **Investigation**

An investigation will be carried out by the DCP and a risk assessment and findings report created to outline required actions is to be completed. Working with the employer and local channel contact interventions will be put in place for the apprentice.

We acknowledge the channel programme as it establishes early intervention to individuals possibly being drawn into terrorism. Any apprentice who is deemed to be a risk of being drawn into terrorism will be referred to the local authority channel referral programme by the DCP.

### **Recording**

The Prevent referral form, investigation report and any additional records must be kept in the safeguarding secure folder only to be accessible by the DCP and Training Director.

The DCP has the responsibility to update the safeguarding log. The safeguarding log is held in a secure, password protected folder to ensure no breach of confidential data. The safeguarding log will record the incident, concern and risk level and any action taken. The log will verify timeframes of disclosure to closure and verify the outcome.

The safeguarding log will be reviewed within an Ofsted inspection.

## E-SAFETY

Apprentice's and staff will use IT within the apprenticeship programme, it is therefore our approach that we have effective monitoring software to prevent any internet / software misuse.

The IT team will monitor and report any misuse to the Training Director or DCP

## MONITORING

The DCP is responsible for reporting to the Training Director on Prevent related incidents, the report will include:

- Referrals / open and closed cases;
- Staff training updates;
- Legislative updates;
- Risk assessment updates including recommendation and new implementations.

The Training Director has the responsibility to ensure they work closely with the DCP on identifying and addressing trends within delivery.

The effectiveness of this policy is evaluated through apprentice and employer feedback, Ofsted inspection and self-assessment reporting process.