


<b>UKTD Prevent Policy</b>		
<b>Issued By:</b> Theresa Wisniewski Managing Director	<b>Issue No:</b> v3a	<b>Date of Issue:</b> October 2018
<b>Approved by:</b> Senior Management Team	Signature 	<b>Date of next Review:</b> October 2019

## INTRODUCTION

The Counter-Terrorism and Security Act 2015 places a duty upon all education providers, "to have due regard to the need to prevent people from being drawn into terrorism". (CONTEST 2018) This is known as the Prevent Duty and forms part of the government's wider counter-terrorism strategy called CONTEST.

As a teaching and training provider UKTD is committed to complying with the Prevent Duty and ensuring that our learners have a good understanding of British values and the risks threats of radicalisation and extremism. We also work closely with employers to safeguard our learners and provide additional information, support and guidance wherever possible.

A newly updated and strengthened CONTEST strategy was published by the government in June 2018, following the 2017 terrorist attacks in London and Manchester and increase in our UK National Threat Level to "SEVERE - which means an attack is highly likely.

**The CONTEST framework** has four work strands and Prevent is one strand:

- **Prevent** – to safeguard people from becoming terrorists or supporting terrorism
- Pursue – to disrupt and stop terrorist attacks from happening
- Protect – to strengthen our protection against a terrorist attack
- Prepare – to mitigate the impact of terrorist attack that cannot be stopped.

Each strand is connected and helps reduce an element of the risk from terrorism. As risks to our national security increase, so our duty to be both vigilant and responsive becomes even more important.

## SCOPE

This Prevent Policy is to be read together with UKTD's accompanying Safeguarding Policy and Procedure, and applies to all staff, freelance contractors, volunteers, employer partners, staff and trainers in the workplace, and others who work in or on behalf of UKTD.

## DEFINITIONS

The Prevent Duty (part of the Counter-Terrorism and Security Act 2015) - places a duty on the following bodies: local authorities, schools, colleges, higher education institutions, health bodies, prisons, probation service and the police, "to have due regard to the need to prevent people from being drawn into terrorism".

Radicalisation - is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo.

**Terrorism** – an act of terror/ violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, ideology or social class.

**Extremism** - an ideology that is far outside the mainstream attitudes of society, including, 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.

**Channel** is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour. Channel works in a similar way to existing safeguarding partnerships aimed at protecting vulnerable people.

## THE PREVENT DUTY

UKTD follows the Prevent Duty and trains all teaching and support staff to be aware of and if required, act to reduce the threat to the UK from terrorism by stopping young or vulnerable people becoming terrorists or supporting terrorism.

### **Purpose of Prevent** (CONTEST Strategy 2018)

*"The purpose of Prevent is at its heart to safeguard and support vulnerable people to stop them from becoming terrorists or supporting terrorism".*

### **Objectives of Prevent** (CONTEST Strategy 2018)

Are to:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.
- Enable those who have already engaged in terrorism to disengage and rehabilitate.

At UKTD our objectives are to ensure that:

- We have undertaken training and understand our Prevent Duty responsibility.
- We are aware of the possible signs that may indicate a learner or colleague is at risk of being radicalised.
- We know how to act and report our concerns to a Designated Safeguarding Officer.
- We promote British values and help learners understand and relate to them, by building them into our programmes and creating opportunities for discussion.

**British Values** - A key part of the Prevent Duty is to build learner resilience to the threat of radicalisation, challenge extremism and to raise awareness and promote British values:

- Democracy
- Rule of Law
- Individual liberty
- Mutual Respect for and tolerance of those with different faiths or without faith

## FUNDAMENTAL BRITISH VALUES

### Democracy

The belief in freedom and equality between people, in which power is held by elected representatives or directly by the people themselves. All people are involved in decision-making, typically by voting to elect representatives to speak on their behalf.

It includes:

- A political system for choosing and replacing a government through free and fair elections.
- The active participation of the people, as citizens, in politics and civic life.
- Protection of the human rights of all citizens.

### The Rule of Law

The principle that all people, organisations and the elected government are subject to and accountable to law that is fairly applied and enforced. The rule of law protects individual citizens and is essential to their wellbeing and safety. For example, the freedom to choose and hold a religion or philosophical belief is protected in law.

### Individual Liberty

The right to act, believe and express oneself in a manner of one's own choosing, free from unjust or undue control, coercion or violence of others, including the government. The concept of individual freedom is central to the ideal of a free society.

### Mutual Respect and Tolerance

The acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour. Each person, as a human being, has the inherent right to be treated with dignity and respect with regard to ability, age, gender, faith, heritage, race, sexual orientation, disability or any other aspect of identify or personal circumstance. Mutual respect and tolerance involves all actively working together to create a work and learning environment free from discrimination and harassment

## RADICALISATION

*"Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups". (KCSIE).*

Radicalisation can happen to anyone at any time; however, one of the biggest platforms where it takes place is via the internet and social media. Young people in particular are so comfortable communicating in this way that they may not be alert to the potential risks of sharing information about themselves online or being drawn into extremist ideologies. It can be the product of a number of factors and identifying this risk requires that we exercise our professional judgement and seek further support and advice if needed. It may be combined with other vulnerabilities or may be the only risk identified.

Potential indicators may include:

- Use of inappropriate language
- Possession of violent extremist literature
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

However, if a learner does display one or more of these indicators this does not mean that the learner will necessarily be at risk of radicalisation, but they may be. If you are unsure or have any concerns, contact your local UKTD DSO for advice.

## **FREEDOM OF SPEECH**

The Prevent Duty is not about preventing learners from having political and religious views or concerns, but about supporting them to use those concerns or act on them in non-extremist ways. It does not mean that there cannot be freedom of speech in places of learning, in fact the Counter-Terrorism and Security Act specifies that, alongside the Prevent duty, there must be, *"particular regard to the duty to ensure freedom of speech"*. Encouraging children and young people to discuss sensitive subjects and express differing views in open debate, can be, *"one of our most powerful tools in promoting critical thinking and preventing terrorist and extremist narratives taking hold."*

(CONTEST Strategy 2018).

## **EDUCATE AGAINST HATE WEBSITE**

The Department for Education and Home Office jointly developed a website called "Educate Against Hate" providing teachers, school leaders and parents with guidance and support to protect children from radicalisation and extremism. The website provides practical advice, support and resources, including a Blog of interesting and helpful posts. Although written originally for schools, it is also a relevant resource for us, to help implement the Prevent Duty and achieve the following aims:

- Protect learners from radicalising influences
- Build learners' resilience to extremist narratives
- Identify any vulnerabilities or worrying changes in behaviour
- Know what to do if concerned about a learner

## **UKTD'S COMMITMENT TO TRAINING AND AWARENESS RAISING**

UKTD is committed to supporting and training all staff, particularly those who work with or come into contact with learners. All new staff receive Safeguarding and Prevent induction training and are required to complete online training. UKTD also run in-house refresher training sessions and provide ongoing support and guidance as part of one-to-ones, team meetings and CPD. Prevent is one of our key strategies and forms part of meeting agendas, together with Safeguarding, Health & Safety and Equality & Diversity.

UKTD's Designated Safeguarding Team undertake additional training, to enable them to be able to deliver training sessions and offer advice and guidance to staff regarding Safeguarding, Child Protection and Prevent matters.

Both learners and staff complete The Education and Training Foundation (ETF) Side by Side: Prevent Duty online modules, which cover the following topics:

- Radicalisation and extremism
- Online safety
- What can you trust?
- British values.

As part of UKTD's ongoing integration of Safeguarding and British values into our course programmes, they are included in our Learner Handbooks, Employer and Parent Guides, Awareness Activity Booklets and learning resources/videos available on OneFile ePortfolio. These resources are regularly reviewed to ensure our materials are relevant, supportive and assist both learner and staff understanding.

## REPORTING A PREVENT CONCERN

If a staff member has a Safeguarding or Prevent concern about a learner, or if a learner has disclosed a concern about themselves, this must be reported to a Designated Safeguarding Officer (DSO) or Lead DSO as soon as possible, so that advice and support can be given or prompt action taken if required. Refer to UKTD's Safeguarding Procedure for full details.

## UKTD DESIGNATED SAFEGUARDING TEAM

Designation	Name	Contact Details
Lead Safeguarding Officer (LDSO)	Helen Blackburn	07875 665934 <a href="mailto:helen.blackbourn@uktd.co.uk">helen.blackbourn@uktd.co.uk</a>
Local Safeguarding Officers (DSOs)	Helen Blackburn (East & West Midlands)	07875 665934 <a href="mailto:helen.blackbourn@uktd.co.uk">helen.blackbourn@uktd.co.uk</a>
	Michelle De-Ath (South East & South West)	07791 617816 <a href="mailto:Michelle.de-ath@uktd.co.uk">Michelle.de-ath@uktd.co.uk</a>
	Tracey Holden (North West)	07392 873584 <a href="mailto:tracey.holden@uktd.co.uk">tracey.holden@uktd.co.uk</a>
	Debby Cramphorn-Arnold (East of England)	07875 665781 <a href="mailto:debby.arnold@uktd.co.uk">debby.arnold@uktd.co.uk</a>
Dedicated Safeguarding Email Address	<a href="mailto:safelearner@uktd.co.uk">safelearner@uktd.co.uk</a>	

**Reporting methods** – reporting a concern can be done in person; by telephone to a DSO or Lead DSO; or if non-urgent via the Safe Learner email address: [safelearner@uktd.co.uk](mailto:safelearner@uktd.co.uk) and one of the safeguarding team will contact you. If your local DSO or the Lead DSO are not available, you should contact UKTD’s Managing Director.

Once the Lead DSO has all the information available, the Lead DSO will discuss next steps with the Managing Director. A decision will be then made as to whether the issue needs to be escalated to the local Police Prevent Officer. The Lead DSO will then align to the Channel process as advised by the local Channel panel. It should be noted that referral to the Channel process is not a criminal intervention and your Lead DSO may do this as part of the referral process. Refer to Appendix 3 for Information Sharing 7 Golden Rules.

### **ENGAGEMENT WITH EXTERNAL PARTNERS**

We will ensure that all employers are aware of UKTD Policies and Procedures regarding Safeguarding and Prevent, and understand that they have a responsibility to the learners they employ. This has formed part of the employer contract from May 2017. It also forms part of the Employer Handbook and UKTD will work with employers to ensure they undertake their responsibilities.

### **SAFEGUARDING STAFF MEMBERS AS A RESULT OF A REFERRAL**

Whilst it is unlikely that the staff member referring the concern would then be targeted, if for any reason a staff member did receive a threat or police felt someone was under threat without them knowing, there are risk assessment, warning and safeguarding processes that local police departments will apply as a matter of routine. The outcome might involve an investigation and arrests being made.

If a staff member has a concern or query about their own personal safety, please discuss with your local DSO or the Lead DSO.

### **RELATED POLICIES AND PROCEDURES**

HS0004	UKTD Safeguarding Policy
HS0005	UKTD Safeguarding Procedure
HS0001	UKTD Health & Safety Policy
PP0047a	UKTD Whistleblowing Procedure
HR0007	UKTD Disciplinary Procedure
HR0010	UKTD Grievance Procedure
HS0005	UKTD Safeguarding/Prevent Incident Report (SIR) Form (at Appendix 2)

APPENDIX 1

**UKTD Reporting Process for Safeguarding & Prevent - THE '5 Rs'**

	<b>1</b> Recognise <b>A Cause For Concern</b>	
<b>Immediate Risk</b>	↓	<b>No Immediate Risk</b>
<p><b>Learner at risk of immediate harm to self, or others.</b></p> <p>Contact Emergency Services or Police immediately.</p> <p>Inform the Lead DSO and MD immediately.</p> <p>You must complete a report as soon as possible after the incident on a SIR Report form and submit to the safelearner email for referral to UKTD Managing Director and Lead Safeguarding Officer.</p>	<p style="text-align: center;"><b>2</b> Respond</p> <p>Listen to what is being said and stay calm.</p> <p>Accept what the learner is saying.</p> <p>Allow the learner to talk freely and do not use leading or probing questions, or put words into the person's mouth</p> <p>Reassure the learner but <b>do not</b> make promises you may not be able to keep.</p> <p>Do not promise confidentiality</p> <p>Reassure the person that what has happened is not their fault and that they did the right thing to tell.</p> <p>Do not criticise the alleged perpetrator.</p> <p>Explain what has to be done next and who has to be told.</p> <p>Follow the full procedure as set out in this document and Safeguarding Policy.</p> <p>Make notes of what was said, in the learner's words, as soon as possible after the disclosure has been made.</p>	<p>UKTD Tutor or staff member or someone at the learner's workplace refers to either a UKTD Tutor or directly to dedicated DSO or Lead DSO for further support.</p>
<b>Immediate Risk</b>	↓	<b>No Immediate Risk</b>
<p><b>Learner at risk of immediate harm to self, or others.</b></p> <p>Contact Emergency Services or Police immediately.</p> <p>Inform the Lead DSO and MD immediately.</p> <p>You must complete report as soon as possible after the incident on a SIR Report form and submit to the safelearner email for referral to UKTD Managing Director and Lead Safeguarding Officer.</p>	<p style="text-align: center;"><b>3</b> Report</p> <p>Report all concerns to the Designated Safeguarding Person (DSO) immediately in person or by telephone to discuss your concerns, even if you have only heard rumours about abuse, harm or neglect or you have your own suspicions even if you do not have evidence.</p>	<p>UKTD Tutor, staff member or someone at the learner's workplace refers to either a UKTD Tutor or directly to dedicated DSO or Lead DSO for further support.</p>

## APPENDIX 1

<b>Immediate Risk</b>	↓	<b>No Immediate Risk</b>
Act immediately and call the Lead DSO and MD, then record and submit SIR Report	<p><b>4</b></p> <p><b>Record</b></p> <p>Make a record of what has been alleged and do not discuss with anyone other than the Designated Safeguarding Officer/Lead DSO or MD.</p> <p>Make sure your written record is precisely what has been alleged including the key phrases and words that the individual has used.</p> <p>Incidents to be reported using the UKTD SIR (Safeguarding Incident Report) Form and emailed to <a href="mailto:Safelearner@uktd.co.uk">Safelearner@uktd.co.uk</a> as soon as possible.</p> <p>Keep a copy of the incident report for your records and store confidentially for your records and future interviews if required.</p>	
<b>Immediate Risk</b>	↓	<b>No Immediate Risk</b>
Safeguarding Lead and MD will decide on a plan of action, depending on the nature of the prevent / safeguarding or other concern and support required. Will contact Safeguarding Partner, as appropriate, emergency services or other appropriate bodies such as Channel or local MASH Team.	<p><b>5</b></p> <p><b>Refer</b></p> <p>It is not the Tutor's responsibility to investigate or make judgements on suspected instances of risks of harm to the welfare of the learner. This is a matter for the Lead DSO and Managing Director to follow up either directly or with the relevant external agencies.</p> <p>Safeguarding Lead and MD will review and decide if case needs ongoing support or can be closed with periodic monitoring, in consultation with the Tutor and employer /designated staff support.</p> <p>Lead DSO and DSO team will continue to review and feedback through to incident resolution, as appropriate.</p>	<p>e.g incident is a barrier to learning or work issues, or requires support of a different nature such as additional learning support.</p> <p>Consultation will take place with Tutor and the DSO team. Will feedback with advice, guidance and support, and monitor learner progression.</p>
	<p><b>Final Stage</b></p> <p><b>Ongoing Support or Closure</b></p>	



**APPENDIX 2**

**SIR Report: (Safeguarding /Wellbeing or Prevent Incident Report)**

Raising a concern for the 1st time

Name of UKTD Tutor / Employer:

Name of Learner:

Learner ULN:

Name of Placement:

Learner Age:

Start Date:

Completion Date:

Is learner on target:

Who raised the concern, this may not be the learner and could be yourself:

Name:

Date:

Time:

Your Designated Safety Officer:

Has the matter been reported to them?

1. Please indicate below in detail the concern raised by the learner or the cause for concern you have observed that could impact on the learner's wellbeing or safety:

**APPENDIX 2**

**SIR (Safeguarding / Wellbeing or Prevent Incident Report)**

**If the learner is in immediate danger of harming themselves or others around them please contact the police immediately.**

If the situation you are reporting requires support and advice please contact your DSO or the Lead DSO for immediate support and advice, and after you have taken action complete the remainder of this report recording your actions.

**Print Name:**

**Signature:**

**Position:**

**Date**

## Information Sharing – HM Government Advice

### The seven golden rules to sharing information

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Taken from:

**Information sharing  
Advice for practitioners providing  
safeguarding services to children, young  
people, parents and carers**

July 2018