



JIF TRAINING

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| Policy Name: | Prevent Policy |
| Reference No: | JIFPOL009 |
| Approval Date: | 12/09/2022 |
| Issue Date: | 12/09/2022 |
| Review Date: | 11/09/2023 |
| Line Manager Responsible: | Hannah Turner |

| Version Number | Date Issued | Review Date | Overview of Changes |
|-----------------------|--------------------|--------------------|------------------------------|
| 1.0 | 12/09/2022 | 11/09/2023 | Policy reviewed for accuracy |
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1. Purpose of the Policy

- 1.1. The aim of this policy is to keep children and vulnerable adults safe by providing a framework to ensure a safe environment for them to learn and work, whilst contributing to the prevention of harm related to hate incidents, exploitation, extremism and radicalisation. The protection of those individuals who are identified as being at risk is absolutely paramount, whether in college, at home or in the wider community.

2. Applicability / Scope

- 2.1. The policy and associated procedures set out in this document apply to all sites and activities that form part of JIF Training, including work-based learning, college- managed residential accommodation, all off site activity including college-led trips and off site events organised and/or led by staff employed by JIF.
- 2.2. Our policy and procedures apply to all learners, staff/governors, visitors, contractors, volunteers, advisory Management Team members, and staff from partner organisations working on our sites, including those organisations using or hiring college sites or facilities.
- 2.3. **Everyone** has the right to be protected against risk of exploitation, extremism, radicalisation and hate crime. **Everyone** has the responsibility to safeguard others against such risks.

3. Statutory Obligations

- 3.1. JIF TRAINING has a statutory duty under Section 175 of the Education Act (2002) to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of children, young people and adults who may be vulnerable in line with the definition set out in The Care Act (2014).
- 3.2. This policy considers, amongst others, the following publications, including recent /relevant guidance and legislation in this area:
 - 3.2.1. Keeping Children Safe in Education (KCSIE): Statutory guidance for schools and Training Providers. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
 - 3.2.2. Counter Terrorism and Security Act 2015: Part 5, Chapter 1, Section 26 <http://www.legislation.gov.uk/ukpga/2015/6/section/26/enacted>
 - 3.2.3. 'Revised Prevent Duty Guidance: for England and Wales' which is the statutory guidance issued under Section 26 of the Counter-Terrorism and Security Act 2015. (Home Office, July 2015, updated April 2021) <https://www.gov.uk/government/publications/prevent-duty-guidance>
 - 3.2.4. The Prevent duty: Departmental advice for schools and childcare providers. (Department of Education, June 2015) <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
 - 3.2.5. Prevent duty guidance: for further education institutions in England and Wales. (Home

Office, April 2021)

<https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-further-education-institutions-in-england-and-wales>

- 3.3. Our policy and procedures are also in accordance with those set out on the Child Protection website and the guidance issued by the local Children's and Adults' Safeguarding Management Teams together with The Prevent Group.
- 3.4. Key staff role abbreviations:
 - 3.4.1. DSL: Designated Safeguarding Lead has overall responsibility for Safeguarding with Prevent and is the single point of contact for prevent.
 - 3.4.2. SPOC (Single Point of Contact) for Safeguarding – Locality or specialist area-based lead for Safeguarding with Prevent.

4. Policy Principles

- 4.1. In addition to the key principles stated in the safeguarding and child protection policy, JIF TRAINING will also ensure that:
 - 4.1.1. all suspicions, allegations, or disclosures of exploitation, hate related incidence, extremism or radicalisation will be taken seriously and responded to swiftly and appropriately, with due regard to appropriate levels of privacy and the dignity of those concerned.
 - 4.1.2. all staff will be made aware of the key principles and practice related to Prevent through appropriate training, utilising Home Office training packages. They are required to fully engage and be vigilant towards exploitation, extremism, radicalisation and hate related incidents, reporting any disclosures, concerns or allegations in line with our safeguarding and child protection procedures.
 - 4.1.3. the group works in a proactive way, in partnership with other key statutory and voluntary sector organisations to share information and good practice to improve safeguarding and fulfil our duty to prevent exploitation, hate related incidents, extremism and radicalisation within our communities.

5. British Values

- 5.1. JIF TRAINING will promote values of openness, tolerance, and free debate by ensuring that the British Values of "democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs" are encapsulated and exemplified in all that we do through:
 - 5.1.1. staff and student awareness raising and training.
 - 5.1.2. core topics within the tutorial curriculum and embedded throughout all teaching and learning.
 - 5.1.3. the Training Providers codes of conduct and disciplinary procedure.
 - 5.1.4. student union activities, such as fresher's fair, awareness weeks and relevant campaigns.
 - 5.1.5. democratic activity, such as elected representation and listening.

- 5.1.6. internal literature such as posters and student's handbook.
- 5.1.7. access to this policy with links to other information for parents / guardians and carers through the college website.

6. Responsibilities

- 6.1. The Governing Body of JIF TRAINING is responsible for ensuring that:
 - 6.1.1. JIF TRAINING has a Prevent policy and procedures in place that are in accordance with statutory requirements and local authority guidance and that these are published and reviewed annually. Where required, any changes, deficiencies or weaknesses regarding arrangements are remedied without delay.
 - 6.1.2. all staff familiarise themselves with Annex A of the statutory guidance Keeping Children Safe in Education for the current year and the Prevent duty.
 - 6.1.3. training is in place for all staff, appropriate to their roles.
 - 6.1.4. the Management Team receives and considers regular safeguarding update reports that include reference to the Prevent duty and Channel referral.
 - 6.1.5. a member of the Governors is nominated to take a lead on Prevent and undertakes appropriate training in this.
 - 6.1.6. a senior manager is designated to take the lead responsibility across JIF TRAINING for Prevent.

- 6.2. The Designated Safeguarding Lead (DSL) and Single Point of Contact for Prevent is responsible for ensuring:
 - 6.2.1. publication and correct implementation of the policy and procedures and reviewing the effectiveness of them annually in a written report to the Management Team.
 - 6.2.2. Prevent training, appropriate to role, is in place for all staff and is delivered in line with national and local guidance.
 - 6.2.3. the completion of external and internal audits or reports relating to the effectiveness of Prevent and Channel.
 - 6.2.4. completion of organisational Prevent risk assessment, using appropriate Prevent tool kit.
 - 6.2.5. the recording and passing on to external agencies, where appropriate, any concerns, where required.
 - 6.2.6. the appointment staff who are appropriately trained and supported in Prevent.
 - 6.2.7. they have received accredited training to deliver Prevent Awareness training when required.
 - 6.2.8. the representation on the regional Prevent Management Team and steering group to inform development and strategy in relation to the Prevent agenda.
 - 6.2.9. documents relating to Prevent are managed and secured in accordance with statutory guidance and legislation.
 - 6.2.10. effective liaison with the Local Safeguarding Children's Management Teams and the Safeguarding Adult's Management Teams, together with the Regional Co-ordinator for Prevent in Education, the Prevent Sub-Group for the Police.
 - 6.2.11. that robust risk assessment processes are in place where individuals pose a risk to themselves or others.
 - 6.2.12. the undertaking of their own regular update training to inform policy, procedure and

practice and completing statutory refresher training every two years.

- 6.2.13. those who use our premises or provide site-based service to our learners are aware of our policy and procedures in relation to safeguarding.
- 6.2.14. providing senior management, information on incidents and trend analysis for service development and reporting.

- 6.3. Single Point of Contact (SPOC) for safeguarding linked to our various sites or other specialist areas are responsible for:
- 6.3.1. receiving, recording and passing on to external agencies, where appropriate, disclosures concerning exploitation, extremism, radicalisation or hate related incidents, in accordance with safeguarding and child protection procedures and local authority process (see Appendix D)
 - 6.3.2. liaising with the DSL and single point of contact for Prevent or their deputy, as appropriate.
 - 6.3.3. carrying out risk assessments in line with our admissions and safeguarding policy and procedures, ensuring the implementation of risk control measures.
 - 6.3.4. delivering or contributing to Prevent awareness training for all staff.
 - 6.3.5. working with colleagues to raise the awareness of Prevent, extremism, radicalisation, terrorism, hate crime and the British values amongst the student body, encouraging concerns to be reported.
 - 6.3.6. attending appropriate safeguarding training every two years and other related continuous professional development to keep up to date with policy and best practice developments.
 - 6.3.7. supporting and advising colleagues with potential concerns relating to Prevent, extremism, radicalisation, terrorism and hate related incidents.
 - 6.3.8. effective and secure record keeping in respect of student files, allegations and referrals.
- 6.4. All staff members are responsible for:
- 6.4.1. reading and familiarising themselves with JIF TRAINING's Prevent policy and procedures
 - 6.4.2. promoting awareness of Prevent, extremism, radicalisation, terrorism, hate crime and the British values amongst learners and colleagues through the embedding of these topics in teaching, learning and all that they do.
 - 6.4.3. attending Prevent training as required, in accordance with guidelines (on induction and as a refresher at least once every 3 years).
 - 6.4.4. reporting to a SPOC any suspicion, allegation or disclosure relating to a child, young person or adult who may be subject to a hate related incident, extremism or radicalisation, in accordance with the safeguarding and child protection procedure and local authority process (see Appendix D)
 - 6.4.5. reporting to the HR Manager/Advisers any potential criminal charges or personal issues that may have a bearing on their on-going 'suitability' to work in an educational environment with young people and vulnerable adults.
 - 6.4.6. reporting to the relevant line manager or HR Adviser any concerns they may have about the conduct of colleagues in relation to Safeguarding, Prevent, extremism, radicalisation, terrorism, hate crime and the British values, together with our Staff Code of Conduct.
- 6.5. Learners are responsible for:
- 6.5.1. completing all core tutorial sessions relating to prevent, extremism, radicalisation, terrorism, hate crime and the British values.
 - 6.5.2. maintaining vigilance and a pro-active approach to the safety and welfare of themselves, their peers and others on site.
 - 6.5.3. reporting any concerns to either a Safeguarding Lead or any other trusted member of

staff with whom they feel comfortable discussing these concerns.

6.5.4. abiding by JIF TRAINING Code of Conduct which is designed to safeguard all those on our sites or using our facilities, including our IT network.

6.6. Other individuals working on JIF TRAINING sites/provision must:

6.6.1. be aware of our duty to prevent extremism, radicalisation, terrorism and hate crime.

6.6.2. report to a SPOC any suspicion, allegation or disclosure relating to a child, young person or adult who may be subject to a hate related incident, extremism or radicalisation.

7. External Speakers and Events

7.1. JIF TRAINING will manage speakers and events on providers premises in accordance with statutory guidance and will consider carefully whether the views being expressed, or likely to be expressed, constitute extremist views that risk drawing people into terrorism while balancing legal duties in terms of both ensuring freedom of speech and also protecting the welfare of learners and staff.

7.2. Where appropriate, all staff will follow the JIF TRAINING external speaker policy in order to risk assess and manage speakers and events and ensure that our safeguarding procedures for visitors is maintained.

8. Channel

8.1. Channel is a process developed to support people at risk of being drawn towards terrorism or violent extremism.

8.2. It is important that staff follow the Safeguarding and Child Protection Procedure and are familiar with the local authority referral process outlined in Appendix D, so that they may make a direct referral if required.

9. Hate Incidence / Hate Crime

9.1. It is important that all staff are familiar with the definition of hate incidents and hate crime described in Appendix A.

9.2. It is important that all hate incidents are reported to the police and local authority, in accordance with local authority process and procedures.

10. Prevent Policy and Procedure Updates

10.1. Our Policy will be regularly reviewed, updated and approved by managers via the Curriculum and Quality Committee regularly if there are changes to national or local guidance.

10.2. Our Procedures and supporting guidance will be reviewed on a regular basis, at least annually and as part of national/local case reviews and “learning lessons” data and in the light of feedback from staff or learners.

11. Confidentiality

11.1. All suspicions, allegations and investigations will be kept confidential and shared only with those

who need to know in accordance with UK General Data Protection Regulations and the Data Protection Act (2018)

12. Equality and Diversity

- 12.1. In accordance with JIF TRAINING procedures, an equality impact assessment will be undertaken for this policy.

13. Related Documents

- Safeguarding and Child Protection Policy
- Safeguarding and Child Protection Procedure
- Student Behaviour and Misconduct Policy and Procedure
- Disciplinary Procedure-Staff
- Health and Safety Policy
- Code of Conduct-Learner
- Code of Conduct-Staff
- External Speakers Policy
- Anti-bullying and Harassment Policy
- General Data Protection Policy

14. Website Resources

- [ACT Early | Prevent radicalisation](#)
- <https://educateagainsthate.com/>
- [Safeguarding and Prevent training courses - The Education and Training Foundation \(et-foundation.co.uk\)](#)
- <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/counter-terrorism-the-prevent-duty/>
- <https://www.gov.uk/government/publications/hate-crime-action-plan-2016>
- <https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/>

APPENDIX A – DEFINITIONS

1. Extremism is defined as:

- 1.1. The holding of extreme political or religious views
- 1.2. The vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty, and respect and tolerance for different faiths and beliefs.

(Source: Counter Extremism Strategy, October 2015)

2. Radicalisation is defined as:

- 2.1. The act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

- 2.2. The process by which a person comes to support terrorism and forms of extremism leading to terrorism.

(Source: Prevent Strategy, June 2011)

3. Terrorism is defined as:

- 3.1. An action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

(Source: Terrorism Act 2000)

4. Hate Incident

- 4.1. A Hate Incident is any incident which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or transgender identity.

5. Hate Crime

- 5.1. Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender.

(Source: The Association of Chief Police Officers)

APPENDIX B – SIGNS OF EXTREMISM OR RADICALISATION

1. Much like other forms of exploitation, the signs of extremism or radicalisation can be many and varied but can also be innocent indications of a transition to adult life. However, they should always be considered as potential causes for concern and followed up/monitored in a sensitive way, with appropriate records dated and kept securely.
 - 1.1. Radicalisation can be really difficult to spot. Signs that may indicate a child or young person is being radicalised include:
 - 1.1.1. isolating themselves from family and friends
 - 1.1.2. talking as if from a scripted speech
 - 1.1.3. unwillingness or inability to discuss their views
 - 1.1.4. a sudden disrespectful attitude towards others
 - 1.1.5. increased levels of anger
 - 1.1.6. increased secretiveness, especially around internet use
2. Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or

discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

3. Other possible indicators include:

- 3.1.1. Sudden changes in behaviour, e.g. becoming very withdrawn or aggressive
- 3.1.2. Changes in attendance patterns at college
- 3.1.3. Sudden changes of living circumstances, e.g. moving out of home to live elsewhere
- 3.1.4. Expression of radicalised views to others – racism, extreme political views, animal rights, religious ideology etc.
- 3.1.5. Expression of Interest in weapons, explosives etc.
- 3.1.6. Talking about travelling abroad to conflict zones such as Syria

1. APPENDIX C – DESIGNATION AND CONTACTS – INTERNAL AND EXTERNAL

1. Key Internal Contacts

| CONTACT POINT | LOCATION | CONTACT NUMBER |
|--|-----------|--|
| Central Contact Central Safeguarding Number | All sites | Email: Hannah.turner@jiftraining.co.uk |
| DESIGNATED POSITIONS | | |
| Designated Director for Safeguarding (DGS) | All sites | Contact through Director: Chris.toner@jiftraining.co.uk |

Other Safeguarding Staff include Engagement and Progression Officers together with Residential Support Team

2. Key External Contacts

Local Authority arrangements may vary when referring allegations of abuse or general safeguarding concerns about young people under the age of 18 years or in the case of adults at risk of harm under the definition of the Care Act 2014. You should refer to the Local Authority Multi-Agency Safeguarding Unit, Local Safeguarding Children Partnerships (SCP) or Management Teams (SCB) or Safeguarding Adults Management Team (SAB) for contact details, advice and the referral process.

APPENDIX D - PREVENT AND CHANNEL - PROCESS MAP FOR REPORTING A CONCERN OF A VULNERABLE INDIVIDUAL

It is important for you as a member of staff to know where to go if you have a concern that someone may be on the route to radicalisation. Below is a flow chart which aims to show the process as to which you can follow:

