

## TrainPlus Prevent Procedure

Lead Responsibility	Lisa Short	Approved by	Lisa Short
Version	V2 - 2021	Date of Approval	25/08/2021
Effective from	25/08/2021	Next review date	August 2022
<b>Policy applicable to</b>	<b>ALL EMPLOYEES and FREELANCE STAFF</b>		
<b>Record of Changes:</b>	Revised Prevent Duty Guidance: for England and Wales date updated		

## **1. Introduction**

Section 26 of the Revised Prevent Duty Guidance for England and Wales (2021) imposes a duty on “specified authorities”, when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. Further / Higher Education providers are “specified authorities”.

It is a condition of funding that all further / higher education and independent training providers must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of learners.

“The aim of the Prevent Duty is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism”. Terrorist groups often draw on extremist ideology, developed by extremist organisations. “The Government has defined extremism in the Prevent strategy as: “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”.

## **2. Safeguarding and the Prevent Duty**

The document ‘Keeping children safe in education’ identifies radicalisation as a safeguarding concern. It is important that as part of Safeguarding, all learners, regardless of age are protected from radicalisation. TrainPlus recognises that members of staff and learners have a role to play in preventing radicalisation. All complaints, allegations or suspicions relating to radicalisation must be taken seriously and discussed with the Designated Safeguarding Lead.

## **3. Definition of radicalisation**

Radicalisation is the process where someone has their vulnerabilities or susceptibilities exploited towards crime or terrorism – most often by a third party, who have their own agenda. Concerns related to radicalisation where there are concerns that a learner is being radicalised or where there are concerns that a

learner is expressing extremist views, then in line with the government Prevent Duty guidance, these concerns must be raised in the same way that any other safeguarding concern would be raised. The member of staff with the concern should discuss their concerns with the Designated Safeguarding Lead. If it is considered that the information given indicates that the learner may be at risk of radicalisation, they will make a referral in line with the Prevent Duty guidelines.

#### **4. People responsible for Safeguarding and Prevent**

TrainPlus recognises that all members of staff and learners have a role to play in safeguarding the welfare of young people and adults and preventing their abuse. TrainPlus has an identified Designated Safeguarding Lead and a Deputy Designated Safeguarding Lead. A list of names, titles and contact details for these staff is attached at Appendix 1.

#### **5. Reporting concerns**

Where staff have concerns about a learner or learners who may be displaying or demonstrating behaviours which could be considered to be linked to radicalisation, then these concerns must be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead as soon as possible and within 2 hours.

**The standard TrainPlus Safeguarding form should be used to record the information.**

The names and contact details of managers and officers who have responsibility for safeguarding issues at TrainPlus are included in Appendix 1.

- Discuss your concern with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead as soon as possible and within 2 hours.
- If none of the above are available, contact TrainPlus Directors for further guidance.
- Where a student has been found to be at physical risk on TrainPlus premises or at their place of Employment (Apprenticeships), the Health and Safety Officer should be informed immediately, but in any event, within 2 hours.
- If a student is in immediate danger or at risk of serious harm, for example in a life-threatening situation, call the emergency services by dialling 999 or the Essex Prevent Team 101. You must then communicate the information to the appropriate manager/s at TrainPlus (see appendix 1)
- A flowchart describing this referral process is attached at Appendix 2.

**At no point should TrainPlus staff undertake any investigatory interviews.**

- Written Records - The Designated Safeguarding Lead shall retain a copy of:
- The report to Essex Adult and Child Safeguarding Board  
<https://www.essex.gov.uk/report-abuse-or-neglect>
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material
- Copies of reports, notes etc. should be kept securely locked at all times, and kept for a period of 7 years

## **6. Allegations about a Member of Staff**

The following procedures must be applied where allegations relating to the radicalisation of a member of staff are received.

There are a number of sources from which a concern or an allegation might arise, including from:

- A young person or adult
- A parent / guardian / carer
- A member of the public
- A disciplinary investigation
- Another member of staff

**The person to whom an allegation or concern is reported must not question or investigate the matter further; they must:**

- Treat the matter seriously;
- Keep an open mind and avoid asking leading questions (use phrases such as “Tell me, Explain to me, Describe to me)
- Make a written record of the information as soon as possible (where possible in the individual’s own words), which should include:
  - the name of the complainant
  - when and where the alleged incident took place, including date and time
  - who was present
  - the account of what is alleged to have happened
  - your name, signature and date
  - learner’s signature if appropriate

**The standard TrainPlus Safeguarding form should be used to record the information.**

- Contact the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead as soon as possible and within 2 hours.
- If none of the above are available, contact TrainPlus Directors for further guidance.

### **Initial action by the Designated Safeguarding Lead**

The Designated Safeguarding Lead must report an allegation to the Prevent Team at Essex Police

If a concern or an allegation requiring immediate attention is received outside normal office hours the Designated Safeguarding Lead must consult immediately with the local Prevent Team.

### **Malicious Allegations**

Where it is subsequently found that an allegation was made with malice aforethought, the Directors will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology (subject to agreement about future behaviour) or other such sanctions as are deemed appropriate.

Proportionate responses to perpetrators of false or unsubstantiated allegations

- Despite the distress caused, learners who make false allegations may still be entitled to continue to receive full access to the curriculum
- Where remaining in the same organisation as the falsely accused member of staff would be prejudicial either to that member of staff or the learner, consideration should be given to supporting the learner to identify suitable education or training opportunities elsewhere
- Permanent exclusion should be considered only as a last resort

## Appendix 1

### Prevent Procedure - List of Useful Names and Contact Details

<b>Name</b>	<b>Title</b>	<b>Organisation</b>	<b>Telephone Number</b>
Lisa Short	Designated Safeguarding Lead	TrainPlus Ltd	01268 574299 07904410581
James Chance	Designated Deputy Safeguarding Lead	TrainPlus Ltd	01268 574299
Lisa Short	Director	TrainPlus Ltd	01268 574299 07904 410581
Essex Prevent Team	Essex Prevent Team	Essex Police	101

## Appendix 2 REFERRAL FLOW CHART

