

Alt Valley Community Trust

Prevent Policy and Procedure

Introduction

Prevent is part of a Government initiative to develop a robust counter terrorism programme – CONTEST. The UK faces a range of terrorist threats. All the terrorist groups who pose a threat to us seek to radicalise and recruit people to their cause. The Prevent strategy seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, charities, the internet and health.

The PREVENT duty, which requires the Education sector to have "due regard for the need to prevent people from being drawn into terrorism", supporting terrorism or being drawn into non-violent extremism. This is extended to Employers when working with learners/apprentices. Our expectation is that all employers with whom we work have a shared ethos to keeping apprentices safe. This policy can be viewed on our website as well as guidance from Further Education Statutory Duties, which is provided to employers after the sign up process has been completed. [Guidance for further education providers on work-based learners and the Prevent statutory duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-further-education-providers-on-work-based-learners-and-the-prevent-statutory-duty)

Counter-Terrorism and Security Act

Section 26 CTS Act places a duty on certain bodies (specified authorities – listed in Schedule 6) to have “due regard to the need to prevent people from being drawn into terrorism”.

Guidance is issued under Section 29 of the Act:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalization that we need to address

Purpose of Prevent

- Prevent aims to safeguard vulnerable individuals (both adults and children) who may be at risk of potentially becoming involved in terrorist activities, or becoming involved with extremist groups
- It also aims to support institutions, such as schools, colleges and universities where this may happen
- All frontline staff have a responsibility to report any instances where they think they have identified a Safeguarding issue to their Safeguarding Lead

Responsibilities

All staff has a legal responsibility under the Prevent Duty to make sure that:

- They have undertaken bi-annual training in the Prevent Duty as identified by their management
- They are aware of when it is appropriate to refer concerns about learners/apprentices or staff to the Prevent officer, Safeguarding officer
- They exemplify British values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs" into their practice

The Prevent Strategy will specifically

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support and work with sectors and institutions where there are risks of radicalization which we need to address

What is CONTEST- Prevent Strategy?

CONTEST is the Government's Counter Terrorism Strategy, published in July 2006 and refreshed in March 2009. The aim of the strategy is 'to reduce the risk from international terrorism, so that people can go about their lives freely and with confidence. Revised guidance April 2019 and April 2021.

CONTEST has four strands, often known as the four Ps. The aims of the 4 Ps is:

- **PREVENT** - to stop people becoming terrorists or supporting violent extremism
- **PURSUE** - to stop terrorist attacks through disruption, investigation and detection
- **PREPARE** - where an attack cannot be stopped, to mitigate its impact
- **PROTECT** - to strengthen against terrorist attack, including borders, utilities, transport infrastructure and crowded places

What is Extremism?

The Government has defined extremism 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.

What is Terrorism?

An action that endangers or causes serious violence to a person/people, causes serious damage to property or seriously interferes or disrupts systems. The use of 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.

What is Radicalization?

People can be drawn into violence or they can be exposed to the messages of extremist groups by many means. The risk of radicalization is the product of a number of factors and identifying this risk requires that staff exercise their professional judgement, seeking further advice as necessary. It may be combined with other vulnerabilities or may be the only risk identified. Potential indicators include:

- A person who may be withdrawn and vulnerable
- Possession of violent extremist literature
- Behavioral changes
- The expression of anti-government views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

What is Channel?

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

Who does Channel work with?

Channel is designed to work with individuals of any age who are at risk of being exploited by extremist or terrorist ideologues. The process is shaped around the circumstances of each person and can provide support for any form of radicalization or personal vulnerabilities.

How does Channel work?

Each Channel Panel is chaired by a local authority and brings together a range of multi-agency partners to collectively assess the risk and can decide whether a support package is needed. The group may include statutory and non-statutory partners, as well as lead safeguarding professionals. If the group feels the person would be suitable for Channel, it will look to develop a package of support that is bespoke to the person. The partnership approach ensures those with specific knowledge and expertise around the vulnerabilities of those at risk are able to work together to provide the best support.

Channel interventions are delivered through local partners and specialist agencies. The support may focus on a person's vulnerabilities around health, education, employment or housing, as well as specialist mentoring or faith guidance and broader diversionary activities such as sport. Each support package is tailored to the person and their particular circumstances.

How will the person be involved in this process?

A person will always be informed first if it's felt that they would benefit from Channel support. The process is voluntary and their consent would be needed before taking part in the process. This process is managed carefully by the Channel Panel.

Anyone can make a referral. Referrals come from a wide range of partners including education, health, and youth offending teams, police and social services.

See safeguarding policy for full details and procedures for reporting a concern.

What happens with the referral?

Referrals are first screened for suitability through a preliminary assessment by the Channel Coordinator and the local authority. If suitable, the case is then discussed at a Channel panel of relevant partners to decide if support is necessary. Raising a concern if you believe that someone is vulnerable to being exploited or radicalized, please use the established safeguarding or duty of care procedures within your organization to escalate your concerns to the appropriate leads, which can raise concerns to Channel if appropriate.

Our responsibility

It is the responsibility of Alt Valley Community Trust and all employees and associates to protect learners/apprentices and from radicalising and extremist influences. Our starting point is to develop clear and SMART actions highlighted through our prevent duty risk assessment, which feed into our policies, procedures and staff training. We have built robust relationships with external agencies, particularly referral agencies, local schools and local councils. AVCT are currently communicating with our regional Prevent Officer to support us

with implementing a robust and effective strategy, to ensure we can identify red flags and support needs throughout our organisation including, recruitment process, induction, main delivery process, work-based learning and to support us with the integration of British values, ensuring this is embedded within the full learning journey.

During staff recruitment we have implemented robust procedures to ensure only the most suitable of candidates are selected to work with our young people. On-going, we have thorough, timely progress reviews, implementing the views of employers and external agencies involved with our learners/apprentices. We identify any vulnerabilities or worrying changes in behaviour and are clear on what to do if we have concerns about a learners/apprentices or employees or employers. Close communication with employers ensures this ethos and commitment is shared as it is crucial for all education establishments and employers to be involved in the Prevent strategy.

We ensure that anyone delivering or influencing within our deliver undertakes stringent checks prior to any access, as per our guest speaker procedures. AVCT has a part to play in fostering shared values and promoting cohesion. AVCT focus on the risks of potential extremism, which represents the greatest threat at the national level while recognising that other forms of violence and extremism can and do manifest themselves within our communities and other settings. The Prevent Strategy has five key objectives:

- To promote and reinforce shared values; to create space for free and open debate, and to listen and support the learner's voice.
- To break down segregation among different learner communities including by supporting inter-faith and inter-cultural dialogue and understanding, and to engage all learners/apprentices in playing a full and active role in wider engagement in society
- To ensure learners/apprentices and candidate safety and that AVCT is free from bullying, harassment and discrimination
- To provide support for learners/apprentices who may be at risk, ensuring appropriate sources of advice and guidance
- To ensure that learners/apprentices and staff are aware of their roles and responsibilities in preventing and reporting violent extremism.

In order to achieve these objectives, the strategy will concentrate on four areas:

Leadership and Values

Our Board of Directors ensures to provide an ethos which upholds core values of shared responsibility and wellbeing for all learners/apprentices, staff and visitors, promoting respect, equality and diversity. This will be achieved through:

- Promoting core values of respect, equality and diversity, democratic society, learner voice and participation
- Building staff and learner understanding of the issues and confidence to deal with them
- Deepening engagement with local communities
- Actively working with local schools, local authorities, police and other agencies
- Promoting a good standard of full training and CPD updates for all staff

Teaching and Learning

To provide a curriculum which promotes knowledge, skills and understanding to build the resilience of learners/apprentices, by undermining extremist ideology and supporting the learner's voice. This will be achieved through:

- Embedding equality, diversity and inclusion, wellbeing and community cohesion
- Promoting wider skill development such as social and emotional aspects of learning
- A curriculum adapted to recognise local needs, challenge extremist narratives and promote universal rights
- Encouraging active citizenship/participation and learner's voice

Learner Support

To ensure that staff are confident to take preventative and responsive steps working with partner professionals, families and communities. This will be achieved through:

- Establishing strong and effective recruitment and induction procedures
- Share the policy and procedures with all staff and employers and external agencies
- Listening to what is happening at local level and throughout the community
- Implementing anti-bullying strategies and challenging discriminatory behaviour
- Helping learners/apprentices, candidates and staff know how to access support at AVCT and or through community partners
- Supporting at-risk learners through safeguarding and crime prevention processes
- Focussing on narrowing the attainment gap for all learners

Managing Risks and Responding to Events

To ensure that AVCT monitors risks and is ready to deal appropriately with issues which arise? We will do this through:

- Understanding the nature of the threat from violent extremism and how this may impact directly or indirectly on us
- Understanding and managing potential risks within the organisation
- Training should be from external, face to face organisations as well as online

- Responding appropriately to events in local, national or international news that may impact on learners and communities
- Ensuring measures are in place to minimise the potential for acts of violent extremist within AVCT i.e. Safeguarding and Prevent risk assessment
- Ensuring plans are in place to respond appropriately to a threat or incident within the organisation and developing effective digital security and responsible user policies

What do I do if I am worried about the radicalisation of a learner/apprentice, candidate, or member of staff?

Contact the appointed person/s and explain the situation. The deputy and/or the Lead Safeguarding Officer (LSO) will deal directly with the situation; alerting government agencies to ensure a swift response and necessary support for the named person should this be deemed necessary.

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| <p>Name and contact details of Designated Safeguarding and Prevent Lead</p> | <p>Lesley Baugh: Landline: 0151-546-5514 Mobile: 07775423629</p> |
| <p>Name and contact details of Deputy Safeguarding and Prevent Lead</p> | <p>Carol Lea: Mobile: 07393522170</p> |
| <p>Local and Regional Authority Contact Information:</p> <p>For under 18 s (and those up to the age of 24 with an EHCP- education and health care plan)</p> <p>For over 18 s without an EHCP, identified as vulnerable – Social Care</p> <p>In emergencies</p> <p>Merseyside Police Prevent Team</p> <p>Regional Prevent Coordinator</p> | <p>Telephone number: Care-line Children’s Services– 0151-233-3700 (Available 24/7)</p> <p>Telephone number: Care-line Adult Service Services-0151-233-3800 (Available 24/7)</p> <p>Telephone number: Out of hours emergencies: 0151-934-3555</p> <p>Telephone number: 0151 777 4878.</p> <p>Nigel Lund nigel.lund@education.gov.uk 07384 452146</p> |

Selecting Suitable Employers and Training

AVCT are fully aware of the importance of selecting suitable and reputable employers and matching them to the training needs of individual learners/apprentices as a key component to a successful and enjoyable partnership, including the utmost safety of our cohorts in the context of safeguarding. Ongoing safety checks and due diligence plays an import role in supporting both the learner/apprentice and the employer to remain compliant with the health, safety and welfare of their employee's. This will also be highlighted in our commitment statement within a triparty agreement agreed and signed by the learner/apprentice, the employer and ourselves, also, a service agreement, agreed and signed by the employer and ourselves.

AVCT will request the employer to supply a single point of contact to communicate with us regarding progress and to inform us of any issues/incidents involving the learner/apprentice. The employer will also be offered our safeguarding policy and procedures alongside the 'Work-based Learners and the Prevent the Statutory Duty' document. AVCT will also share on-going information for training opportunities including, posters, leaflets and paraphernalia to highlight current awareness of safeguarding and Prevent.

Safeguarding

AVCT have appointed a designated safeguard lead to ensure robust Prevent arrangements are implemented, monitored and reviewed. Including co-ordinating effective responses, dealing with issues raised that could lead to harm through abuse or neglect. The DSL will also the ensure that appropriate referral arrangements are in place and will communicate the need for regular training at appropriate levels for all categories of staff, whether directly employed or not.

AVCT have a clear understanding of how Prevent referrals are escalated and shared externally for appropriate support. We undergo training and have contact with local authority Prevent co-ordinators and Liverpool Multi-Agency Safeguard Hubs, as well as a named person acting as FE regional Prevent co-ordinator, Nigel Lund. The prevent Coordinator provides AVCT with regular updates and resources to support us with developing a robust and effective Prevent strategy. We have embedded responses to the Prevent statutory within our safeguarding policies and procedures.

Recruitment and Induction

The work-based learner/apprentice journey begins at the time of recruitment. We have a team of assessors who conduct and follow robust recruitment procedures as a significant part of their role, identifying learning, welfare and the safeguarding needs of our prospective recruits. All staff involved in recruiting and induction process receives enhanced training in safeguarding and Prevent. This allows for thorough signposting, referral and early intervention strategies to be highlighted and implemented supporting the learner/apprentice journey. Face to face engagement is our preferred method of interview alongside the employer's single point of contact (SPoC) in attendance.

We implement a thorough face to face induction process consisting of Identity checks, eligibility to funding and prior achievement against the apprenticeship standard in the form of a skill scan analysis including, current levels obtained in literacy, numeracy and ICT/digital skills. If applicable, we carry out initial and diagnostic assessments for English, maths and digital skills using functional skills and a learning styles analysis to ensure the learner/apprentice is a suitable candidate for the proposed level of study.

At this stage we will also determine any barriers to learning and achieving with regard to disability, learning support needs and candidates who may be involved with external agencies and receiving interventions to support them. Learners/apprentices will be issued with a handbook containing learning plans which set out all the requirements for the successful completion of their apprenticeship training programme. It will include information on specific roles of staff, such things as; the availability of pastoral care/ safeguarding and mentoring, the expected standards for attendance and punctuality, absence report procedures. British values and study and engagement with tutors/assessors.

This will ensure everyone is clear about expectations, as well as avenues of support and help if required. This information will enable ACVT to monitor and support the learners/apprentices throughout their participation in learning, support programmes and progression to subsequent learning and employment. We will ensure a negotiated time to meet up and review new starts within the first six weeks of their programme start to check in on the learner/apprentice initial progress and any welfare, safeguarding issues that may have been flagged up in induction.

ACVT Consider our 16-18 year olds to be in a higher risk category. To mitigate this risk we have added additional risk assessments to our usual health and safety standard 10 risk assessment in the form of 'Guidance for Employing Young People'. This is shared with the employer for use if they do not carry out their own in-house risk assessments for YP's.

Maintaining Regular Contact

On-going, the assessors will monitor and report on the progress and safety of learners/apprentices throughout the time of their practical period. Progress reviews will be

planned by AVCT and employers to ensure excellent communication and sharing of information, single point of reference and any external agencies working with us in supporting the learner/apprentice. This will ensure compliance with timely completions, whilst encouraging the participation of the employer to add details to the review to support the apprentice/learner data. The review is usually planned for every six to eight weeks.

Alongside the identification of distance travelled in the main curriculum/standard and functional skills, the triparty review (assessor, employer and apprentice) will highlight and report on areas of safeguarding, British values, health and safety, equality and diversity and the welfare needs of the learner/apprentice. Face to face interviews are very much encouraged. However, if this is not possible due to any restrictions AVCT will accept a video call or phone call from the employer with evidenced backed up by email (electronic signature). This should not be the norm, and only carried out when face to face is not possible.

AVCT Have comprehensive written policies that are shared with staff and employers regarding our absence procedures and any issues that would trigger, further investigation, early intervention or safeguarding procedures. Our procedures start on the first day of absence for all of our learners/apprentices.

End of Training

Once the learner/apprentice has completed their programme of training and achieved their apprenticeship we carry out an exit review to obtain information about immediate post programme destination, as well as a request for employers and learners/apprentices to complete a survey regarding the services they have received. We also take the opportunity to check that they are well supported and safe by phoning or emailing them within three months of them leaving.

Prevent-Channel Programme

Click this link to complete a referral form [Prevent - Liverpool City Council](#)

Prevent radicalisation-reporting procedure-

Are you concerned about someone who is at risk of radicalisation?

If so, get in touch with the council's Prevent Safeguarding Team to discuss your concerns. We can support vulnerable people and prevent them from being drawn into extremism or terrorism as part of the [UK Government Counter Terrorism Strategy](#).

Contact the Prevent Safeguarding Team in confidence

You can also call the Merseyside Police Prevent Team on 0151 777 4878.

If you believe your situation is an emergency, call 999.

What happens next?

We will contact you to discuss your concerns within three days.

This might involve us completing a referral to enable us to share information with our partners and start the safeguarding process. This will ensure we provide the most appropriate help and support.

No support can be provided to anyone without first obtaining their informed consent.

Any support that we do provide is done so through the [Channel programme](#), an early intervention and multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

We may offer support in the following areas:

- support from a specialist mentor
- social care support
- specialist mental health support
- help with accessing appropriate education support
- housing support

Causes and signs of radicalisation

Many of the factors that put people at risk of radicalisation are the same as those that put people at risk of becoming involved in drug and alcohol misuse, child sexual exploitation and gangs.

You may notice changes in a person's behaviour, appearance or speech - however, remember there may be other reasons for these changes.

Exploiting vulnerability

The following factors might contribute to a vulnerable person becoming radicalised:

- The need for belonging
- Bereavement
- Looking for a cause or reward
- Mental health
- Isolation
- A sense of injustice or grievance
- Access to extremist material online
- A desire for power, respect or status
- Bullying
- Drug or alcohol misuse

Changes in behaviour or appearance

Radicalisation may be accompanied by sudden or gradual changes to a person's behaviour or appearance. This may include some of the following:

- Changes in mood, patterns of behaviour or being secretive
- Possession of violent extremist literature or use of inappropriate language or speech
- Expression of extremist views or sympathy with extremist causes
- Seeking to engage or recruit others to support extremist ideologies, extreme groups, social media groups or marches
- Preaching or attempting to impose their views on others
- Isolating themselves from family and friends
- Outbursts of anger
- Change in language or use of words
- Fixation on a new subject or person

This policy will be used in conjunction with our safeguarding and Child Protection Policies and Procedures.