

RUNSHAW COLLEGE

POLICY TITLE: Prevent Policy		
APPROVED BY: Governors' committee	AUTHOR: Jane Pearson	
POLICY OWNER: Marie Fairhurst	POSITION: Assistant Principal	VERSION: 8.1
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1. Introduction and Purpose

This policy defines the responsibilities, processes and procedures relating to the need to prevent people from being drawn into terrorism.

Prevent

Prevent is 1 of the 4 elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

The Prevent strategy:

- Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
- Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

The Home Office works with local authorities, a wide range of government departments, and community organisations to deliver the Prevent strategy. The police also play a significant role in Prevent, in much the same way as they do when taking a preventative approach to other crimes.

The Home Office uses a range of measures to challenge extremism in the UK, including:

- Where necessary, preventing apologists for terrorism and extremism from travelling to this country.
- Giving guidance to local authorities and institutions to understand the threat from extremism and the statutory powers available to them to challenge extremist speakers.

- Funding a specialist police unit which works to remove online content that breaches terrorist legislation.
- Supporting community-based campaigns and activity which can effectively rebut terrorist and extremist propaganda and offer alternative views to our most vulnerable target audiences - in this context they work with a range of civil society organisations.
- Supporting people who are at risk of being drawn into terrorist activity through the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities.

The College is committed to supporting vulnerable learners through its safeguarding agenda in order to prevent potential radicalisation.

2. Scope

This policy covers the responsibilities for reporting and recording incidents, and college procedures that will be followed.

3. Statutory Obligations

Section 26(1) of the Counter-Terrorism and Security Act 2015 (the CTSA) 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. There is an important role for further education in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. It is a condition of funding that all further education must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of learners.

The College recognises its statutory obligations to safeguard and prevent people from being drawn into terrorism. This document offers guidance and outlines procedures that should be followed in all cases of suspected radicalisation and situations of serious risk.

Definitions

Terrorism is 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."

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the school or college may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages

Specific Duties

The statutory Prevent guidance summarises the requirements on FE in terms of five general themes: external speakers and events, risk assessment and action planning, partnership working, staff training and IT policies.

- Colleges are expected to assess the risk of children/young people being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children/a young person who may be at risk of radicalisation and what to do to support them. Colleges should have clear procedures in place for protecting children/young people at risk of radicalisation and action plan to mitigate risks. At Runshaw College these procedures form part of existing safeguarding policies.
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies should ensure that their safeguarding arrangements take into account the policies and procedures of Local Authority Safeguarding Partners. At Runshaw these are reviewed via the college Safeguarding Steering Group which has a designated governor as a member and safeguarding is a regular focus at Governor's meetings.
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children/young people at risk of being drawn into terrorism and to challenge extremist ideas. All staff at Runshaw College undertake mandatory Prevent and Equality & Diversity training. This ensures all staff are aware of the Prevent agenda and enables teachers and others supporting delivery of the curriculum to use opportunities in learning to educate and challenge. It also allows staff to exemplify British values in their management, teaching and through general behaviours in college, including through opportunities in the curriculum.
- Colleges must ensure that children/young people are safe from terrorist and extremist material when accessing the internet. Schools should ensure that suitable filtering is in place. It is also important that schools/colleges teach pupils/students about online safety more generally. This is included in both course and pastoral curriculums at Runshaw.

The Department for Education has also published advice for colleges on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support.

4. Other Related Policies and Codes of Conduct

- Apprenticeship Health & Safety Policy
- Data Protection Policy
- Dealing with Allegations of Abuse made against Staff, Volunteers and Governors Policy
- Freedom of Expression Policy
- Fitness to Study and Special Admissions Policy
- Guidelines for Guest Speakers
- Guidelines on Professional Practice
- Health and Safety Policy
- Internet Access, Usage & E-Safety Policy
- Professional Practice Guidelines
- Recruitment and Selection Policy
- Recruitment of Ex-Offenders Policy
- Safer Recruitment and Engagement Policy
- Social Media Policy

- Safeguarding Policy
- Staff Charter
- Student Harassment and Bullying Policy
- Trips & Residential Policy
- Volunteering Policy

5. Strategy

In order to meet our statutory obligations and duties college will:

- Promote and reinforce shared values; to create space for free and open debate; to listen to and support the learner voice.
- Break down segregation among different learner communities including supporting inter-faith and inter-cultural dialogue and understanding, and to engage all learners in playing a full and active role in wider engagement in society.
- Ensure learner safety and that the College is free from bullying, harassment and discrimination.
- Provide support for learners who may be at risk and appropriate sources of advice and guidance.
- Ensure that learners and staff are aware of their roles and responsibilities in preventing violent extremism.
- Recognise current practice which contributes to the Prevent agenda.
- Identify areas for improvement.

The Prevent Strategy will concentrate on 4 main areas:

Leadership and Values

To provide an ethos which upholds core values of shared responsibility and wellbeing for all learners, staff and visitors and promotes respect, equality and diversity and understanding. This will be achieved through:

- Promoting the British core values of respect, equality and diversity, democratic society, learner voice and participation e.g. via learner representation, Student Council activities and opportunities to capture learner voice, Mock Elections to promote democracy.
- Building staff and learner understanding of the issues and confidence to deal with them through staff training and dedicated communication.
- Deepening engagement with local communities.
- Actively working with local schools, local authorities, police and other agencies.

Teaching and Learning

To provide a curriculum which by undermining extremist ideology and supporting the learner voice, promotes knowledge, skills and understanding to build the resilience of learners, 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.
- Teaching and learning strategies which explore controversial issues in a way which promotes critical analysis and pro-social values.
- Use of external programmes or speakers to support learning while ensuring that the input supports the College goals and values.
- Encouraging active citizenship and learner 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:

- Ongoing strong and effective learner support services.
- Existing ongoing community links and being aware of what is happening in the locality.
- Implementing anti-bullying strategies and challenging discriminatory behaviour.
- Recognising factors which may increase risk to a learner i.e. vulnerability, disadvantage or hardship and implementing early risk management strategies.
- Sign posting learners and staff to access support in College and/or via community partners.
- Supporting at risk learners through safeguarding and crime prevention processes.

Managing Risks and Responding to Events

To ensure that the College monitors risks and is ready to deal appropriately with issues as they arise. It will do this through:

- Understanding the nature of the threat from violent extremism and how this may impact directly or indirectly on the College.
- Identifying potential risks within the College and from external influences.
- Ensuring measures are in place to minimise the potential for acts of violent extremist within the College.
- Ensuring that plans are in place to respond appropriately to a threat or incident within the College.
- Responding appropriately to events reported via local, national or international news that may impact on learners and communities.
- Developing effective ICT security and responsible user policies.

6. Policy

- Runshaw College holds as one of its highest priorities the health, safety and welfare of everyone involved in activities that come under the responsibility of the College. This includes events, trips, residential and work placement.
- The College has a duty to ensure that staff and volunteers fulfil their responsibilities to prevent radicalisation and to report any discovered or suspected.

- The College's Prevent arrangements are included in the induction programme for new staff and differentiated safeguarding training is part of the College professional development programme.
- The College will work with appropriate local agencies, and in particular Local Authority Safeguarding Partners the Police Team, to ensure that children and vulnerable adults are safeguarded through the effective operation of the College's safeguarding procedures.
- The College recognises that anybody can be radicalised and all issues will be taken seriously and treated in accordance with the College's procedures.
- The College recognises that it is the responsibility of all staff to act upon any concern no matter how small or trivial it may seem.
- The College recognises its responsibility to implement, maintain and regularly review the procedures that are designed to prevent radicalisation.
- The College requires all staff to follow the Prevent policy.
- The College is committed to supporting, resourcing and training all staff in Prevent Awareness

7. Governing Body Responsibilities

The Governors of Runshaw College have a responsibility to ensure:

- The college meets its Prevent Duty in line with statutory guidance.
- A policy is in place and available and communicated to all staff – including temporary staff and volunteers on induction. The policy is in accordance with government guidance and refers to locally agreed procedures, is updated annually, and available publicly via the college website and VLE or by other means.
- All staff and volunteers undertake appropriate Prevent training.
- A senior member of the college's leadership team is designated to take lead responsibility for Prevent (Designated Safeguarding Lead).
- Police and other appropriate agencies are notified where there is a cause for concern, so that they can investigate and take necessary action.
- It considers how learners may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- There is an annual review of this policy and procedures/safeguarding arrangements and this is presented to the governing body by way of the governors' audit tool.
- Without delay, any deficiencies or weaknesses regarding Prevent arrangements are remedied.

8. Designated Safeguarding Lead

8.1 The senior member of the college's leadership team with strategic responsibility for Prevent issues is the Designated Safeguarding Lead (DSL)

1

Assistant Principal
Marie Fairhurst

2

The Designated Safeguarding Lead (DSL) with operational responsibility for Prevent, Child and Vulnerable Adult Protection issues is the Head of Student Safeguarding & Wellbeing who is responsible for day to day co-ordination and action liaising with other agencies

Head of Student Safeguarding and Wellbeing
Jane Pearson

3

In the absence of the DSL the Deputy DSL and Safeguarding Co coordinator is

Anna Richards

8.4 The DSLs know:

- How to identify the signs of radicalisation.
- The Prevent strategy, duty and guidance.
- The role and responsibilities of the Police and how to liaise with them.
- The requirements of record keeping.

They will also:

- Follow the laid down procedures.
- Report any concerns to the Police.
- Notify, as appropriate, the Principal as soon as practical, and in any event within 24 hours.
- Keep a record of issues reported to them.
- Act as a pivot for information and advice, relating to radicalisation and the Prevent strategy.

- 8.5 In the case of a report involving school pupils under the age of 16 attending college, the DSL will liaise with the relevant school and ensure that appropriate arrangements are in place to safeguard the children.

Procedures, detailed in this policy, should be read in conjunction with information and guidance found on the College Corporate Intranet site.

It is not the College's responsibility to investigate but to support and refer as appropriate.

9. Individual Staff Responsibilities

It is the responsibility of all staff and volunteers working within the College to record and report concerns in relation to the Prevent agenda i.e. where they believe a person is being drawn into terrorism. This includes suspected radicalisation and situations of serious risk.

This means:-

Awareness - Staff should be aware of changes in learner behaviour, particularly isolation or withdrawal from activities previously enjoyed. In this instance, speak with the learner to try to establish the cause – if in doubt, seek advice. Any unexplained absences where the learner cannot be contacted or the family are unable to satisfactorily explain the learner absence or state their whereabouts, should be referred to the DSL.

External Influences - staff should report any literature whether in the form of books, leaflets, posters, or on line that promotes extremist activities.

Reporting – If a member of staff has any concern however apparently trivial it is essential to refer to the college DSL to prevent escalation in the case of an actual threat / risk. The College DSLs are the first point of contact for staff where concerns have been raised. The College DSLs have links with Regional Prevent Co-ordinators and specialist police advisors via the regional 'Channel co-ordinator'.

Where there is a concern about a member of staff the DSL will liaise directly with the HR Director

- 9.1 The DSL acts as a pivot for College information and therefore even if the incident doesn't seem serious it must be reported as it may be a small part of a much larger picture.
- 9.2 The DSL may contact the Lancashire Police Prevent Team or the FE Prevent Co-ordinator for Lancashire for guidance without revealing names.
- 9.3 The DSL may speak to the student and will take overall responsibility for recording essential information about each case and for collecting reports and notes as appropriate.
- 9.4 Any detailed information about a case will be held securely with the main DSL for the College.
- 9.5 If contact cannot be made with any of the DSLs within 2 hours staff should refer to the Lancashire Police Prevent Team contact details are listed in Appendix 2.
- 9.6 In the above case, staff should notify the DSL as soon as possible.

These procedures are designed to be simple and clear but inevitably cannot cover all eventualities. Any queries should be addressed to the DSL or one of the other named people in this document.

10. Internet Use

10.1 Monitoring the use of the internet via **FastvueFastvue**

- Internet traffic is monitored via Fastvue to identify web sites which may have content which would cause concern
- The Safeguarding Coordinator (students) and HR Director (staff) will review daily reports and action any concerns
- Any issue arising regarding internet traffic is addressed directly with the student or staff member and commensurate action taken

11. Third Party Hate Crime Reporting

- Reports of Hate Crime are reported to the Safeguarding Coordinator
- On line reporting to the national Hate Crime, True Vision facility
- The DSL/Deputy DSL may also report the incident directly to the police

12. Remote Learning

There may be occasions when college delivers a mixture of on-site and remote learning or completely switches to remote learning. Should this happen it is essential that staff continue to refer any safeguarding concerns they have regarding a student as per this policy

Online safety - It is more important than ever that college provides a safe environment online. College will continue to ensure that appropriate filters are in place to protect students when they are online on the college's IT systems or recommended resources. If you are piloting new technology or have any concerns, please contact the IT Service Desk for advice and guidance.

It is especially important that all staff who interact with students, online, continue to look out for signs a student may be at risk. Any such concerns should be dealt with as per the safeguarding policy and where appropriate, referrals should still be made to children's social care and as required the police.

The Department of Education has provided separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology. Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) could help plan online lessons and/or activities and plan them safely.

Staff need to consider the safety of their students when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the college or college's code of conduct.

College must ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

13. Review

The Governors will review the policy annually.

SAFEGUARDING /PREVENT REFERRAL FORM

Appendix 1

Form should be used to report a safeguarding disclosure, incident or concern, where a student is at risk of suffering significant harm. Please email the completed form to safeguarding@runshaw.ac.uk or pass to the Safeguarding Team.

Safeguarding Incident, Concern or Disclosure Referral Form

Preferred Name(s) of Learner:		
Student ID:		
Date & Time of Learner Disclosure:		
What is the nature of your concern:		
<ul style="list-style-type: none"> • What are you most concerned about? i.e. physical, sexual, emotional abuse or neglect, Self-harm, bullying, radicalisation, sexual exploitation, sexualised behaviour, honour-based violence / forced marriage, e-safety issues, other ... • Any evidence of impairment of health or development? • Any evidence of ill-treatment? • Why are you reporting this concern <u>now</u>? • Have you had any previous concerns about this learner? If so, what, when, action ? 		
<i>Record the nature of your concerns, include as much detail as possible, use the exact words used by the student. Clearly distinguish between fact, observation, allegation and opinion. Please also ensure you include the time the disclosure was made.</i>		
Detail:		
Detail any action already taken and by whom:		
<i>It is not advisable to try and complete this record whilst talking to the student but it should be completed within 2 hours of disclosure. The important thing is to listen actively and carefully and reassure the learner.</i>		
Did the Student give consent to share this information ?	Yes	No
If not did you explain that you would have to share this information with the College Safeguarding Team and why ?	Yes	No

Further Information / Comment (relevant to this referral):

Signed	
Name:	
Job Title:	
Time / Date of Referral Completion	

Appendix 2:

Area	Phone
Central – Preston, Lancaster, Skelmersdale, Blackpool, Chorley, Ley	01254 587907/ 07813994521
East– Blackburn, Burnley, Hyndburn, Ribble Valley, Pendle & Rossendale	01254 585015/ 07812488980
North - Blackpool, Fylde, Lancaster	01254 585994/ 0781994522
Prevent Education Officer email: Prevent.team@blackburn.gov.uk https://www.ipreventblackburn.org.uk	01254 585270/ 07722592423
Channel advice and guidance email Channel@Blackburn.gov.uk	

Lancashire Police HQ, Hutton This is the public protection team of the Counter Terrorism Branch (CTB)	01282 472320
BIS North West FE Prevent Adviser/Co-coordinator	07507 269830/ 0161 8569304 (Nigel Lund)
Urgent out of hours -	Police emergency – 999 Anti-Terrorism Hotline - 0800 789 321 Police non- emergency - 101
Public website – ACT early – Actions Counter Terroism	actearly.uk