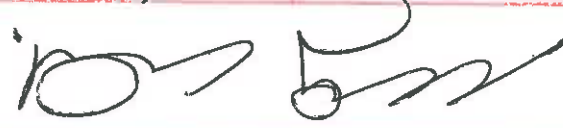




Norfolk Training Services

Preventing Extremism (Prevent) Policy

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|------------------|-----------------|------|-------------|------------|--|
| Policy Reference | Claire Charwood | | | | POL-0106 Version 1.0 |
| Author | William Wood | | | | 11/01/2016 |
| Approved By | Chairman | | | |  |
| Position | Annually | Date | Last Review | Review Due | 26/04/2016 |
| Review Cycle | Gary Rose | | | | 26/04/2016 |
| Reviewed By | | | | | April 2017 |

Policy Document

QLY-POL-pol-0106-V1.0-20160111
This policy contains 21 pages



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Policies

What is a policy?

Policies provide a guiding framework for an organisation to conduct its business. These principles help to create behaviours, consistency and manage risks for our employees and the products and services we provide for learners, employers and partners.

The policy explains each principle, why it is needed, the activity required to support and uphold each principle, owners within NTS and the potential consequences if not followed;

Policies:

- Outline rules
- Provide principles that guide actions
- Set roles and responsibilities
- Reflect values and beliefs
- State an intention to do something

NTS policies are reviewed to ensure they are continually developed to take account of:

- Amendments to statutory requirements
- User and customer feedback
- New risks or conditions arising from new ventures or markets we operate in
- Audit results and recommendations
- External regulator/partner feedback and recommendations



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Purpose

The purpose of this policy is to demonstrate that Norfolk Training Services (NTS) pays due regard to the need to prevent people from being drawn into terrorism, in accordance with:

- Section 26(1) of the Counter-Terrorism and Security Act 2015.
- **Contest – The United Kingdom's Strategy for Countering Terrorism**

NTS is committed to playing a role in helping to prevent people being drawn into terrorism. This includes preventing learners and staff becoming radicalised *or* drawn into violent or non-violent extremism which may create an atmosphere conducive to terrorism.

This policy should be viewed together with our 'Safeguarding', 'Equality & Diversity', 'Health and Safety', and our 'Whistle-blowing' policies.

NTS does not tolerate discrimination, harassment and victimisation by anyone associated with delivering services for or on behalf of NTS.

Rationale



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Rationale

Purpose

NTS demonstrates its commitment by taking steps to ensure that all learners and staff understand the need to:

- respect and promote the **key British values** of:
 - Democracy and the rule of law
 - Individual liberty, and
 - Mutual respect and tolerance of those with different faiths and beliefs
- take action to safeguard staff and learners who may be at risk of being drawn into terrorism by reporting any concerns to the appropriate authorities.

Every learner and member of staff has a personal responsibility with regards to this policy.

NTS is legally required to refer anyone displaying any indication of extremist behaviour to the local authority safeguarding team, using the Channel process.

NTS believes that preventing extremism is a safeguarding matter and therefore the reporting and referral process has been integrated into our Safeguarding procedure.

Legal and Other External Drivers

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Contest

The Government's Counter Terrorism Strategy made up of four elements or areas of work undertaken by the Home Office. The four elements are:

- Pursue: to stop terrorist attacks
- **Prevent: to stop people becoming terrorists or supporting terrorism**
- Protect: to strengthen our protection against terrorist attack
- Prepare: to mitigate the impact of a terrorist attack

Prevent

Designed to stop people becoming involved in violent extremism or supporting terrorism in all forms. Prevent works within **the non-criminal space**, using early engagement to encourage individuals and communities to challenge violent extremist ideologies and behaviours.



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Legal and other External Drivers

Channel

An early intervention multi-agency process designed to stop vulnerable people from being drawn into violent extremist or terrorist behaviour. Designed to work with *anyone* at risk of being exploited by extremist or terrorist groups and individuals. Interventions are delivered through local partners and specialists whose focus is on improving health, education, employment or housing, as well as offering specialist mentoring or faith guidance and broader diversionary activities. Intervention is tailored to the person and their particular circumstances.

Framework and Principles

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Measures

As a training provider, NTS:

- has a clear and effective approach to embedding key British values in learning, enabling learners to resist radicalisation and extremism while developing their own personal beliefs and world views
- communicates to all learners at induction what they should do if they are concerned for themselves, another learner or member of staff. This includes, but is not limited to, ensuring that learners are made aware of the 'Safeguarding' policy and procedure
- provides opportunities for learners to discuss challenging topics and events in a supportive and informed environment in order to develop their critical thinking
- undertakes regular risk assessments to ensure that this policy is considered with regards matters including (but not limited to) visiting speakers, estates (including faith facilities), ICT, and staff and learner codes of conduct
- shares this policy with any partner organisation who are working with our learners and encourage them to promote key British values



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Framework and Principles

Measures

As an employer, NTS:

- provides regular training to support staff; to recognise signs of radicalisation or extremism; to understand what to do if they have concerns about learners or staff and to promote key British values in learning
- ensures there is a clear reporting and referral process to the relevant local safeguarding authority – as per the 'Safeguarding children and vulnerable adults' policy.
- Communicates regularly with local Prevent co-ordinators and networks

Responsibilities - Directors

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Directors are responsible for ensuring that:

- they have an overview of Prevent at NTS (including the volume of disclosures and incidents reported) so as to inform strategic decision-making with regards the learning environment
- Prevent is appropriately prioritised and resourced
- all staff receive annual Prevent training
- all areas accessible to learners are adequately risk-assessed and this policy is considered with regards matters including (but not limited to) visiting speakers, estates (including faith facilities), ICT, and staff and learner codes of conduct
- key British values are embedded within the learning environment



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Responsibilities - Safeguarding Team

The Safeguarding Team

NTS has a number of trained staff who have responsibility for handling all safeguarding disclosures and incidents. They make up the Safeguarding Team. Collectively, they are responsible for:

- acting upon all reported Safeguarding issues *including* reported concerns about learners or staff believed to be at risk of radicalisation or violent and non violent extremism
- making referrals, as necessary, to Channel via the local Multi Agency Safeguarding team.

The Designated Safeguarding Lead

Additionally, the Designated Safeguarding Lead is responsible for:

- reviewing all 'open' safeguarding issues monthly with the Safeguarding Team including incidents of radicalisation and extremism and reporting appropriately to Directors and managers on the type and volume of incidents/referrals
- providing regular briefing notes to staff on Prevent
- ensuring that all staff receive annual training on Prevent and that all new starters receive an appropriate induction into Prevent
- working with all managers to undertake a regular Prevent risk assessment and ensuring that this policy is considered with regards matters including (but not limited to) visiting speakers, estates (including faith facilities), ICT, and staff and learner codes of conduct
- engaging with local Prevent Coordinators



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Responsibilities - Employees

All staff must:

- ensure that they are familiar with this policy, and the 'Safeguarding children and vulnerable adults' policy and procedure and their responsibilities
- Attend annual training and read all briefings delivered by or on behalf of NTS with regards safeguarding and preventing extremism to ensure they have an up to date understanding of the issues.
- Notify a member of the Safeguarding Team immediately if they have a concern that a learner or member of staff is being radicalised or is at risk of extremism.
- Ensure the immediate safety of any individual thought to be at risk.
- Co-operate fully with any investigation by the Safeguarding Team or any external agency.
- Uphold and promote to learners, colleagues and visitors wherever possible, the key British values

IMPORTANT:

Unlike with other safeguarding matters, it is **NOT** appropriate to tell an individual if you are reporting that you are concerned that they are at risk of radicalisation or extremism. This is because the individual may already be under surveillance by the Police.



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Responsibilities - Learners

All learners have a responsibility for their own safety and that of others.

If a learner has suspicions that someone is being radicalised or is planning a terrorist or potential terrorist act they must report it to:

- **NTS's Safeguarding Team**
- OR
- **ANY** NTS employee, that they feel comfortable talking to,

Learners can also report concerns by telephone or email.

safe@norfolktrainingservices.co.uk

Mobile: 07827 275373

Details of the Safeguarding Team are provided:

- on posters throughout NTS buildings
- in the NTS Learner Handbooks
- in this policy

Responsibilities - Visitors

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Visitors

All visitors are made aware of the 'Safeguarding' policy on arrival including what to do if they are concerned that harm may be caused to a learner, or member of staff
Visitors who are invited to speak to learners (including visiting teaching staff and volunteers) will be informed about this 'Prevent' policy and may be asked to undergo a DBS check.

The member of staff issuing the invitation will undertake *due diligence* to ensure that the visiting speaker and the content of their message is appropriate to the learners.
Visiting speakers will be supervised at all times and will not be allowed to speak to learners without a member of staff being present.

'No platform for extremists'

NTS seeks to encourage learners to engage in informed debate about a range of subjects and will, where appropriate, issue invitations to employers and the wider community to speak with learners. NTS staff are prepared to immediately challenge any messages that are delivered which are not in line with NTS's own ethos or key British values, whether from visitors, colleagues or learners.



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Risk Management

This work will be measured and reported through the Safeguarding monitoring report monthly to the Directors.

This policy will be audited on an annual basis or more frequently if there are changes to the relevant legislation.

Abidance by this policy will be monitored and measured through:

- 1) the audit of all processes and procedures relating to the Safeguarding of learners and staff
- 2) review of any issues arising from the handling of related Safeguarding incidents
- 3) the timeliness and robustness of which incidents are handled
- 4) annual review of the embedding of key British values

Impact of Not Adhering to Policy

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Far right 'targeting new, younger generation'
Radicalised online and encouraged to hate - it's a description many would associate with young, British Islamist extremists.

But the same sort of methods are being used to try to draw white, British children and young people towards new, extreme, far-right groups.

Pictures posted online illustrate the attempts of the South Wales British Movement to set up its own youth wing.

Children are shown taking part in day trips to various beauty spots, posing with the group's banners and Neo-Nazi emblems.

BBC News, July 2015

At least 800 people from the UK have travelled to support or fight for jihadist organisations in Syria and Iraq, say the British authorities. About half have since returned to the UK.

BBC News, March 2016



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Prevent - Procedure

What should be reported?

Staff should be vigilant and report to a member of the Safeguarding Team any **legitimate concerns** they have about a learner or colleague who is showing signs of extremism or radicalisation

Extremism is defined in the Government's **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.' It includes 'calls for the death of members of our armed forces, whether in this country or overseas.'

'Non-violent extremism' is defined as extremism (in those same terms) 'which is not accompanied by violence.'

Radicalisation is defined within this context as

"the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups."

Further information is available from the [Prevent for Further Education and Training website](#)

Prevent - Procedure

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Early warning signs that an individual may be at risk of radicalisation:

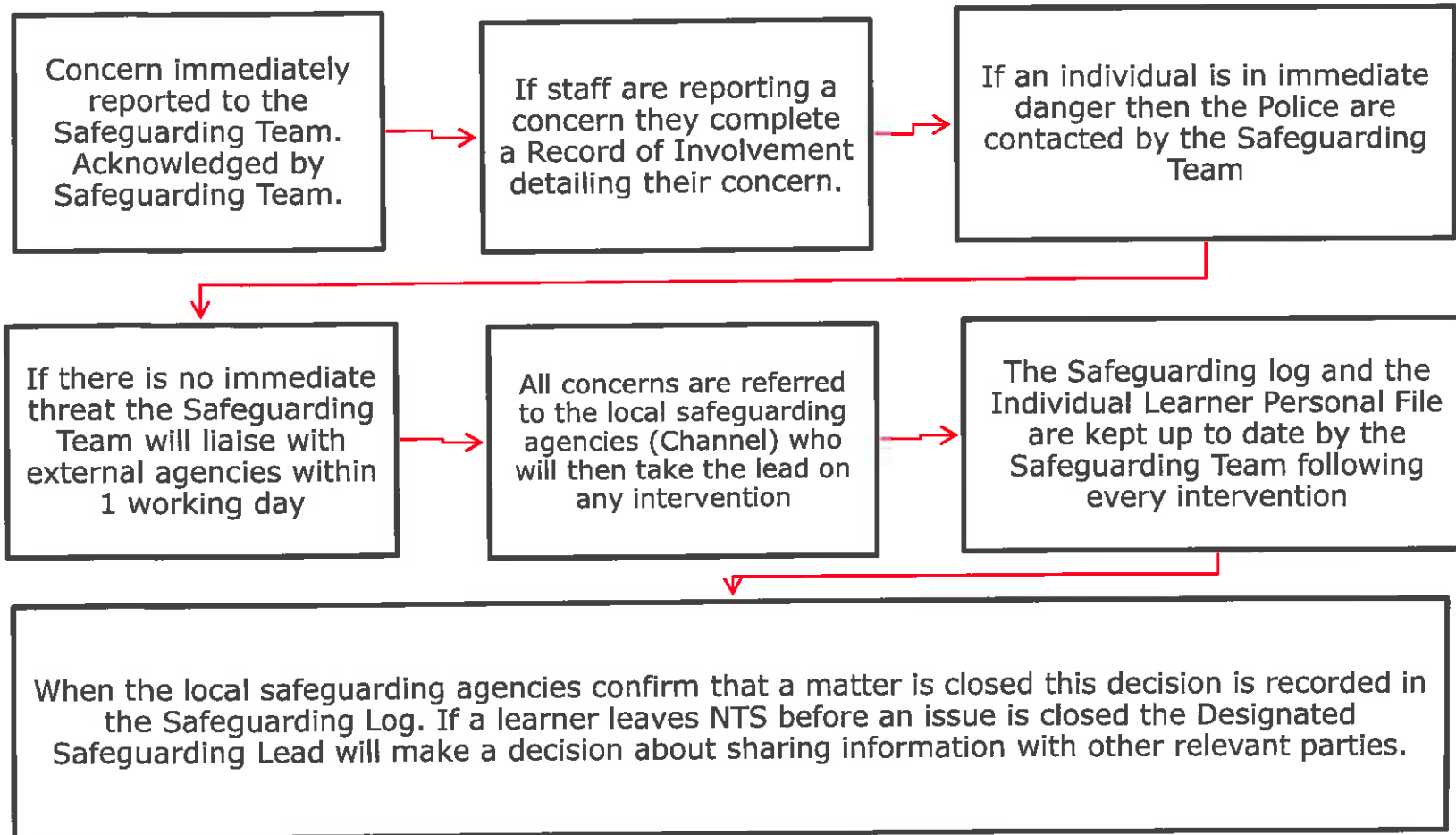
- Change of appearance, wearing clothing that shows affiliation to an extremist group
- Graffiti symbols, writing or artwork promoting extremist messages or images
- Accessing extremist material online, including through networking sites
- Following known jihadists on Twitter, Facebook and other social media
- Reports of changes in behaviour, friendships or actions from parents/carers/staff/learners
- Voicing opinions drawn from extremist ideology or narratives
- Use of extremist or hate terms to exclude others or incite violence
- Racist language and targeting certain groups or individuals
- Recent conversion and following a conservative strand of their faith
- Mixing with known extremists or attending extremist meeting or marches

Early warning signs may or may not indicate a serious problem – they do not necessarily mean that an individual may use or condone violence towards themselves or others.

The Safeguarding Team, on the advice of the Designated Safeguarding Lead, will determine whether there is a need to make a referral to Channel and, if so, make the referral.

Prevent Procedure

The following actions will be taken following a concern about radicalisation or extremism





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Internet Safety

The internet provides learners with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to recruit people and promote their ideology.

We understand that the internet is an essential tool for facilitating learning, therefore learners using the internet on NTS computers, tablets or other devices **MUST** be supervised at all times. Learners **MUST NOT** access their personal social media or email accounts from NTS devices.

Use of all NTS devices will be monitored daily by staff. This will involve random checking of internet search histories after learners have used a device. Where staff, learners or visitors find extremist or illegal content accessed via NTS devices, they must report it immediately as a concern to a member of the Safeguarding Team.

We are aware that learners may have access to the internet when using their mobile phones. Learners are not permitted to use their mobile phones during lessons. Staff are aware of the need to be vigilant when learners are using their phones on site and report any incidents of concern to the Safeguarding Team.

Prevent - Procedure



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Prevent - Procedure

Embedding key British values.

At NTS, all staff show respect for these values and communicate them to learners at every opportunity, through teaching and through display materials. We also encourage our partners to adopt and promote these.

Democracy and the rule of law

- **Everyone** can have a say on how society is run through democratic processes
- Laws and rules keep everyone safe so **everyone** must follow them
- Public services are for **everyone** and are there to protect and help the public – they are governed by law

Individual liberty

- **Everyone** has individual rights and freedoms which are protected by law
- Freedom comes with responsibility, and there are limits to these freedoms

Mutual respect and tolerance of those with different faiths and beliefs

- **Everyone** has the freedom to hold a different faith or belief. This is protected by law.

These key British values enable learners to resist radicalisation and extremism, while developing their own personal beliefs, and world views.

Further Information

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Further information and support is available from the [Prevent for Further Education and Training website](#)

For general enquiries about Norfolk Training Services' Preventing Extremism Policy please contact:

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