

City Gateway

Preventing Extremism and Radicalisation Safeguarding Policy

| Reviewed by (name) | Date | Next review needed |
|--------------------|---------------|--------------------|
| Diane Betts | February 2022 | February 2023 |
| Mark Pike | November 2022 | November 2023 |
| Mark Pike | November 2023 | November 2024 |

Updated to reflect the changes that are effective from 31st December 2023

This policy will be reviewed on an annual basis

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Preventing Extremism and Radicalisation Safeguarding Policy

This Policy is intended to cover all Trustees, Employees (including Consultants), Volunteers, Learners, Key Stakeholders and Employers.

Introduction

This policy supports Prevent, one of the four elements of CONTEST, the Government's counter-terrorism strategy. This aims to stop people becoming terrorists or supporting terrorism. The objectives have been amended as per the below paragraph.

Ideological causes of terrorism

The first objective of Prevent has been changed to “tackle the ideological causes of terrorism”. The ideological component of terrorism is what sets it apart from other acts of serious violence. The guidance recommends education settings consider ideology when delivering all aspects of Prevent. The guidance introduces a new theme - ‘Reducing Permissive Environments’ to tackle the ideological causes of terrorism. For schools and early years, this includes the existing considerations of building resilience through the curriculum and having effective IT and visiting speaker policies to reduce exposure to radicalising influences.

Objectives

To ensure that all children, young people and vulnerable adults who are involved in activities, training, events and placements organised by City Gateway are appropriately safeguarded in accordance with the Counter-Terrorism and Security Act 2015.

To ensure that all City Gateway employees (including consultants), volunteers, Trustees, and employers are aware of and are undertaking full and correct safeguarding procedures, inclusive of the identification, recording and reporting of suspected cases of extremism and radicalisation.

To ensure that City Gateway remains up to date with legislation and practice relating to the PREVENT Strategy.

To raise awareness and actively promote the principles of the PREVENT strategy and the

various forms of radicalisation.

To work in partnership with children, young people, vulnerable adults, their parents, carers and employers, partners and key stakeholders.

To ensure that all employees (including consultants), volunteers, Trustees, key stakeholders and employers are equipped to recognise extremism and are skilled and confident enough to discuss it and report any concerns.

Scope

To cover all activities carried out by City Gateway.

To cover all activities carried out by learners, volunteers, employees (including consultants) and employers, key stakeholders, guest speakers and visitors; and is extended to all Trustees.

Key Principles

For the purpose of this document, 'individual' or 'individuals' refers to all individuals working with, or in contact with, children, young people or vulnerable adults at any time as part of their employment. This includes Trustees, employees (including consultants), volunteers, employers, and learners. All Employers who have learners on learning programmes with City Gateway are required to comply with City Gateway's Safeguarding, Child Protection and Vulnerable Adults policy.

City Gateway is firmly committed to safeguarding in all relevant aspects of its employment and business. City Gateway is committed to both the legal implications and criteria for safeguarding and the promotion of health and wellbeing in relation to all individuals, within City Gateway, who may be vulnerable to extremism and radicalisation.

All employees directly employed by City Gateway in contact with children, young people or vulnerable adults as part of their employment will have an enhanced DBS clearance. External visitors, who do not hold a DBS, will be fully supervised at all times on City Gateway sites.

Referral and reporting procedures will be in place and strictly adhered to in the event of any concerns relating to extremism and radicalisation, following the Channel/Prevent referral process. The Executive Designated Safeguarding Lead will link with local Police Prevent Sergeants and FE Regional Co-ordinators. They will also make Channel/Prevent referrals following Local Safeguarding Board's protocols and procedures.

City Gateway will advise employers of their responsibility to follow statutory guidance

including Keeping Children Safe in Education, including reporting of concerns and disclosures relating to extremism and radicalisation.

City Gateway's CEO or Executive Designated Safeguarding Lead will immediately inform the Education and Skills Funding Agency (ESFA) when the organisation, is the subject of an investigation by the Local Authority or the Police in connection with a Prevent issue.

City Gateway employees (including consultants) and volunteers will maintain up-to date knowledge of safeguarding practice and procedures, extended to include the Prevent agenda.

The Executive Designated Safeguarding Lead will monitor the safeguarding training, practices and employers to ensure they are compliant with contractual requirements.

City Gateway will actively seek to work with all related agencies, companies, bodies and providers in order to promote and maintain the highest standards of safeguarding which will include preventing extremism and radicalisation in the United Kingdom.

City Gateway will comply with all applicable regulations set, including;

The Counter-Terrorism & Security Act 2015.
The Protection of Children's Act 1999.
The Safeguarding Vulnerable Groups Act 2006.
The Children's Act 2004.
The Education Act 2002.
The Sexual Offences Act 2003.
The Protection of Freedoms Act 2012.
Keeping Children Safe in Education. 2021
Education and Training (Welfare of Training) Act 2021
Working Together to Safeguard Children.
Prevent Duty Guidance for Further Education (April 2021)

Designated Persons

Mark Pike-Executive Designated Safeguarding Lead

Mark.pike@CityGateway.org.uk

Tel: 07580 585614

Kate Vinitier-Trustee Safeguarding Link

Kate.Vinitier@CityGateway.org.uk

National reporting of Terrorism online

<https://act.campaign.gov.uk/>

National Prevent Advice
0800 011 3764

Regional FE and HE coordinator.

<https://www.gov.uk/guidance/regional-further-education-fe-and-higher-education-he-prevent-coordinators#london>

Eleanor Knight - Prevent Education Officer (Schools, Colleges and Training)
Tel: 0784 230 1565
Email: Eleanor.Knight@towerhamlets.gov.uk

Recognising Extremism and Radicalisation

The following guidance is written with regard to the Home Office guidance; “Channel: Protecting Vulnerable People from Being Drawn into Terrorism” and “Channel: Vulnerability Assessment Framework”. Further information is also available in our Safeguarding, Child Protection and Vulnerable Adults Policy.

City Gateway will not tolerate and will respectfully challenge any expression of extremist views. As an organisation we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners and must be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views we are failing to protect our board members, employees (including consultants), volunteers, employers, partner organisations, key stakeholders and learners.

Extremists of all persuasions aims to increase destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of children, young people and vulnerable adults. City Gateway will educate and prepare all learners with the knowledge, skills and critical thinking, to challenge and debate in an informed way.

City Gateway are aware that individuals can be exposed to extremist influences or prejudiced views from an early age which derive from a variety of sources and media, including the internet. At times learners may themselves reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language and we will support them to critically evaluate these opinions.

Indicators and engagement:

City Gateway will understand the susceptibilities, motivations and contextual influences that make individuals vulnerable to;

- engagement with an extremist group, cause or ideology including:
- feelings of grievance and injustice
- feeling under threat
- a need for identity, meaning and belonging

- desire for status
- a desire for excitement and adventure
- a need to dominate and control others
- susceptibility to indoctrination
- a desire for political or moral change
- opportunistic involvement
- family or friends' involvement in extremism
- being at a transitional time of life
- being influenced or controlled by a group
- relevant mental health issues

Example indicators that an individual may be engaged with an extremist group, cause or ideology include:

- spending increasing time in the company of other suspected extremists
- changing their style of dress or personal appearance to accord with the group
- their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause
- loss of interest in other friends and activities not associated with the extremist ideology, group or cause
- possession of material or symbols associated with an extremist cause (e.g. the swastika for far-right groups)
- attempts to recruit others to the group/cause/ideology
- communications with others that suggest identification with a group/cause/ideology.

Intent to cause harm:

Not all those who become engaged by a group, cause or ideology go on to City Gateway an intention to cause harm or become involved with criminal activity. Intent factors describe the mindset that is associated with a readiness to use violence and address what the individual would do and to what end. They can include:

- over-identification with a group or ideology
- 'them and us' thinking
- dehumanisation of the enemy
- attitudes that justify offending
- harmful means to an end
- harmful objectives.

Example indicators that an individual has an intention to use violence or other illegal means include:

- clearly identifying another group as threatening, what they stand for and blaming that group for all social or political troubles
- using insulting or derogatory names or labels for another group
- speaking about the imminence of harm from the other group and the importance of

action now

- expressing attitudes that justify offending on behalf of the group, cause or ideology condoning or supporting violence or harm towards others, plotting or conspiring with others to cause harm.

Capability to cause harm: Not all those who have a wish to cause harm on behalf of a group, cause or ideology are capable of doing so. Plots to cause widespread damage take a high level of personal capability, resources and networking in order to be successful. What the individual is capable of is therefore a key consideration when assessing risk of harm to the public.

Example indicators that an individual is capable of directly or indirectly causing harm include:

- having a history of violence
- being criminally versatile and using criminal networks to support extremist goals
- having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction)
- having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).
-

Wider safeguarding responsibilities of staff

Any prejudice, discrimination or extremist views, including derogatory language, displayed by board members, employees (including consultants), volunteers, visitors, employers, key stakeholders or learners will always be challenged and as necessary reported in accordance with our internal policies and external guidance and legislation. As part of wider safeguarding responsibilities City Gateway employees (including consultants), volunteers, employers and key stakeholders will be alert to:

- Disclosures by learners of their exposure to the extremist actions, views or materials of others inside or outside of the centre, or provision, such as in their homes, community groups or on the internet
- Graffiti symbols, writing or artwork promoting extremist messages or images
- Learners accessing extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Learners voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or “hate” terms to exclude others or incite violence
- Behaviour or views that contravene the Equality Act 2010 and internal policies
- Attempts to impose extremist views or practices on others, including grooming.

Any identified concerns observed behaviour or reports of conversations to suggest that a learner supports terrorism and /or extremism, must be reported to the Executive Designated Safeguarding Lead immediately, in accordance with City Gateway’s Safeguarding, Child Protection and Vulnerable Adults Policy ‘Procedure for dealing with a disclosure and reporting concerns.

City Gateway will adhere to any national guidance and locally agreed procedures, in relation to safeguarding individuals vulnerable to extremism or radicalisations, as set out by the Government, Local Authority and/or Local Safeguarding Boards.

Risk Assessment and Action Planning

City Gateway shall carry out a risk assessment which assesses where and how students or staff may be at risk of being drawn into terrorism. These policies and procedures will help City Gateway satisfy itself that it is able to identify and support these individuals.

The risk assessment shall take into consideration existing policies regarding the site and learner welfare, including equality and diversity, and the safety and welfare of students and staff. The risk assessment will address the physical management of the site, including policies and procedures for events held by staff, learners or visitors, and relationships with external bodies and community groups who may use premises, or work in partnership with the institution.

Self-Assessment Guidance for FE sector (refer to annex 1)

<https://www.gov.uk/government/publications/prevent-duty-self-assessment-tool-further-education>

Curriculum Development and Engagement

As part of the national and local Prevent strategy, City Gateway is committed to developing individuals and communities with values that aim to minimise the prevalence, attraction and effectiveness of any extremist agendas. We want to develop tolerant, respectful, secure members of society who have the resilience and democratic skills to value their identity alongside, and never to the detriment of, others. As part of our commitment to support the spiritual, moral, social and cultural development of our learners and service users, we will communicate and demonstrate the British values of:

- Democracy;
- The rule of law;
- Individual liberty and mutual respect;
- Tolerance of those with different faiths and beliefs.

Furthermore, our Prevent Lead and Programme Leads are working to develop curriculums to examine topics such as Internet/Digital Awareness, Prejudice and Discrimination, Conspiracy Theories, Sexism, Homophobia, Religious and Ethnic Conflicts, Critical thinking and Peer Pressure, Islamic Extremism and Islamophobia, Propaganda, and The Far Right (EDL, Britain First etc.). Some of these topics will be addressed within specified lessons and

activities, whilst others will be embedded across all areas of the curriculum and cultures within City Gateway, including:

- Tutorials;
- Engagement activities;
- Mentoring;
- Learner Voice forums;
- Coaching.

Online Risks

City Gateway is aware that the internet and social media platforms are a channel through which extremist ideologies can be promoted, violent and offensive material can be engaged with, young people can be vulnerable to grooming and such channels can even be utilised as a command structure. There is a risk that young people can be exposed to material that glorifies violence, glamorises extremist lifestyles, or incites viewers to violent acts.

City Gateway Safeguarding Addendum and Acceptable Usage Policy includes details of how learners are kept safe online within City Gateway, by addressing both user behaviour and network security.

City Gateway Safeguarding Addendum and Acceptable Usage Policy sets out the logistical and technological safeguards that are in place to help stop users being exposed to, or able to access, extremist and offensive material. As part of the wider curriculum development and engagement within City Gateway there are a number of lessons and activities designed to equip City Gateway service users with an awareness of potential online risks, skills and understanding to promote safe practices online, and the knowledge to know how to report offensive material both within and outside of City Gateway.

The maintenance of the IT system is outsourced and provides filtering software- Securly. This stops access, and enables analysis of searches that have been attempted, by staff and students.

Additionally periodic tests are undertaken to ensure effectiveness of the systems using an internet filter [Test Your Internet Filter | SWGfL Test Filtering](#). Findings are reported through to the Full board via the Safeguarding Committee

Confidentiality

City Gateway will inform an individual, who makes a disclosure, that information will be shared with appropriate persons in accordance with their Safeguarding, Child Protection and Vulnerable Adults Policy.

City Gateway will ensure that all data about learners is handled in accordance with the current Data Protection Act and relevant legislation, local guidance and contractual requirements.

All City Gateway employees (including consultants) or volunteers who have been made aware of sensitive information about a learner or the learner's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know. This also extends to trustees, employers, and key stakeholders.

City Gateway ensures that confidentiality and trust will be maintained within limits, but staff must act on the basis that the safety of the person disclosing is the overriding concern. The degree of confidentiality will be governed by the need to protect those concerned.

Information Sharing

Sharing information on Prevent should be treated the same as wider safeguarding. A National Referral Form is being rolled out nationally with the aim for all Prevent partners to adopt this approach. City Gateway shall adopt this form. Providers should continue to follow their existing processes for sharing information about learners susceptible to radicalisation and be aware of the Prevent referral process in their local authority.

As with existing KCSIE expectations that, where appropriate, as with any other safeguarding concern, any Prevent concerns should be securely transferred when a learner moves between educational settings.

Use of External Agencies and Speakers

At City Gateway we encourage the use of external agencies, visitors or speakers to enrich the experiences of our learners. We will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our learners.

City Gateway have devised an external speakers approval system which must be completed for all external speakers to ensure compliance with Prevent and the Counter Terrorism & Security Act 2015. It is not a restriction on freedom of speech. Once submitted the information is reviewed by a member of the safeguarding team, who will authorise the speaker, or request additional information before approval is given. All approval requests must be submitted at least 10 working days before the planned event is due to take place.

External speaker approval procedure:

The external speakers' approval form is completed for all events on City Gateway's sites, our outreach sites. The completed form will automatically be received by the safeguarding team, for review. Once reviewed the safeguarding team will email a response, either to authorise the speaker, request additional information, or to refuse the request.

City Gateway will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to employees, employers and learners are consistent with the ethos of the organisation and do not marginalise any communities, groups or individuals
- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are matched to the needs of learners
- Activities are carefully evaluated by employees to ensure that they are effective.

We recognise, however, that the culture of City Gateway is to encourage learners to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this.

Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our learners recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help learners develop the critical thinking skills needed to engage in informed debate.

Learners' awareness of Safeguarding, Extremist Views and Radicalisation

City Gateway will carry out an induction with all learners to ensure that they are made aware of safeguarding (including Prevent) and equality & diversity. The learner handbook is issued to ensure learners are aware of expected behaviours and the importance of recording any concerns and how to access support.

City Gateway will continue to promote the values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We will teach and encourage learners to respect one another and to respect and tolerate difference, especially those of a different faith or no faith. It is indeed our most fundamental responsibility to keep our learners safe and prepare them for life in modern multi-cultural Britain and globally.

City Gateway will work with organisations, communities, employers and key stakeholders in our efforts to guarantee understanding and embrace our local context and values in challenging extremist views and to assist in the broadening of our knowledge, experiences and horizons. We will help support learners who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a learner is being directly affected by extremist materials or influences we will ensure that that the learner is offered mentoring and support. Additionally in such instances City Gateway will seek external support from the Local Authority and/or local partnership structures working to prevent extremism.

City Gateway assures that all policies and procedures, including those on abuse, internet

safety and extremism are implemented.

Learners that participate on programmes through City Gateway are made aware of methods to report concerns to ensure opportunities are not missed.

Whistleblowing

Where there are concerns of extremism or radicalisation learners, employees (including consultants), volunteers, employers and key stakeholders must raise any issue in confidence. If they do not feel that their concern has been dealt with professionally or adequately then they have the right to follow City Gateway's Whistleblowing Policy.

Recruitment and Selection Procedures

In order to ensure that everyone is protected whilst at City Gateway, we will ensure that our employees (including consultants) and volunteers are carefully selected, screened, trained and supervised.

City Gateway has a responsibility to ensure safe recruitment and employment practices. All employees and volunteers are vetted appropriately before commencement of employment/voluntary position, including a Disclosure and Barring Service (DBS) check.

By adhering to City Gateway's Recruitment of Staff Policy and Equality & Diversity policy, the organisation will ensure that there is an ongoing culture of vigilance within and therefore minimise the opportunities for extremist views to prevail.

Disclosure and Barring Service

All individuals working with children, young people and vulnerable adults will be made aware of DBS processes and regulation.

City Gateway will ensure rapid and efficient interaction with DBS with regard to the discovery of new and relevant information relating to any individual.

DBS checks and any subsequent queries or concerns will be conducted through official channels and in keeping with the Data Protection Act 1998.

Training

City Gateway has a duty to promote safeguarding issues and measures to staff and ensure they;

- Analyse their own practice against established good practice and assess risk to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected possible abuse or poor practice.

The Executive Designated Safeguarding Lead is required to undertake training in safeguarding and interagency working, and receives refresher training at least every year, in part, including WRAP training on extremism and radicalisation and its safeguarding implications.

Other designated safeguarding staff are required to have training in safeguarding and interagency working and receive refresher training at least every year, again this will include WRAP training on extremism and radicalisation.

All employees/volunteers working directly with children, young people and adults at risk will undertake appropriate training on safeguarding to include the responsibilities of the PREVENT strand of the Government's counter-terrorism strategy. This includes the online Channel module and Prevent.

Channel Awareness and Prevent training is mandatory to all City Gateway employees/volunteers. Refusal to undertake safeguarding training, will be a matter of gross misconduct, and may lead to dismissal.

Monitoring and Evaluation

Through an annual review of the Extremism and Radicalisation Safeguarding Policy.

Through Local Children Safeguarding Board, inter-agency communication, training and feedback.

Through regular updates to the Board of Trustees.

When there are changes in policy or in the event of a significant public incident

Useful resources

Online training for Prevent awareness

Online courses on Prevent awareness include:

- [Prevent awareness elearning](#) - an introduction to the Prevent duty (Home Office)
- [Prevent referrals elearning](#) - make a referral that is robust, informed and with good intention (Home Office)
- [Channel awareness elearning](#) - understand the objectives of the Channel programme, the working process, roles and responsibilities (Home Office)
- [Prevent for further education and training](#) - aimed at different audiences including staff, governors and board members (Education and Training Foundation)

For more information about available training, contact your local authority.

Resources for teachers and school leaders

You can get more guidance, resources and practical advice from:

- [Educate Against Hate](#)
- [ETF Learners](#) from the Education and Learning Foundation
- [Lets Talk About It](#)
- [ACT - Action Counters Terrorism](#)

Changes to Policy

| Changes made | Changes made by | Date of Change | Section and or page ref |
|--|-----------------|---------------------------|-------------------------|
| New section added on risk assessment and action planning | Mark Pike | 25 th Nov 2022 | Page 9 |
| Added in contact for Regional FE coordinator, and Tower Hamlets lead for Youth Prevent | Mark Pike | 25 th Nov 2022 | Page 5 |
| Additional paragraph added to reflect the changes in KCSIE relating to internet filtering and reporting. | Mark Pike | 25 th Nov 2022 | Page 9 |
| Added section useful resources | Mark Pike | 25 th Nov 2022 | Page 13 |
| Completed Risk Assessment | Mark Pike | 25 th Nov 2022 | Annex 1 |
| Ideological causes of terrorism | Mark Pike | 28 th Nov 2023 | Page 3 |
| Updated contact for Tower Hamlets | Mark Pike | 28 th Nov 2023 | Page 6 |
| Included new para on information sharing and national referral form | Mark Pike | 28 th Nov 2023 | Page 11 |
| Sample Referral form added | Mark Pike | 28 th Nov 2023 | Page 27 |

Annex 1

Completed Risk Assessment

| <u>Requirement 1 - Leadership</u> | <u>Score 1 to 4</u> | <u>Evidence & actions arising from assessment</u> |
|--|----------------------------|--|
| Are SMT (or an identified senior member) trained & familiar with the Duty & EIF requirements? | 2 | EDSL is WRAP trained and an appointed understudy is also trained with curriculum responsibility. ESDL also a member of FE PREVENT Network. |
| Do the SMT understand & own the Prevent risk assessment? | 3 | This needs to be refreshed and updated |
| Is there an established business process to report & oversee compliance with the Duty, progress of the Prevent action plan & Prevent referrals? | 2 | Yes, A revised policy is in place and links with the local prevent police team in Tower Hamlets who will pass onto other relevant local boroughs |
| Are Governors, Trustees, Directors, Board Members fully & regularly appraised of the organisation's responsibilities & progress of the action plan? | 3 | This can be strengthened by it specifically being an agenda item at the Board committee for Safeguarding and health and safety. |
| A Designated Safeguarding Lead is appointed for the organisation & either leads on implementation of Prevent activities or works closely with a nominated Prevent Lead with sufficient authority to enable them to undertake the required actions. | 2 | ESDL leads this along with a new staff member to integrate within curriculum. |

| <u>Requirement 2 - Partnership</u> | <u>Score 1 to 4</u> | <u>Evidence & actions arising from assessment</u> |
|--|---------------------|---|
| Does the organisation have effective links to Prevent partnerships locally & regionally? Is the organisation linked to the Dept. for Education HE/FE Regional Prevent Coordinator networks? | 1 | Member of the London FE/HE network and sits on an Eastern Region Counter Terrorism Group. Has established links with key police personnel in Tower Hamlets who attend and update staff on developments and provide CPD opportunities. |
| Does the organisation have links to other safeguarding networks? | 1 | Yes, a member of the National Association Designated Safeguarding Leads and is a member of the National steering Group with the Education Training Foundation. |
| Does the organisation have access to up to date briefings & risk information about extremism & terrorism (& other important local community risk issues) that may affect learners (or the organisation), to enable the completion/update of a Prevent risk assessment? | 2 | Yes. Data from local police on matters and also access to the latest development through the FE Group. ETF have has a member on the steering group the Lead for the Midlands, who updates on current issues. |
| Is the organisation able to access effective Prevent advice & understand how to make Prevent/Channel referrals in all geographic areas where it has learners/staff? Is this reflected in Safeguarding Policy referral pathways? | 2 | Policy in place and agreed way of working with local police unit with responsibility for Counter Terrorism in East London. They will escalate to other local boroughs. Cpoms is our recording system. A DSL will then take this up via Channel. |
| | | |

| <u>Requirement 3 - Training</u> | <u>Score 1 to 4</u> | <u>Evidence & actions arising from assessment</u> |
|--|----------------------------|---|
| Does the organisation have an established programme of Prevent training to enable staff to a) have an understanding of the factors that make people vulnerable to being drawn into terrorism, b) recognise such vulnerability & c) know what action to take? | 2 | Yes. This is refreshed annually and uses local police to support this. Staff are well versed and trained in matters of vulnerability due to our location and learner cohorts. |
| Are staff with different role requirements & levels of learner engagement provided with appropriate training? | 2 | Staff receive relevant training based on their role generally all staff have the same level of training only those with lead responsibility undertake additional CPD |
| Is there a clear policy for induction & refresher Prevent training? | 2 | A comprehensive prevent policy is in place and followed which includes details of new staff induction process and refresher training |
| Has the impact & effectiveness of the training been tested & have the findings informed the training programme & been recorded in the Prevent action plan or development plan? | 3 | this is an area to be tested. |
| Does the organisation ensure that sub-contractors, part-time & other non-regular staff receive adequate Prevent & safeguarding training & are records of completion available? | n/a | |
| | | |

| <u>Requirement 4 – Online safety</u> | <u>Score 1 to 4</u> | <u>Evidence & actions arising from assessment</u> |
|--|----------------------------|---|
| Is the Prevent Duty included in an IT Acceptable Use policy & other related organisational policies? | 2 | Yes we have an IT acceptable user policy and support documents that references prevent for both staff and learners and this is monitored. |
| Where the organisation facilitates internet connectivity for learners does it have effective filtering & monitoring in place & is this tested for effectiveness? | 2 | Yes we use an external organization that monitors all web traffic and provides filtering and provides an immediate notification too the ESDL on any concerns. This system is Securely |
| Does your monitoring system allow a graduated or proportionate response to alerts? | 2 | No the system is designed to pick up all concerns with a low level or otherwise it provides the ESDL with all information which enables greater scrutiny of low level activities as possible indicators |
| Are learners provided with a programme of appropriate online safety awareness & is this tested for impact & effectiveness? | 3 | Need to check this? |
| <u>Requirement 5 – Welfare and pastoral support</u> | <u>Score 1 to 4</u> | <u>Evidence & actions arising from assessment</u> |
| Does the organisation have effective systems in place to identify learner welfare & support needs? | 2 | Yes our onboarding system and subsequent staff awareness of vulnerabilities ensures early identification and response to welfare and support needs |
| Are sufficient resources dedicated to supporting learners with specific needs (welfare or learning support)? | 2 | Yes this has been recently strengthened with a partnership involving London Met University to place trainee social workers on site to support the most vulnerable learners |
| If prayer facilities or other quiet spaces are provided are they subject to clear policy re use & oversight? | 3 | this to be reviewed |

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| If no prayer facilities or other chaplaincy support are provided are clear due diligence processes in place for signposting to other organisations? | n/a | |
| <u>Requirement 6 – Speakers and events</u> | <u>Score 1 to 4</u> | <u>Evidence & actions arising from assessment</u> |
| Is there policy/practice to risk assess external speakers & elevate higher risk cases to senior leadership? | 2 | Yes the system is in place I'm have been adopted to ensure speakers are approved and if any risk if posed it is controlled. |
| Are all speakers materials, including weblinks, assessed before being shared with learners? | 3 | this to be reviewed. |
| Are records maintained of speaker checks to demonstrate compliance & are they retrievable? | 2 | Yes- on line system maintain up to date records. |
| If the site is hired out for commercial use is there an effective process to risk assess events for safety & reputational issues? | n/a | |
| <u>Requirement 7 – Site security</u> | <u>Score 1 to 4</u> | <u>Evidence & actions arising from assessment</u> |
| Are all sites used by learners secure with restricted access? | 2 | Yes. Key card system and buzzer entry. |
| Is there a process for recording visitors & are they issued with safety & safeguarding instructions prior to entering the site? | 2 | Yes- signing in book and visitors card. Safeguarding is addressed with them. |

| | | |
|--|----------------------------|--|
| Are all staff, learners, visitors & contractors required to wear ID? | 2 | Yes |
| Are regular checks/drills of processes, security systems, CCTV etc carried out & recorded? | 3 | Currently these are to be tested independently from those of the landlord |
| Does the organisation require & does it have in place an effective lockdown/invac process? Are staff/learners familiar with it? | 3 | Needs to be tested. |
| <u>Requirement 8 – British values</u> | <u>Score 1 to 4</u> | <u>Evidence & actions arising from assessment</u> |
| Are British Values embedded in each area of learner’s curriculum? | 2 | Yes these are covered across the range of curriculum areas |
| Do managers & staff exemplify British Values in their organisation? | 2 | Yes the ethos of the organisation exemplifies British values |
| Do staff understand the concept & importance of British Values & are they confident in engaging in discussions (broad & specific) with learners? | 2 | Yes we have a diverse range of staff with a broad cultural mix as part of our ongoing EDI development matters that could be considered sensitive are openly discussed. There is a clear promotion of respect across the organisation and a genuine desire to learn and understand from one another |
| <u>Requirement 9 – Learner engagement</u> | <u>Score 1 to 4</u> | <u>Evidence & actions arising from assessment</u> |

| | | |
|---|----------|---------------------------|
| <p>Do learners receive inputs appropriate to their level to enable them to understand what Prevent, extremism & radicalisation are, how it may affect them & how to respond?</p> | <p>3</p> | <p>to be reviewed</p> |
| <p>Are learners provided with information about & access to Prevent & related organisational policies, including safeguarding?</p> | <p>3</p> | <p>to be strengthened</p> |
| <p>Is there a learner consultation and engagement strategy? Does this allow learners a voice in the development & implementation of Prevent related policies?</p> | <p>4</p> | <p>No</p> |
| <p>Has the impact & effectiveness of Prevent training to learners been tested & have the findings informed the training programme & been recorded in the Prevent action plan or development plan?</p> | <p>3</p> | <p>No</p> |

| | <u>4 - RED</u> | <u>3 - AMBER</u> | <u>2 - GREEN</u> | <u>1 - BLUE</u> |
|---|---|--|--|--|
| | Inadequate | Basic | Business As Usual | Advanced |
| Completing this table should be the final stage in the assessment process and is intended to identify actions to address policy and practice shortcomings. The table can provide an “at a glance” picture of the effectiveness of safeguarding and Prevent in the organisation and can be used for strategic reporting to senior management and for prioritising future planning. | Significant development required in this area | Partially meeting the criteria robust actions required | Evidence shows that the criteria are being met | Sound policy & practices that exemplify best practice in this area |
| <u>Requirement 1 - Leadership</u> | | | | |
| How effective is our leadership and governance in assessing risk and planning/owning actions? | | | | |
| <u>Requirement 2 - Partnership</u> | | | | |
| How well connected are we to effective partnerships that inform good practice, problem solving & facilitate up to risk information? | | | | |
| <u>Requirement 3 - Staff training</u> | | | | |

| | <u>4 - RED</u> | <u>3 - AMBER</u> | <u>2 - GREEN</u> | <u>1 - BLUE</u> |
|--|----------------|------------------|-------------------|-----------------|
| | Inadequate | Basic | Business As Usual | Advanced |
| How effective is our training plan in ensuring that all staff understand the factors that make people vulnerable to being drawn into terrorism, recognise such vulnerability, know what action to take & are confident to challenge extremist ideas? | | | | |
| <u>Requirement 4 - Online safety</u> | | | | |
| Does our organisation embed the Duty in appropriate policies, effectively filter & monitor IT use & support learners to understand & practice safe internet use? | | | | |
| <u>Requirement 5 - Welfare and pastoral support</u> | | | | |
| How effective is the organisation at identifying learner support, welfare & safeguarding needs & how well do we manage any prayer or faith facilities or advice? | | | | |
| <u>Requirement 6 - Speakers and events</u> | | | | |
| How effectively do we manage the risks associated with external speakers (including tutors) or the commercial use of the organisation's premises (including branding) | | | | |

| | <u>4 - RED</u> | <u>3 - AMBER</u> | <u>2 - GREEN</u> | <u>1 - BLUE</u> |
|---|----------------|------------------|-------------------|-----------------|
| | Inadequate | Basic | Business As Usual | Advanced |
| <u>Requirement 7 - Site security</u> | | | | |
| How safe & secure are premises that are visited by learners & which are owned/used by the organisation? | | | | |
| <u>Requirement 8 - British values</u> | | | | |
| How well embedded are British Values within the organisation & within the curriculum of all learners? Do learners & staff understand the importance of British Values in the context their work & communities? | | | | |
| <u>Requirement 9 - Learner engagement</u> | | | | |
| How effectively do we ensure learners' awareness and understanding of Prevent and safeguarding? | | | | |

National referral Form

REFERRAL PROCESS

By sending this form you consent for it to arrive with both your dedicated Local Authority safeguarding team & Prevent policing team for a joint assessment. Wherever possible we aim to give you feedback on your referral, please be aware, however, that this is not always possible due to data-protection & other case sensitivities.

Once you have completed this form, please email it to: **PLEASE ENTER THE PREVENT TEAM EMAIL ADDRESS**

If you have any questions whilst filling in the form, please call: **PLEASE ENTER THE PREVENT TEAM TELEPHONE**

INDIVIDUAL'S BIOGRAPHICAL & CONTACT DETAILS

| | |
|--------------------------------------|--|
| Forename(s): | First Name(s) |
| Surname: | Last Name |
| Date of Birth (DD/MM/YYYY): | D.O.B. |
| Approx. Age (if DoB unknown): | Please Enter |
| Gender: | Please Describe |
| Known Address(es): | Identify which address is the Individual's current residence |
| Nationality / Citizenship: | Stated nationality / citizenship documentation (if any) |
| Immigration / Asylum Status: | Immigration status? Refugee status? Asylum claimant? Please describe. |
| Primary Language: | Does the Individual speak / understand English? What is the Individual's first language? |
| Contact Number(s): | Telephone Number(s) |
| Email Address(es): | Email Address(es) |
| Any Other Family Details: | Family makeup? Who lives with the Individual? Anything relevant. |

| | |
|--------------------------|--|
| DESCRIBE CONCERNS | In as much detail as possible, please describe the specific concern(s) relevant to Prevent. |
|--------------------------|--|

Please Describe

FOR EXAMPLE:

- How / why did the Individual come to your organisation's notice in this instance?
- Does it involve a specific event? What happened? Is it a combination of factors? Describe them.
- Has the Individual discussed personal travel plans to a warzone or countries with similar concerns? Where? When? How?
- Does the Individual have contact with groups or individuals that cause you concern? Who? Why are they concerning? How frequent is this contact?
- Is there something about the Individual's mobile phone, internet or social media use that is worrying to you? What exactly? How do you have access to this information?
- Has the Individual expressed a desire to cause physical harm, or threatened anyone with violence? Who? When? Can you remember what was said / expressed exactly?
- Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism? Consider *any* extremist ideology, group or cause, as well as support for "school-shooters" or public-massacres, or murders of public figures.
- Please describe any other concerns you may have that are not mentioned here.

| | |
|----------------------|---|
| COMPLEX NEEDS | Is there anything in the Individual's life that you think might be affecting their wellbeing or that might be making them vulnerable in any sense? |
|----------------------|---|

Please Describe

| PERSON WHO FIRST IDENTIFIED THE CONCERNS | |
|---|--|
| Do they wish to remain anonymous? | Yes / No |
| Forename: | Referrers First Name(s) |
| Surname: | Referrers Last Name |
| Professional Role & Organisation: | Referrers Role / Organisation |
| Relationship to Individual: | Referrers Relationship To The Individual |
| Contact Telephone Number: | Referrers Telephone Number |
| Email Address: | Referrers Email Address |
| PERSON MAKING THIS REFERRAL (if different from above) | |
| Forename: | Contact First Name(s) |
| Surname: | Contact Last Name |
| Professional Role & Organisation: | Contact Role & Organisation |
| Relationship to Individual: | Contact Relationship to the Individual |
| Contact Telephone Number: | Contact Telephone Number |
| Email Address: | Contact Email Address |

| RELEVANT DATES | |
|---|--|
| Date the concern first came to light: | When were the concerns first identified? |
| Date referral made to Prevent: | Date this form was completed & sent off? |
| <p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> • Victim of crime, abuse or bullying. • Work, financial or housing problems. • Citizenship, asylum or immigration issues. • Personal problems, emotional difficulties, relationship problems, family issues, ongoing court proceedings. • On probation; any erratic, violent, self-destructive or risky behaviours, or alcohol / drug misuse or dependency. • Expressed feelings of injustice or grievance involving any racial, religious or political issue, or even conspiracy theories. • Educational issues, developmental or behavioural difficulties, mental ill health (see Safeguarding Considerations below). • Please describe any other need or potential vulnerability you think may be present but which is not mentioned here. | |
| OTHER INFORMATION | Please provide any further information you think may be relevant, e.g. social media details, military service number, other agencies or professionals working with the Individual, etc.. |
| Please Describe | |

| REFERRER'S ORGANISATIONAL PREVENT CONTACT (if different from above) | |
|---|--|
| Forename: | Referrers First Name(s) |
| Surname: | Referrers Last Name |
| Professional Role & Organisation: | Referrers Role / Organisation |
| Relationship to Individual: | Referrers Relationship To The Individual |
| Contact Telephone Number: | Referrers Telephone Number |
| Email Address: | Referrers Email Address |
| SAFEGUARDING CONSIDERATIONS | |
| Does the Individual have any stated or diagnosed disabilities, disorders or mental health issues? | Yes / No |
| Please describe, stating whether the concern has been diagnosed. | |

| | |
|--|----------|
| Have you discussed this Individual with your organisations Safeguarding / Prevent lead? | Yes / No |
| What was the result of the discussion? | |
| Have you informed the Individual that you are making this referral? | Yes / No |
| What was the response? | |
| Have you taken any direct action with the Individual since receiving this information? | Yes / No |
| What was the action & the result? | |
| Have you discussed your concerns around the Individual with any other agencies? | Yes / No |
| What was the result of the discussion? | |

| INDIVIDUAL'S EMPLOYMENT / EDUCATION DETAILS | |
|--|---------------------------------------|
| Current Occupation & Employer: | Current Occupation(s) & Employer(s) |
| Previous Occupation(s) & Employer(s): | Previous Occupation(s) & Employer(s) |
| Current School / College / University: | Current Educational Establishment(s) |
| Previous School / College / University: | Previous Educational Establishment(s) |

| THANK YOU |
|---|
| <p>Thank you for taking the time to make this referral. Information you provide is valuable and will always be assessed. If there is no Prevent concern but other safeguarding issues are present, this information will be sent to the relevant team or agency to provide the correct support for the individual(s) concerned.</p> |