



WMC Training Prevent Agenda Policy and Guidance

Reviewed Annually

Last updated Jan 2022. Next review Jan 2023

Introduction

Protecting learners from radicalisation is the wider part of safeguarding duties. The current threat from Terrorism and Extremism in the United Kingdom is real and severe and can involve the exploitation of vulnerable people, including children, young people and vulnerable adults. The Counter Terrorism and Security Act 2015 places a duty on certain bodies to have *'due regard to the need to prevent people from being drawn into terrorism.'* This policy is designed to provide a clear framework to structure and inform our response to safeguarding concerns for those young people and adults who may be vulnerable to the messages of extremism. In addition, it provides details of the local inter agency process and expectations in identifying appropriate interventions based on the threshold of need and intervention model and the Channel process (see below).

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas (HM Government Prevent Strategy, 2011).

Equality, Diversity and Community Cohesion

WMC Training aims to guide our students to understand others, to promote common values and to value diversity, to promote awareness of human rights and of the responsibility to uphold and defend them, and to develop the skills of participation and responsible action. We take extremely seriously our key role in preparing all our young people for life in modern Britain.



We aim to encourage working towards a society in with a common vision and sense of belonging by all. Communities: a society in which the diversity of people's backgrounds and circumstances is appreciated and valued; a society in which similar life opportunities are available to all; and a society in which strong and positive relationships exist and continue to be developed in the workplace, in schools and in the wider community.

National Guidance and Strategies

PREVENT is a key part of the Government's strategy to stop people (including children and young people) becoming terrorists or supporting terrorism. Early intervention is at the heart of PREVENT in diverting people away from being drawn into terrorist activity. PREVENT happens before any criminal activity takes place. It is about recognising, supporting and protecting people who might be susceptible to radicalisation. The PREVENT strategy objectives are:

Ideology: respond to the ideological challenge of terrorism and the threat we face from those who promote it.

Individuals: prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.

Institutions: work with sectors and institutions where there are risks of radicalisation which we need to address.

All staff should have an awareness of the PREVENT agenda and the various forms of radicalisation takes in being able to recognise signs and indicators or concern and respond appropriately.

Vulnerability/Risk Indicators



The following lists are not exhaustive and all or none may be present in individual cases of concern. Nor does it mean that vulnerable young people experiencing these factors are automatically at risk of exploitation for the purposes of extremism. The accepted view is that a complex relationship between the various aspects of an individual's identity determines their vulnerability to extremism.

There is no such thing as a 'typical extremist' and those involved in extremism come from a range of backgrounds and experiences. The following indicators may help to identify factors that suggest a young person, or their family may be vulnerable or involved with extremism:

Vulnerability/Identity crisis: Distance from cultural/religious heritage and uncomfortable with their place in the society around them.

Personal crisis: Family tensions; sense of isolation; adolescence; low self-esteem;

Disassociating: from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging.

Personal circumstances: Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.

Unmet aspirations: Perceptions of injustice; feeling of failure; rejection of civic life.

Criminality: Experiences of imprisonment; poor resettlement/reintegration, previous involvement with criminal groups.

Access to extremist influences

- Reason to believe that the young person/adult associates with those known to be involved in extremism.
- Possession or distribution of extremist literature/other media material likely to incite racial/religious hatred or acts of violence
- Use of closed network groups via electronic media for the purpose of extremist activity.

Experiences, behaviours and influences

- Experience of peer, social, family or faith group rejection



- International events in areas of conflict and civil unrest had a personal impact on the young person resulting in a noticeable change in behaviour
- Verbal or written support of terrorist attacks
- First-hand experience of racial or religious hate crime
- Extended periods of travel to international locations known to be associated with extremism
- Evidence of fraudulent identity/use of documents to support this
- Experience of disadvantage, discrimination or social exclusion
- History of criminal activity
- Pending a decision on their immigration/national status

More critical risk factors include:

- Being in contact with extremist recruiters
- Articulating support for extremist causes or leaders
- Accessing extremist websites, especially those with a social networking element
- Possessing extremist literature
- Justifying the use of violence to solve societal issues
- Joining extremist organisations
- Significant changes to appearance/behaviour

Referral and Intervention Process

Any identified concerns as the result of observed behaviour or reports of conversations to suggest that the young person/adult supports terrorism and/or extremism, must be reported to the named designated safeguarding officer immediately and no later than the end of the working day. The safeguarding form must be completed by the person reporting the concern and sent to the designated safeguarding officer within 24hrs of the concern being raised.



Sarah Fulford WMC Training Safeguarding Officer sarah.fulford@wmctraining.co.uk Or Maria Ahmed WMC Training Prevent Officer: **0800 6 44 68 77** Maria.ahmed@wmctraining.co.uk

Where a young person is thought to be in need/or at risk of significant harm, and/or where investigations need to be carried out (even though parental consent may be withheld), a referral to Children's Social Care should be made in line with WMC Training Safeguarding Policy. However, it should be recognised that concerns of this nature, in relation to violent extremism, are most likely to require a police investigation (as part of the Channel process).

In line with this guidance please call the local Anti-terrorist hotline or the police on 999.

Local Prevent regional coordinators for further and higher education

Prevent Regional FE/HE Coordinators

- East Mids – Sam.SLACK@education.gov.uk
- West Midlands- Hifsa.HAROON-IQBAL@education.gov.uk
- East - David.LAYTON-SCOTT@education.gov.uk
- South East - alamgir.sheriyar@education.gov.u

- Prevent Referrals: <https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>
- Channel Awareness: <https://www.elearning.prevent.homeoffice.gov.uk/channelawareness>



- Original E-Learning: <https://www.elearning.prevent.homeoffice.gov.uk>

If you are deaf or hard of hearing, you can use a text phone to call the hotline on **0800 032 4539**.

Channel referral process

Some concerns which are identified may have a security dimension to them. For this reason, it is important that liaison with the police forms an early part of all investigations. The local police authority will carry out an initial assessment and, if appropriate, set up a multiagency meeting to agree actions for supporting the individual. If it is deemed that there are no concerns around radicalisation, appropriate and targeted support will be considered for the young person.

Channel intervention is delivered through partners and specialised agencies. The support offered is designed to work with vulnerable people, the support will focus on a person's vulnerability, health, education, employment, housing and use specialised mentoring from faith guidance. The support is tailored to the individual and their own circumstances. The individual will be informed of the support and this is voluntary, consent for support would always be sought.

1) Our responsibility

We all have a responsibility to ensure that children, young people and adults at risk are protected from harm, informed about potential risks to their welfare, and understand how to seek help. We ensure all concerns are dealt with timely and appropriately. We also have a responsibility to minimise the risk of allegations.

All staff are expected to comply with any DBS check request and to have a good understanding of what constitutes a safeguarding or welfare concern and how to provide support, guidance in such instances and the channels for escalating a concern. We assist all staff in this, on-going training and awareness, as well as continuous information, advice and guidance and therefore safeguarding and prevent training is a mandatory requirement for all WMC Training staff.



The responsibilities of individuals are detailed below:

- **Our Directors** - to ensure we have effective policies.
- **Our SMT**- to ensure policies are implemented and followed, and sufficient time and resources are allocated to employees to carry out their responsibilities.
- **Designated Safeguarding Lead** – to maintain links with Local Safeguarding Children’s Boards and Prevent Coordinators, inform and advise all parties on legislation changes and current safeguarding themes, plan and implement training for all employees including CPD, quality assurance and standardisation for the designed safeguarding officer team. Carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as safeguarding boards where appropriate. Support and coordinate escalation process. Overall management of safeguarding issues and report any issues that arise to the SMT. Review procedures and policies on a timely basis. Maintain own CPD to ensure their role can be fulfilled competently.
- **Designated Safeguarding Officer** – to deal with employee concerns over learner’s welfare, signpost and offer guidance. Carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as safeguarding board where appropriate.
- Maintain own CPD to ensure their role can be fulfilled competently and seek guidance where appropriate.
- **Prevent Officer** – to maintain links with local Prevent Officers and deliver training and support to the team on the Prevent agenda and local issues. To work with the Designated Safeguarding Lead to recognise and act on any concerns of radicalisation and extremism that are identified by colleagues and to ensure information is readily available and accessible to staff, employers and apprentices.
- **Tutors**- to check safety and welfare with all learners at each visit/communication, ensuring learners complete all safety related learning activities within their programme. You must be aware of indicators and that there may be a safeguarding issue, and if required to follow the flow charts as outlined in the policy. To provide support and referral to external agencies if urgent action is required and if comfortable to do so, and then inform safeguarding team of their actions. To carry out training as directed by the SMT in a timely manner.
- **Administration**- You must be mindful of indicators that there may be a safeguarding issue should you encounter a learner or potential learner – and follow the flow charts and procedure outlined in this policy.



2) Role of the Prevent Officer

- To attend advanced safeguarding and Prevent training.
- To support the team with delivering high quality learning activities to apprentices on Prevent by developing lesson plans with secure learning outcomes that can be delivered through a blended approach monthly.
- To keep up to date on regional priorities for Prevent through independent research and local knowledge and cascade this information to all colleagues.
- To provide a monthly report on Prevent that can be shared at management meetings.
- To work in partnership with the WMC Safeguarding officer to recognise and act on any concerns of radicalisation and extremism that are identified by colleagues.
- To contribute information, articles and activities to the WMC website to ensure Prevent is visible and accessible to staff, employers and apprentices
- To talk to partners and OFSTED about the work that WMC Training is undertaking to support Prevent

3) Legal responsibility

All practitioners and staff have a legal responsibility under the Prevent Duty to make sure:

- They have undertaken training in the Prevent Duty at least level 2 (please do make us aware if you need this training updated)
- They are aware of when it is appropriate to refer Prevent related concerns about students'/learners to the Prevent/Safeguarding Officer
- To report concerns as they arise
- To promote British Values (DRIM)



4) Expectations OF Staff

All staff should:

- Undertake Prevent training as a mandatory part of their job role surrounding the Governments Counter Terrorism and Security Act 2015 aligning with their role within WMC Training to ensure safety and security of children in the Early Years specifically for Safeguarding Young Vulnerable People. The training received is continually reviewed to ensure most appropriate and up to date training is given.
- Monthly focus topics are distributed monthly to raise awareness and promote discussion in all areas under the wider safeguarding agenda including areas such as radicalisation, mental health issues, positive relationships, and staying safe on the internet, which will educate employees alongside giving greater knowledge to be passed onto learners.
- understand the factors that make people vulnerable to being drawn into extremism and to challenge extremist ideas which are used by terrorist groups and can purport to justify terrorism.
- understand the notice, check and share approach. Notice: they should be aware of any behaviour which leads to any safeguarding concerns including Prevent duty related ones. Check: they should check the concerns. Share: they should refer any concerns to the safeguarding officer or team.
- understand what action to take in response to any concern that a student is vulnerable to exploitation by extremists.
- understand the process and policies in place when vulnerability has been identified, know when to make referrals to the Safeguarding officer and where to get advice and support.
- know who a clear point of contact is for anyone is who has a concern about an individual vulnerable to exploitation by extremists in your organisation

Prevent Strategy for WMC: Impact



5) Apprentices' responsibility possible training

- Apprentices must ensure they are completing the side-by-side course and uploading their certificate onto ICQ
- New learners to complete this as a first task as part of their safeguarding unit

6) Safe Recruitment

WMC Training carries out a safe recruitment process and ensures that all appropriate checks are carried out on new staff that will work or meet children and adults at risk in line with the Disclosure and Barring Service requirements. See safe recruitment policy for more information.



8 A. Disclosure and Barring Service Checks

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office, and its primary purpose is to help employers make safer recruitment decisions and appointments. By conducting checks and providing details of criminal records and other relevant information, DBS helps to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children (those less than 18 years old) or adults at risk.

Depending on the type and regularity of contact with children or adults at risk involved in a particular role, employers are entitled to make appropriate types of enquiries about the applicant's criminal record and seek a disclosure through a DBS check. Lifetime can undertake five types of criminal records checks depending on the role applied for:

A1. Standard DBS check

This will be for positions that are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. This type of check contains details of individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions that will be shown on a criminal records check.

A2. Enhanced DBS check

This will be for positions included in both the ROA 1974 Exceptions Order and in the Police Act 1997 regulations. This type of check contains the same details as the standard check plus any information held locally by police forces that it is reasonably considered to be relevant to the post applied for.

A3. Enhanced DBS & barred list check (child)

An enhanced check with information from the DBS's children's barred list is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act 1997 regulations.

A4. Enhanced DBS & barred list check (adult)

An enhanced check with information from the DBS's adults barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act 1997 regulations.

A5. Enhanced DBS & barred list check (child and adult)



An enhanced check with information from the DBS's children and adults barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act regulations

All WMC Training staff hold DBS checks and WMC Training choose the correct DBS check based on staff job roles.

B. Confidentiality

Information provided in a DBS disclosure report must be kept confidential and only on a need-to-know basis.

We recognise that job applicants and our employees need to feel confident that information about their convictions will not be disclosed to colleagues unless there is a specific reason for doing so. Those involved in recruitment decisions should ensure that when appointing an individual with a conviction, they are advised as to whom within WMC Training knows of their conviction and the reasons why the information has been disclosed.

C. Failure to Disclose Information Relevant to the Type of DBS Check Appropriate to Your Role

Having a criminal record does not necessarily preclude an individual from working at WMC Training. The decision as to whether a person with a criminal

record should be appointed, or an offer of employment withdrawn, or employment terminated will be taken only after careful and thorough consideration of the outcome of any DBS check as well as job and offence related factors.

Nonetheless we request all employees to tell us about any information relevant to the type of DBS check appropriate for their role. This could mean, for example, that if your role requires satisfactory Enhanced DBS and barring check, you need to tell us about any convictions, cautions or reprimands or being barred from working with children as soon as any of these have been issued. Failure to disclose information relevant to the type of DBS check appropriate to your role would be seen by WMC Training as a breach of trust and confidence. Such acts are considered as gross misconduct and you would be invited to a disciplinary hearing with a potential outcome of instant dismissal.



9) Reporting a Concern - see Process Charts (Appendix B of safeguarding policy) For reporting detailed report of raising safeguarding concern see (Appendix C of safeguarding policy)

a) If a learner raises a concern/allegation with you: If the learner has a concern over their own personal welfare and wellbeing, you are to listen to and record all information given, making no judgement or assumptions. Take any actions required to secure the immediate safety of the child or adult at risk if deemed appropriate, this may involve staying with them until a responsible adult can be located. This will be recorded for WMC Training reference on a safeguarding/Prevent incident form.

If the learner gives consent you must act on the issue, you must report the issue to a designated officer. If you feel the learner's safety and wellbeing are at risk and they do not give consent for the matter to be escalated, you should escalate only when you believe the matter would deteriorate if additional support was not sourced.

All safeguarding/prevent incident forms should be passed to the designated safeguarding lead to log, if the learner has not given consent and is over 18 then no external action should be taken unless the individual is at risk or there are children under the age of 18 involved.

You should always consider the wishes of the individual. Guidance should be sourced with a safeguarding officer if you are unsure. The designated officer will then decide the appropriate course of action, and if a referral outside the organisation is appropriate. (Appendix B1)

b) If Tutor/Manager/Administrator has a concern: This might be through observation, alleged by others or discussion. To follow procedure set out as point (a). (Appendix B1)

c) If a learner/ parent has a concern/ allegation about a member of WMC Training staff: All learners are to be informed that if they have a concern over their own personal welfare and wellbeing that they do not feel comfortable talking to their tutor about, they are to contact WMC Training's Designated Officer. Contact details for the designated person are available in this policy, student and employer handbooks, our website and e-portfolio system. The Designated Officer is to record on a safeguarding/prevent incident form. Follow procedure set out in (Appendix B2)

d) If a parent contacts you to report a concern about their child. Ensure you listen and record the details as per a learner reporting a concern to you. Ensure you have contact details for the parent. You must report the issue to the designated officer recording on a safeguarding/prevent incident form. The



designated officer will then decide the appropriate course of action, and if a referral outside the organisation is appropriate, liaise with the parent as appropriate. Be mindful of confidentiality as all learners aged 16 and above and of employed status are deemed to be adults, and therefore no information should be passed to parents or carers without prior content to do so from the learner. Follow procedure set out in (Appendix B2)

e) If you observe a safeguarding issue taking place within the working practices of an employer's setting - example would be a practitioner hitting a child or observing inappropriate restraint techniques. Take action to stop the activity immediately, and inform the individual of your concerns, ask them to remove themselves from the area and advise them you will inform their senior manager. Take any actions to secure the safety of the child or adult at risk, this may involve staying with them until a responsible adult can be located. Inform your designated safeguarding officer record on safeguarding form. Be mindful of differences between poor practice and a safeguarding issue and apply your action appropriately. (Appendix B3)

f) If a learner reports unsafe practices or safeguarding issues to you within their working environment - Advise the learner to follow in house reporting or whistle blowing procedures. You may support the learner in speaking to the appropriate senior team members. Report the incident to your designated safeguarding officer and report on a safeguarding/prevent incident form, the DSL will offer additional guidance and signposting for the learner and will monitor. (Appendix B3)

It is important you do not pass any information to other parties or try to investigate the concern yourself. All concerns should be reported to Lyndsey.herdman@wmctraining.co.uk in the first instance.

- If you require an immediate response call your designated safeguarding officer immediately, it is noted that the designated officer may not be available out of normal working hours, so in circumstances where the individual is in immediate danger report the incident to the police on 999.
- The designated officer will endeavour to make initial contact with regards to the concerns within 48 hours.
- The designated officer will assess if the individual is at risk of significant harm and decide upon the next course of action, this can range from offering signposting to support agencies to referral to the police and local safeguarding authorities. This may also involve passing information to the DBS.

Important Information

If you feel the safeguarding concern you have reported is not being dealt with effectively by the safeguarding team, please refer to the Designated safeguarding Lead or follow the whistleblowing policy.



If you disagree with the outcome of a safeguarding referral outcome, please refer to the Safeguarding lead for guidance or you may also follow the local safeguarding board escalation procedure – found on their local authority website.

(See Appendices B for reporting flow charts)

7) Keeping Learners Safe

All learners are subject to an induction when they enter a work-place. This covers all aspects of Health and Safety and ensures that all learners are aware of who in the company to liaise with, regarding Safeguarding concerns. This will be repeated with any new employer engagement and/or where a learner(s) may have moved.

The induction paperwork also summarises WMC Training's commitment to Safeguarding, Prevent and Health and Safety, a guide to all possible Safeguarding concerns and who at WMC Training can be contacted for advice and support, as well as contact details for Head Office.

When an employer invites WMC Training into a company to deliver training, consideration is given to any person receiving training who is under 18 years of age. As an employee they will already have received a company induction. However in fulfilling its Duty of Care, WMC Training will ensure that the Safeguarding part of our own induction is completed with the employer.

Learners are issued with a Student handbook detailing both internal and external support services. This contains contact details for police, WMC Training head office, safeguarding team and other external bodies. It also provides details of our student counselling service which are also provided on our website.

Monthly topics in relation to equality and diversity, safeguarding and Prevent are discussed during each apprenticeship visit, guided by our internal procedures and timelines and followed up by crib sheets for topic information. Learning surrounding these activities is discussed and documented at each visit, along with pastoral checks within the review documentation.

8) Leadership and Management

The dedicated safeguarding lead and all Senior Management team meet quarterly providing a greater focus on safeguarding and safety of learners.



Safeguarding is discussed in weekly huddles and supervisions.

The effectiveness of all welfare support and educational material is analysed periodically by learner voice.

All staff are also subject to Quality Assurance checks carried out by the Safeguarding Lead.

9) Associated Policies

- Equality and Diversity Policy
- Grievance Policy
- E-safety policy
- Mental Health Policy

Further links and guidance:

PREVENT:

Department for Education helpline

Email: counter.extremism@education.gsi.gov.uk

Telephone: 020 7340 7264.

National anti-terrorist reporting line:

0800 789 321

ChildLine:

0800 1111

Local police:

101

Emergency services:



999

