



## **Fit Training**

### **Prevent Procedure**

Date approved: Sept 2018  
Approved by: Senior Leadership Team  
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Responsible Manager: National Safeguarding Officer

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## 1. Introduction

Section 26(1) of the Counter-Terrorism and Security Act 2015 (“the Act”) imposes a duty on “specified authorities”, when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. Further Education providers are “specified authorities”.

**It is a condition of funding that all further education and independent training providers must comply with relevant legislation** and any statutory responsibilities associated with the delivery of education and safeguarding of learners.

“The aim of the Prevent Duty is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism”. Terrorist groups often draw on extremist ideology, developed by extremist organisations. “The Government has defined extremism in the 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. We also include in our definition of extremism calls for the death of members of our armed forces”.

## 2. Safeguarding and the Prevent Duty

The document ‘Keeping children safe in education (March 2015) identified radicalisation as one of sixteen additional safeguarding concerns. It is important that as part of Safeguarding, all students are protected from radicalisation. Fit Training International recognises that members of staff and students have a role to play in preventing radicalisation. All complaints, allegations or suspicions relating to radicalisation must be taken seriously and discussed with the Company Safeguarding Lead.

## 3. Definition of radicalisation

Radicalisation is the process where someone has their vulnerabilities or susceptibilities exploited towards crime or terrorism – most often by a third party, who have their own agenda.

Concerns related to radicalisation

Where there are concerns that a student is being radicalised or where there are concerns that a student is expressing extremist views, then in line with the government Prevent Duty guidance, these concerns must be raised in the same way that any other safeguarding concern would be raised. Colleagues who have a concern should discuss their concerns with their Safeguarding DSO. They will then confirm with the Safeguarding Director. If they consider that the

information given indicates that the learner may be at risk of radicalisation they will make a referral in line with the Prevent Duty guidelines.

#### **4. People responsible for Safeguarding and Prevent**

Safeguarding is everyone's responsibility however there are specific colleagues with responsibility for safeguarding issues at Fit Training International and they are referred to in this document as, "Designated Safeguarding Officer" DSO. A list of names, titles and contact details for these colleagues, other relevant colleagues is attached at Appendix 1.

#### **5. Reporting concerns**

Where colleagues have concerns about a learner/customer who may be displaying or demonstrating behaviours which could be considered to be linked to radicalisation, then these concerns must be reported to the relevant safeguarding rep or in their absence, deputy safeguarding officer, as soon as possible and within 2 hours.

**The form in Appendix 3 should be used to record the information.**

The names and contact details of managers who have responsibility for Prevent issues are included in Appendix 1.

- If you are unable to contact the nominated DSO in your locale, you should contact the Director of Safeguarding immediately.
- If none of the above are available, contact the CEO for further guidance.
- If a student is in immediate danger or at risk of serious harm, for example in a life-threatening situation, call the emergency services by dialling 999. You must then communicate the information to the DSO and Director (see appendix 1)
- A flowchart describing this referral process is attached at Appendix 2.

**At no point should college staff undertake any investigatory interviews.**

- Written Records - The DSO shall retain a copy:
  - The report to local Prevent Team
  - Any notes, memoranda or correspondence dealing with the matter
  - Any other relevant material

- Copies of reports, notes etc should be kept securely locked at all times, in the safeguarding secure online store and kept for a period of 7 years

## 6. Allegations about a Member of Staff

The following procedures must be applied where allegations relating to the radicalisation of an employee are received.

There are a number of sources from which a concern or an allegation might arise, including from:

- A student
- A parent
- A member of the public
- A disciplinary investigation
- Another employee

The person to whom an allegation or concern is reported **must not question or investigate the matter further**; they must:

- Treat the matter seriously;
- Avoid asking leading questions and keep an open mind;
- Make a written record of the information as soon as possible which should include:
  - the name of the complainant
  - When and where the alleged incident took place, including date and time
  - Who was present
  - The account of what is alleged to have happened
  - Your name, signature and date

**The form in Appendix 3 should be used to record the information.**

- Contact your line manager immediately to report that an allegation has been made
- The Manager will contact the DSO as soon as possible but, in any event, within two hours. The DSO will contact the regional designated education prevent officer.
- If your line manager is unavailable, you should report directly to the Director.

If neither the nominated manager, nor DSO are available, contact the Director for further guidance.

### **Initial action by the Designated Safeguarding Lead**

The DSO must report an allegation to the relevant Prevent Team

If a concern or an allegation requiring immediate attention is received outside normal office hours the Designated Safeguarding Officer must consult immediately with the local Prevent Team.

### **Malicious Allegations**

Where it is subsequently found that an allegation was made with malice aforethought, the Division will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology (subject to agreement about future behaviour) or other such sanctions as are deemed appropriate.

## Appendix 1

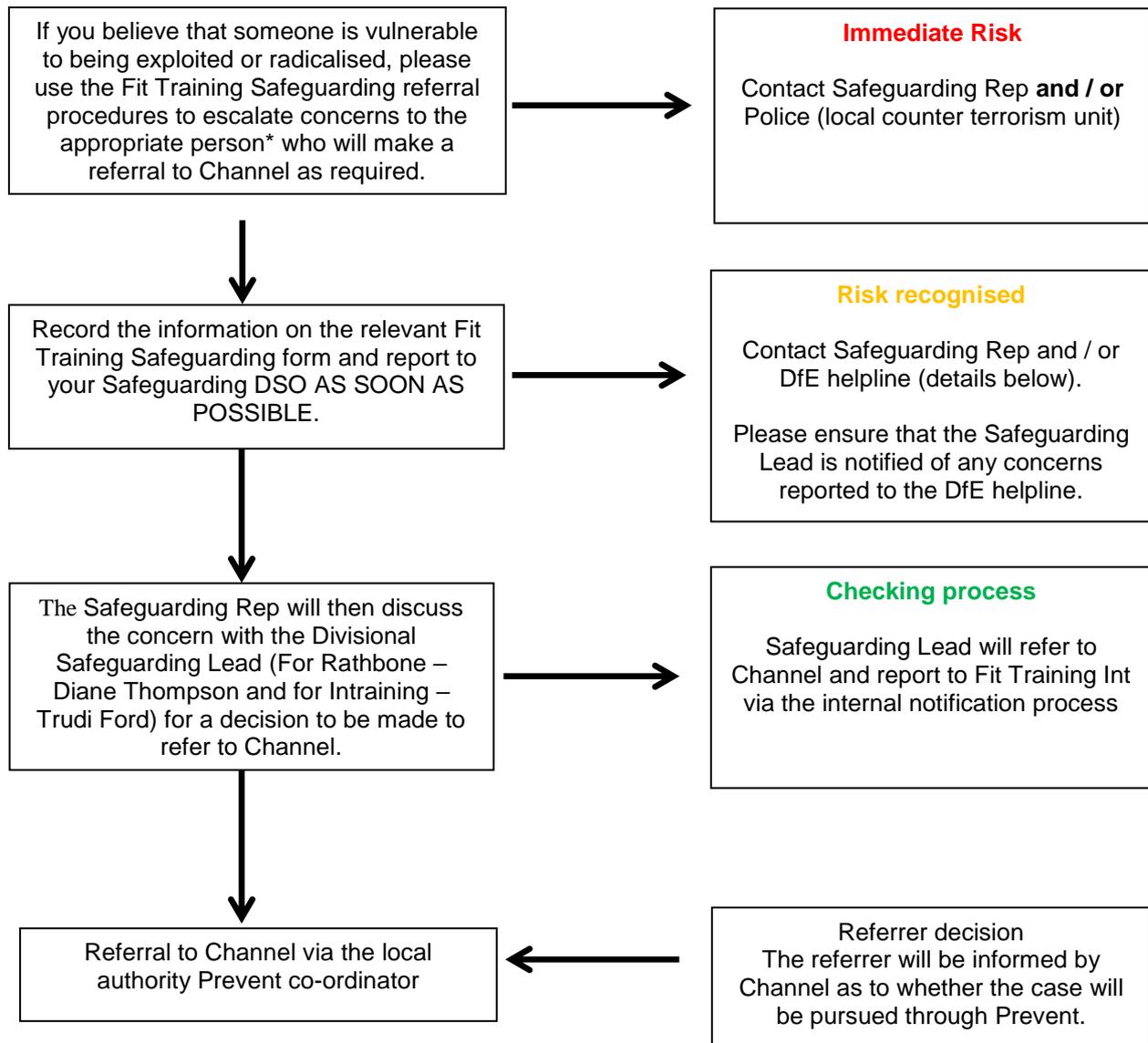
### Prevent Procedure - List of Useful Names and Contact Details

#### FIT TRAINING – Internal Contacts

Name	Title	Organisation	Tel. Number
<b>Regional Prevent Coordinator</b>			
Christopher Sybenga	G7-Prevent Regional HE/FE Co-ordinator – North East	Department for Education	Mobile 07384456640
<b>DIRECTOR SAFEGAURDING</b>			
Robert Reveley	Director	Fit Training Int	0191 5166088 07770624143
<b>DESIGNATED SAFEGUARDING OFFICER</b>			
Hayley Morran	National Safeguarding officer	Fit Training Int	0191 5166088 07584687306
<b>NOMINATED MANAGERS</b>			
This is the Manager with responsibility for your centre, or area of working			
N/A			
<b>Safeguarding Representative</b>			
This is the person(s) within your centre or locale with responsibility for safeguarding.			
N/A			

CONTACTS OF SENIOR STAFF	Title	Organisation	Tel. Number
<b>CHIEF EXECUTIVE OFFICER</b>			
Janet Reveley	Chief Executive	Fit Training Int	0191 5166088 07802658300
<b>SENIOR LEADERSHIP TEAM</b>			
Hayley Morran	As above		

## Fit Training International referral to Channel process



ANYONE can make a referral to Channel.

Channel is an early intervention process – who will gather information as to determine whether there is a specific risk of radicalisation and whether the threat is malicious.

The local authority Prevent co-ordinator and the police Channel co-ordinator will identify the type of support required and refer to a Multi-Agency Channel Panel.

A Multi-Agency Channel Panel is made up of external agencies based around the persons vulnerabilities (health, employment, housing, education, etc) – who will arrange for tailored support approved through the Channel intervention to be implemented.

The Department for Education has launched a helpline for anyone concerned about a **child who may be at risk of extremism**, or about extremism within an organisation working with children and young people. Email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk). Telephone: 020 7340 7264. **Please also inform your Safeguarding officer if you make contact with the DfE and / include contact details on your alert form.**

## Appendix 3



# Safeguarding Incident Report Form

## Strictly Confidential

This form is to be used by employees or volunteers to record any safeguarding incidents, disclosures or suspicions of abuse.

The completed form should be e-mailed to the National DSO and the Director who will notify the CEO as is deemed appropriate and in accordance with Fit Training International notification procedure.

Your name:	Your position:
Place of work:	Contact phone number:
<b>The Learner's details</b>	
Name:	
Address/phone number:	
Date of birth:	
Ethnicity:	
Other relevant details about the person involved: <i>e.g family circumstances, physical and mental health, any communication or learning difficulties.</i>	
Parent/guardian/carers contact details:	
<b>Details of the allegations/suspicions</b>	

Are you recording: Disclosure made directly to you by the Learner? Disclosure or suspicions from a third party? Your suspicions or concerns?	
Date and time of disclosure:	
Date and time of incident:	
Date(s) of any previous reports:	
Is there a Risk Assessment in place for any learners involved in the disclosure? Name of learner (if different to report name) Date of risk assessment	
Details of the allegation/suspicions/concerns. <i>State exactly what you were told/observed, the nature of any injuries and what was said. Use the persons own words as much as possible</i>	
Action taken to date: ie referral to social services/ discussion with National Safeguarding Officer.	
Signed: .....  Print Name .....	Date:

**Please ensure that you retain a copy of this form in the centre's secure safeguarding file.**