



New College Durham

## **PREVENT Duty**

### **Policy and Procedure**

**New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.**

**New College Durham  
PREVENT Duty for Staff  
Policy and Procedure**

**(Equality and Diversity Assessment)**

We will consider any request for this procedure to be made available in an alternative format.

We review our policies and procedures regularly to update them and to ensure that they are accessible and fair to all. All policies and procedures are subject to equality impact assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or human rights.

We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility or fairness of the policy.

To make suggestions or to seek further information please contact:

Human Resources Department  
[human.resources@newdur.ac.uk](mailto:human.resources@newdur.ac.uk)  
Tel: 0191 375 4025/4023

If any employee has difficulty understanding this policy or needs assistance completing any documentation associated with the policy, please contact either your trade union representative or the College's Human Resource Department.

**Equality Impact Assessed: July 2018**

<b>Procedure Title</b>	<b>PREVENT Duty – Policy and Procedure</b>
<b>Document Owner</b>	<b>Director of HR and Corporate Services</b>
<b>Owning Directorate</b>	<b>Corporate Services</b>
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<b>Directorates and Departments affected by this Procedure</b>	<b>All staff</b>
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# **New College Durham**

## **PREVENT Duty Policy and Procedure**

### **1. Introduction**

New College Durham recognises that we have an obligation to ensure that we create a safe learning environment for staff, students and visitors alike. Under the Government's PREVENT Duty ("the duty") we have obligations to ensure that we protect our staff, students and visitors from harm, by challenging extremist and radical views and ensuring staff and students are adequately trained to refer students who may be susceptible to such extremist views. This policy has been developed to detail these obligations and aid their dissemination and support of the Government's PREVENT agenda.

The Policy seeks to reduce the risk from terrorism, so that everyone can go about his or her lives freely and with confidence by highlighting:

- Strategies to prevent people from being drawn into terrorism
- Support the work to strengthen our protection against a terrorist attack and mitigate the impact of such an act

### **2. Background & Legal Position**

2.1 The specific legislation in relation to PREVENT is set out within Section 26 (1) of the Counter-Terrorism and Security Act 2015 ("the Act") and imposes a duty on "specified authorities" (as a provider of Further/ Higher Education this duty extends to the College), when exercising their functions to have due regard to the need to prevent people from being drawn into terrorism.

2.2 The PREVENT duty forms part of the Government's overall approach to countering terrorism and preventing people from becoming terrorists or supporting violent extremism. PREVENT is a key part of CONTEST, the United Kingdom's Strategy for Countering Terrorism. PREVENT is part of the existing College safeguarding framework.

The duty places mandatory duties and responsibilities on a range of public organisations, including Further Education Colleges, and seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views;

- Provide practical help to prevent people from being drawn into terrorism and violent extremism and ensure they are given appropriate advice and support;
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, the internet and health.

2.3 There are five clear strands of the duty which are detailed as:

- **Challenging** the violent extremist ideology and supporting mainstream voices;
- **Disrupting** those who promote violent extremism and supporting institutions where they may be active;
- **Supporting individuals** who are being targeted and recruited to the cause of violent extremism;
- Increasing the **resilience** of communities to violent extremism;
- **Addressing grievances**, both genuine and perceived, that ideologies are exploiting.

2.4 The College will educate staff that encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences.

### 3. CHANNEL

CHANNEL is a key part of the duty and is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- Identifying individuals at risk;
- Assessing the nature and extent of that risk; and
- Developing the most appropriate support plan for the individuals concerned.

The College ensures staff receive appropriate training and understand the role of CHANNEL. However, any concerns relating to PREVENT should initially be reported to one of our Designated Safeguarding Officers (contact details can be found on the College intranet or via the ASC Department) who will liaise with appropriate parties accordingly.

## 4. Roles and Responsibilities

All individuals at New College Durham have a responsibility for the successful implementation of this policy and associated processes, however this policy recognises that a number of individuals/groups have additional responsibilities to ensure the effective development, promotion, implementation and monitoring the adherence and observation of the principles of this policy.

The **College Corporation** will:

- Undertake training in the PREVENT Duty in their capacity as Board members;
- Ensure that they monitor and review the effectiveness of PREVENT processes and systems in place relating to the College's response to the duty.

**College Managers** will:

- Ensure that all Staff within their area of responsibility have undertaken training in the PREVENT Duty;
- Reflect the policy's principles and approaches within their own management practice in terms of exemplifying Fundamental British Values;
- Ensure staff within their area of responsibility are provided with appropriate advice and guidance in referring concerns about learners or fellow colleagues to the College's Designated Safeguarding Officer(s) (contact details can be found on the College intranet or from the ASC Department);
- Ensure partner employers comply with the Prevent statutory duty for Work Based Learning providers, including ongoing due diligence and standardised checks with employers;
- Ensure partner employer staff are effectively trained to understand what radicalisation and extremism mean, and how they should protect learners and staff;
- Ensure partner employers are well informed as to the requirements of the Duty, including the sort of issues that may be indicators of concern in this regard;
- Ensure that partner employers have a designated contact at the College who has received Safeguarding/Prevent training;
  - Ensure partner employer staff are provided with appropriate advice and guidance in referring concerns about learners or fellow colleagues to the Employer Single Point of Contact (SPOC).

The College's **PREVENT Co-ordinator** will:

- Ensure that the College's PREVENT Strategy is implemented across College and liaise with partner organisations to ensure appropriate

mechanisms are in place to support/minimise the risk of students/staff becoming involved in terrorist activity.

The College's PREVENT Co-ordinator works closely with our Designated Safeguarding Leads and is responsible for deciding on the most appropriate form of action to take to support the individual(s) concerned and/or to make a referral through CHANNEL.

**All Staff will:**

- Create and support an ethos that upholds the College's mission, vision and values including British Values, to create an environment of respect, equality and diversity and inclusion;
- Attend appropriate Safeguarding and PREVENT updates/training including the exemplifying and promoting of British Values in order to have the skills to recognise those who may be vulnerable to radicalisation, involved in violent or non-violent extremism, and to know the appropriate action to take if they have concerns;
- Report any concerns around extremism or radicalisation via the appropriate safeguarding reporting channels;
- Newly appointed staff will complete the mandatory online PREVENT and Safeguarding training, and will answer questions regarding the PREVENT duty as part of the recruitment process.
- Staff who are involved with the physical security of the estate will have an awareness of the PREVENT duty.

**All Students will:**

- Contribute to an ethos that upholds the College's mission, vision and values including British Values, to create an environment of respect, equality and diversity and inclusion
- Show respect to College staff, fellow students, visitors, College property and the College Environment
- Attend and engage in all teaching, learning and assessment strategies and curriculum opportunities that promote Prevent and British Values
- Fully engage in opportunities to feedback on Prevent and British Values
- Report any concerns around extremism or radicalisation via the appropriate safeguarding channels.

**Partner Providers will:**

- Ensure that all Staff have undertaken training in Safeguarding and the PREVENT Duty including training in the exemplifying and promoting of British Values;
- Reflect the policy's principles and approaches within their own management practice in terms of exemplifying Fundamental British Values;
- Ensure staff are provided with appropriate advice and guidance in referring concerns about learners or fellow colleagues to the SPOC;

- Provide students with detailed information setting out all available support and safeguarding contacts;
- Ensure where there are any additional safeguarding considerations for their students undertaking activities, they seek specialist advice to ensure effective risk assessment and management of these activities;
- Report any concerns around extremism or radicalisation via the appropriate safeguarding reporting channels;
- Ensure partner employers comply with the Prevent statutory duty for Work Based Learning providers, including ongoing due diligence and standardised checks with employers.

## 5. PREVENT Training

5.1 The College will ensure appropriate training is made available to all staff, including Governors. The training will seek to ensure that staff have an understanding of the factors that make people vulnerable to being drawn into terrorism; to challenge extremist ideas which are being used by terrorist groups and provide an understanding of the CHANNEL programme.

5.2 Prior to having any provisional offer of employment confirmed, any potential appointee (including supply pool staff) will be required to complete a suite of mandatory on-line training packages. This training seeks to inform each individual of the key obligations underpinning their role within a College environment and covers topics that include:

- Safeguarding;
- CHANNEL and PREVENT;
- Equality and Diversity;
- Safer Recruitment.

This training will be supplemented with face to face training that will be appropriate to the role of the member of staff.

Where concerns arise as a result of the answers provided from the training (i.e. they are not reflective of the ethos of the College), the individual will be invited in to discuss the nature of the concerns and consideration may be given to withdrawing the offer of employment.

5.3 The suite of PREVENT training includes e-learning, face to face training and it is covered in depth at Staff Induction. It provides guidance on how to identify people who may be vulnerable to radicalisation and how to refer them into the CHANNEL programme.

Staff with sufficient training will be able to recognise vulnerability (Radicalisation) and be aware of the action to take. They will understand when to make referrals to the CHANNEL programme and

the College process for reporting and where to get additional advice and support.

The promotion of British Values as well as Freedom of Expression is firmly embedded into PREVENT training. The training packages continue to be developed to ensure that the information is up to date and relevant.

- 5.4 All students undergo a comprehensive Induction to the College and their chosen programme. The induction period is key to ensuring that all students have a positive transition either from school to the College, or back into an educational environment e.g. if a student has been home schooled or who has been NEET (Not in Education, Employment or Training) or from one programme to their new chosen programme. Key tasks and key data must be collected in the induction period to ensure that each student can be fully supported to achieve their aspirational targets on each element of their chosen study programme.

During the induction phase each student will be introduced to the College's bespoke tutorial system SCIPS (Student and Course Integrated Performance System), which is used for recording all aspects of Tutorial. As part of the induction phase students are required to complete an induction checklist which indicates that various content has been covered. Key content includes what safeguarding means in the classroom, student's role, and that of the College, in creating and maintaining a safe and friendly College. The induction checklist also confirms that each student has read and understood the Guidance for Students on the Acceptable Use of College IT Facilities which helps students stay safe on-line.

## **6. PREVENT in the Curriculum**

- 6.1 The College will provide a curriculum that engages students in learning activities and other opportunities that raise their knowledge and understanding of PREVENT and the promotion of fundamental British Values so that students engage in these subjects to develop a deeper understanding about what they mean to them now and for their future.
- 6.2 Teaching and Learning will provide a curriculum that promotes British Values, knowledge, skills and understanding, to build the resilience of students by undermining extremist ideology and supporting the student voice. This will be achieved through:
- Embedding British Values, equality, diversity and inclusion, wellbeing and community cohesion throughout the curriculum;
  - Promoting wider skills development such as social and emotional aspects of learning;
  - A curriculum adapted to recognise local needs, challenge extremist narratives and promote universal rights;

- Teaching, learning and assessment strategies that explore controversial issues in a way that promotes critical analysis and pro-social values;
  - Use of external programmes or groups to support learning while ensuring that the input supports College goals and values;
  - Encouraging active citizenship and student voice.
- 6.3 Student Support will ensure there are preventative and responsive steps taken when required including working with partner professionals, families and communities.
- 6.4 All College curriculum areas will provide opportunities for students to explore Prevent through curriculum based activities, e.g. competitions. These will be developed within curriculum areas so that recognise the diverse sectors which they cover. These activities will be planned across the academic year through the Curriculum Action Plans and updated in line with the College Risk Assessment and Action Plan.
- 6.5 Each student has access to a Personal Tutor and will be allocated a tutorial slot on their timetable each week throughout the duration of their programme. Tutorials are usually split into group tutorials and 1-2-1 tutorials with each student getting a minimum of four 1-2-1 tutorials each academic year. Ensuring that all students feel safe is a priority to everyone at New College Durham. As part of this it is key that sessions are delivered early on in the induction period which cover Staying Safe online, PREVENT & Radicalisation and Fundamental British Values (FBV). There are resources which include a PREVENT & Radicalisation module and a College produced video showing what FBV means to students, staff, governors and employers at New College Durham.

This is complemented by a range of posters produced by New College Durham students. The development of key values and the development of all students into well rounded citizens is paramount in order to prepare all students for life and work in Britain's multicultural society. A variety of resources are available to keep all students safe online. Sessions on Cyber Bullying are also key early on in the induction phase which cover a variety of social media applications. A useful Social Media e-learning package is available for use within the e-Safety section of the Safeguarding Portal on the staff and student intranets.

- 6.6 The College will focus on the impact that all activities have on the student and specifically their understanding of Prevent and British Values. On an annual basis, all schools will produce a two sided report detailing what each school has embedded and the impact that this has had, this will be presented to Corporation. In addition, College quality processes will align and focus existing processes of student surveys and student voice to measure the impact on the student body. The college will utilise robust survey data that will allow for comparisons over time as well as sector benchmarking. A set of key objectives will be developed and used to monitor impact and inform further interventions

where required. These will be monitored in line with the Risk Assessment and Action Plan.

## **7. Fundamental British Values**

As part of the duty the College has a responsibility to ensure the promotion of Fundamental British Values to all staff and learners. To this end it is mandatory as part of the recruitment process of both staff and Governors that they demonstrate the British values of:

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

Staff have a duty to promote and embed Fundamental British Values into teaching, learning and assessment and support learners to understand the connection with PREVENT.

## **8. Visiting Lecturers/Guest Speakers and College Events**

- 8.1 Any meeting or activity that is external to the College's activities and is to be held or to take place on premises managed by the College will be dealt with in accordance with the College's Accommodation, Facilities and External Room Hire Policy.
- 8.2 Where the event is delivering a guest speaker session to College students, prior approval must be sought from the relevant Vice Principal using the approval email template, provided at Annex A. The nature/content of the session and the individual(s) delivering the session must be specifically detailed by the 'organising individual' so they are provided with the pertinent information to be about to make a sound judgement.
- 8.3 Approval needs to be sought via the approval email method, at least two weeks in advance of the session taking place.
- 8.4 If approval is not sought then the 'organising individual' may be subject to Disciplinary proceedings for failure to follow the specified process.
- 8.5 Arrangements are deemed to be provisional until permission has been granted by the relevant Vice Principal.
- 8.6 Where an event is risk assessed and deemed that it would breach the PREVENT duty if it were to go ahead, this information may be shared with other institutions (e.g. the Police).

8.7 Where a session/visit is approved and the content being delivered breaches the terms of the duty, it will be stopped immediately.

## **9. Reporting Process**

9.1 Any concerns should be reported immediately to the PREVENT Single Point of Contact (SPC) whose contact details can be found on the College intranet or from the ASC Department.

9.2 The PREVENT SPC will then determine any further required action/referral, in line with the Durham Police Referral Flowchart, and any such alerts are recorded on the Central Safeguarding Database, which can only be accessed by the Designated Safeguarding Leads.

9.3 Records of risk assessments, alerts and reports will be maintained for inspection purposes.

## **10. Associated Policies and Procedures**

The following represents the main policies and procedures that may be used to deal with and support issues in relation to our obligations/responsibilities under the duty. Thus it is important that this policy is read in conjunction with the following:

- Recruitment and Selection Procedure
- Safeguarding Policies
- Disciplinary Procedure
- Single Equality, Diversity and Inclusion Scheme
- PREVENT Strategy

## **11. Procedure Review**

11.1 The effectiveness of this Procedure will be monitored annually and reviewed every five years in light of experience, guidance from the Department for Education, changes in legislation and best practice. This mechanism recognises that changes to employment legislation may prompt a review of the Procedure before the five years stipulated.

11.2 In considering the effectiveness of this Procedure, consultation will be undertaken with Trade Unions, staff and managers to assist in the review and monitoring of this Procedure.

Implementation	July 2016
First Review (complete)	September 2017
Second Review (complete)	July 2018
Third Review (complete)	February 2019
Fourth review (due)	February 2020

**Visitor / Guest Speaker Approval Email (template)**

Dear *(Vice Principal / Director)*

I wish to seek approval for *(insert name of individual)* to be present within the College to undertake a guest speaker session. The pertinent information regarding the session/activity is detailed below:

**Name:**

**Company Name (if applicable):**

**Date of event (including times of session):**

**Organising Individual:**

**School/Department:**

**Paid / Unpaid:**

**Nature of activity (please provide details of the content of the session):**

I confirm that the nature/duration of this session(s) as detailed above is being undertaken in accordance with the College's PREVENT and Safeguarding obligations.

I can confirm that as this work is to be paid, I attach a copy of the Paid Visitors Form and confirm that all relevant ID has/will be presented to HR in advance of the session taking place. I am aware that if sufficient and relevant ID is not presented to HR, then the session will be cancelled and *(insert name of the individual)* will not be paid. **[delete if unpaid]**

I can confirm that *(insert name of individual)* will be supervised at all times whilst on College premises by myself or *(insert name of alternative staff member)*.

I can confirm that I am aware of the College's obligations in terms of the PREVENT duty and will immediately cease any session where the content being delivered breaches this duty. I have assessed the purpose/content\* in relation to this visit/arrangement\* (**\*delete as necessary**) and have determined this to be low risk with regards to the PREVENT duty.

I confirm that should approval be granted, it is based on the above information being detailed as accurate. Should any of the information change in advance of the session taking place I am aware that a new request will need to be made.

Furthermore I understand that if I wish to utilise this individual on a more regular basis to undertake paid work, *(insert name of individual)* will need to register with the College's supply pool.

Should you require any further information please do not hesitate to contact me

Kind regards

*(Name of organising individual)*

## **Freedom of Expression – Code of Practice**

The College has an obligation to issue and keep up to date a code of practice to be followed by staff, and visitors to the College for the organisation of meetings and other events taking place on the College premises.

### **Statement of Intent**

Freedom of expression is an important feature for the College as an open institution, where the freedom to express ideas and opinions is a fundamental principle. However, all such freedoms are subject to limitations under the law, to protect the rights and freedoms of others. The College acknowledges it clearly needs to balance its legal duties in terms of both ensuring freedom of speech and also protecting student and staff welfare.

New College Durham believes that all those who come into contact with young people and/or adults at risk in their everyday work have, and must discharge, a duty to safeguard and promote their welfare. The College seeks to achieve this by:

- a. not suppressing freedom to express controversial or unpopular views, provided that the expression of those views does not carry the attendant risk (whether or not intentional) of the encouragement of terrorism and inviting support for a proscribed terrorist organisation, incitement to riot, racial hatred, religious hatred, sexual harassment or other activities which are likely to be unlawful;
- b. upholding the principles of freedom to express potentially controversial or unpopular views;
- c. not permitting the College's premises or resources where the views being expressed, or may be likely to be expressed, constitute extremist views which risk drawing people into terrorism, or may be shared by terrorist groups;
- d. ensuring compliance by groups or individuals having their obligations under this, and related, policies;
- e. evaluating the implementation, monitoring and evaluation of this, and related, policies.

## Glossary of Terms

### PREVENT Duty Policy and Procedure

**Adult** - People aged 18 years or over.

**Breaches** – The breaking, violation or infringement of a promise or obligation (including Contractual. Other examples include a breach of trust, breach of confidentiality).

**CHANNEL** - A key part of the **PREVENT** duty, which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

**CONTEST** – The UK’s strategy for countering terrorism.

**Corporation:** The Governing Body of New College Durham.

**Extremism** – The holding of extreme political or religious views.

**Ideology** – A set of opinions or beliefs of a group or an individual, often political or cultural.

**Organising Individual** – A member of New College Durham who is arranging for a Guest Speaker or other visitor to attend a College event or session.

**PREVENT** - Falling within the College’s safeguarding framework, The PREVENT duty forms the Government’s approach to countering terrorism and preventing people from becoming terrorists or supporting violent extremism. PREVENT is a key part of **CONTEST**.

**Radicalisation** – A process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that (1) reject or undermine the status quo or (2) reject and/or undermine contemporary ideas and expressions of freedom of choice.

**Safeguarding** - Protecting children, young people and vulnerable adults from physical, emotional or sexual abuse and neglect.

**Terrorism** – the unofficial or unauthorised use of violence and intimidation in the pursuit of political aims.

**Young Person** - A term used to define ‘children’ of College age who are under the age of 18.