



## Prevent Policy

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## SCOPE

1. Smart Awards understands its responsibilities under the Counter Terrorism & Security Act 2015 to prevent people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations in the ways shown below, after setting the context.

## RESPONSIBILITIES

2. Smart Awards accepts apprentices across all age groups and specializes in end point assessments in the Telecoms and Utilities sectors. Smart Awards has always promoted a multi-cultural environment where respect for and tolerance of others' beliefs is required.
3. Responsibility for ensuring Prevent Duty is met lies with CEO of Smart Awards. The Prevent risk assessment/action plan sits with the designated Smart Awards safeguarding lead.
4. This is policy is for end point assessments offered by Smart Awards. This policy is for employers, training providers and apprentices accessing Smart Awards end point assessments and related services and all those involved with the delivery and quality assurance of Smart Awards end point assessments. Smart Awards has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. Smart Awards has the day-to-day responsibility for implementing this policy and for monitoring its use and effectiveness and dealing with any queries on its interpretation.

R	Responsibilities	The person who actually carries out the process or task. The person is responsible for action/implementation. Responsibilities can be shared											
A	Accountabilities	The person who is ultimately accountable for the process or task being completed and who has the authority to make decisions, yes or no authority and veto power. Responsible person (s) are accountable to this person. Only one A can be assigned to a task											
C	Consulted	The person to be consulted prior to a final decision or action (two-way communication). People who are not directly involved with carrying out the task but are consulted with.											
I	Informed	Anyone whose work depends on the process or task and who has to be updated about the progress after a decision or action has been taken (one-way communication).											
POLICIES		BOARD	CEO	MD	OPS DIRECTOR	QUALITY PORTFOLIO MANAGER	STANDARDS COMPLIANCE OFFICER	QUAL ADMIN OFFICER	IT CONSULT	FINANCE AUDITOR	EQA	NOPS BOARD	EMPLOYER TRAINING PROVIDER
Prevent		A	R	R	R	R	R	C	I	I	R	I	R
Holiday/Sickness Cover													
The MD, CEO and Operations Director cover holiday/sickness and absenteeism for areas where the person is responsible for action/implementation of a task. The MD, CEO and Operations Director hold company wide experience to be able to carry out these tasks and hold no conflicts of interest.													

5. Smart Awards accepts apprentices across all age groups and specialises in the Telecoms and Utilities sectors. Smart Awards has always promoted a multi-cultural environment where respect for and tolerance of others' beliefs is required.
6. Accountability for ensuring Prevent Duty is met sits with CEO of Smart Awards. The Prevent risk assessment/action plan sits with the employer and training providers designated safeguarding lead.

## DEFINITIONS

7. Radicalisation: act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of mind Extremism\*: holding extreme political or religious views which may deny right to any group or individual. Can be expressed in vocal or active opposition to Core British values, including:
- democracy
  - the rule of law
  - individual liberty
  - respectful tolerance of different faiths or beliefs.
8. \*NB: extremism can refer to a range of views, e.g. racism, homophobia, right-wing ideology, as well as any religious extremism.

## PRINCIPLES

9. Principles
- Promote a safe and supportive international environment via clear expectations of accepted behaviours and those, including radicalisation and extremism, that will not be tolerated
  - Promote core British values through documents given to apprentices, notices around the employer and training provider, via stand-alone classes on British culture and traditions on arrival and via curriculum. Approach is to educate that this is how things are in UK; although it may be different to your country.
  - Where possible, develop critical awareness and thought to counter accepting extremism without question, especially of online material
  - Challenge radical or extremist views in any context (formal or informal) via stated procedures.
  - Be ready to react when world or local events cause upset and the likelihood of conflicting feelings being expressed. Prevent lead to take initiative in these situations.
  - Have strong filters on IT equipment and clear rules on accessing extremist/ terrorist websites/ uses of social networks to exchange extremist/ terrorist views
  - Ensure that extremist speakers do not use premises to distribute material or expound views
  - Staff to be observant and vigilant in noticing any signs of radical or extremist behaviour
  - Welfare, all staff to work hard supporting any apprentices identified as vulnerable

## THE PREVENT DUTY

10. Smart Awards seeks to safeguard individuals from radicalisation, which is the process by which individuals come to support terrorism or violent extremism. It is recognised that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic or social group. Children and vulnerable adults may be more susceptible to radicalisation.
11. Possible behaviour indicators are:
- Discriminatory language or actions towards specific groups or people with a particular protected characteristic
  - Possession or sharing of violent extremist literature
  - Showing or sharing online material of an extreme nature to others
  - Behavioural changes (for example, becoming withdrawn)

- Expression of extremist views
- Association with known extremists
- Seeking to recruit others to an extremist ideology in respect of safeguarding individuals from radicalisation

12. Where Smart Awards suspects that individuals are involved in radicalisation the police will be notified.
- Assessing the risk of children being drawn into terrorism.
  - Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
  - Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
  - Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
  - Expected to ensure children are safe from terrorist and extremist material when accessing the internet

## PROCEDURE IN THE EVENT OF A DISCLOSURE

13. All allegations or suspicions of abuse must be taken seriously. It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority.
14. This procedure must be followed whenever an allegation is made. All apprentices will be given a name of who to contact (DSO), how to contact them (email, phone etc) and contact details. Confidentiality assured for the person reporting a concern. Everyone is told to report any concern or incident, however small.
- Reassurance that all will be dealt with sensitively and carefully
  - Allegation or suspicious reported
  - Any concerns should be discussed with Smart Awards within 24 hours
  - Details logged risk register and reported to Smart Awards immediately
  - An accurate account shall be made as soon as possible of the nature of the allegation
  - All relevant details collated including:
    - Name, position and contact details of the person reporting the incident
    - Name of child or vulnerable adult, contact details and date of birth
    - Parent/ Guardian/ Carer contact details
    - Date and time of what has occurred and the time the disclosure was made
    - Details of the incident/ allegations/ suspicions.
  - Smart Awards will consider any report, seeking legal advice where necessary, and will take action which may involve referral of the incident to the appropriate people or authorities (e.g. parents, police, DBS, social services) within 24 hours
  - Review and consider any corrective or preventative action that maybe
  - Smart Awards will keep all sensitive information secure.

## LEGISLATION

15. Counter Terrorism and Security Act 2015. Section 26 Applies to schools and other training providers; To have due regard to the need to prevent people being drawn into terrorism.

## STATUTORY GUIDANCE

16. Working Together to Safeguarding Children (2015) covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of Children. It also provides the framework for Local Safeguarding Children Boards (LSCB's) to monitor the effectiveness of local services, including safeguarding arrangements in schools.  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
17. Keeping Children Safe in Education (2016) is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children.
18. Unless otherwise stated, 'school' in this guidance means all schools, whether maintained, non-maintained or independent, including academies and free schools, alternative provision academies, pupil referral units and maintained nursery schools
19. College means further education and sixth form colleges under the further and higher education act 1992 and relates to under 18's, but excludes 16-19 academies and free schools.  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
20. Prevent Duty Guidance – England and Wales. Covers the duty of schools and other training providers in section 29 Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people being drawn into terrorism. <https://www.gov.uk/government/publications/prevent-duty-guidance>  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

## REVIEW OF THIS POLICY

21. This policy is reviewed and revised annually in response to feedback, changes in legislation and guidance from the regulators, SQA Accreditation or Ofqual.