Apprenticeship Policy
Prevent policy and Risk Assessment

UKFAST
Part of ANS

Classification	Public
Date Created	13/03/2019
Review Period	Annual
Last Updated	September 2021
Next Review Date	July 2022
Version	1.3
Author	Aaron Saxton
Owner	Tom Robinson

Background to Prevent

The revised Prevent Strategy was launched in June 2011 and is an integral part of the Counter Terrorism Strategy and its aim is to stop becoming, drawn into, promoting or supporting terrorism.

Prevent will address all forms of terrorism but continue to prioritise according to the threat they pose to our national security. Preventing terrorism will mean challenging extremist (and non-violent) ideas that are also part of a terrorist's ideology. Prevent will also mean intervening to try to stop people moving from extremist groups or extremism into terrorist-related activity.

The three Prevent Objectives are:

>*Respond to the ideological challenge of terrorism and the threat we face from those who promote it*
 - this means using teaching and learning to help apprentices and staff to develop the knowledge and skills to challenge extremist narratives.

>*Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support*
– this means identifying how to prevent harm to apprentices by individuals, groups or others who promote terrorism and violent extremism. Provide programmes to support apprentices who are vulnerable.

>*Supporting sectors and institutions where there are risks of radicalisation*
– this means increasing the resilience of companies by encouraging engagement with management, staff and apprentices through training and awareness raising. Encourage staff training and use

curriculum opportunities for apprentices which allow grievances to be aired & dealt with. Ensure that employer provider resources are not used by extremist groups.

The Counter Terrorism and Security Act became law in 2015. This put the national counterterrorism strategy on a statutory footing.
This has implications for employers which are apprenticeship providers in their own right and partner agencies and bodies such as schools, universities and councils.

How can the Further Education and training and employer providers help?

Education and training providers promote and facilitate the exchange of opinion and ideas, and enable debate as well as learning and employment. The Government has stated that it has no wish to limit or otherwise interfere with this free flow of ideas, and that it will be careful to balance the need to preserve national security with protecting civil liberties. Education and training providers have a clear and unambiguous role to play in helping to safeguard vulnerable people from radicalisation and recruitment by terrorist organisations.

Employer providers can play an important part in preventing terrorism. Just as they can help to educate people about risk, companies offer opportunities to help apprentices understand the risks associated with extremism and help develop the knowledge and skills to be able to challenge terrorist ideologies.

Staff in employer provider organisations working in partnership with other local agencies are well placed to identify needs and support the welfare of individual apprentices who may be particularly vulnerable.

Who is responsible for pursuing terrorists?

There are other elements within the Government's counter terrorism strategy which focus on pursuing and disrupting terrorists. This is not the role of 'Prevent,' which operates in what is called the 'non-criminal space' similar to other preventative initiatives that protect and safeguard vulnerable individuals at risk of being drawn into harms such as drugs, gang culture and gun and knife crime.

UKFast
Part of ANS

What support is available for people at risk of becoming involved in extremism?

Channel is a joint initiative that offers help and guidance to people who may be at risk of becoming involved in extremism. Extremist organisations sometimes try to recruit people who are susceptible or vulnerable, in person or through the internet. If the early signs are spotted and acted upon, it safeguards the person concerned and helps protect all of us who live and work in the city.

Concerns that an individual may be vulnerable to radicalisation does not mean that you think the person is a terrorist; it means that you are concerned that they are prone to being exploited by others.

It is important to that staff trust their professional judgement - if they are concerned that someone is at risk of getting involved in extremism, they should in the first instance contact the Safeguarding Lead at the employer provider organisation who should if required contact their Channel Co-ordinator. They will, in partnership with other safeguarding professionals, investigate further to assess the nature and extent of the risk and the Channel Panel will develop the most appropriate support package for the individual concerned.

What training is available?

WRAP (workshop to raise awareness of Prevent) training is available for staff whose work may bring them into contact with people who may be vulnerable to becoming involved in extremism. The workshop is an introduction to Prevent and covers issues such as crime, normal social processes that are used to influence and manipulate, extreme right-wing and Al Qa'ida case studies, terrorist ideologies and factors which may contribute to an individual's susceptibility to a terrorist ideology.

This workshop provides attendees with:

- An awareness and understanding of the Prevent agenda and their role within it
- The ability to use existing expertise and professional judgement to recognise potentially vulnerable individuals who may be susceptible to messages of violence
- The confidence to use a commonsense-based response to support and intervene with vulnerable people

This training will be complete each year by all members of staff.

Managing Risks and Responding to Events Toolkit

UKFast
Part of ANS

The risk assessment toolkit for Employer provider Prevent leads is designed to ensure that the Employer provider monitors risks and is ready to deal appropriately with issues which arise in order to achieve the following outcomes: -

- Understanding the nature of the threat from extremism and how this may impact directly or indirectly on the Employer provider
- Understanding and managing potential risks within the Employer provider organisation and from external influences
- Respond appropriately to events in local, national or international news that may impact on apprentices and communities
- Ensuring measures are in place to minimise the potential for acts of violent extremism
- Ensuring plans are in place to respond appropriately to a threat or incident within the Employer provider organisation

The employer provider Prevent Lead when undertaking this risk assessment with colleagues at the employer provider aims to:-

Explain why this assessment needs to be carried out annually and with a regular review between annual assessments?

Aim: To raise awareness of the Prevent Strategy to enable the employer provider organisation to better safeguard its apprentices and staff.

- To assist in understanding and identifying vulnerability to radicalisation;
- To outline the role the FE sector can play;
- To link Prevent with safety, security, vulnerability and safeguarding;
- To inform about activities and resources available for use in companies and other FE and training organisations;

Highlight local 'Prevent' threats

Go through:-
- the threat posed by local groups, provide a background to the groups, their aims, methods
- Past and present activity
- Recent high-profile terrorist and extremist cases
- How these groups target vulnerable people
- What do these groups want to achieve locally, nationally and internationally
- The specific risks to the employer provider's apprentices

UKFAST
Part of ANS

Establish past and current Prevent activities

Ensure that you make people aware of past and current/ongoing Prevent activities including any training courses attended, membership of local and national Prevent bodies.

It is also important to capture and address at this stage any misconceptions about Prevent and any negative and positive experience about Prevent.

Capturing the issues

Explain that you are now going to go through a checklist of common Prevent vulnerabilities in the sector (capture more vulnerabilities during your conversation) and ask them to come up with more vulnerabilities.

Ensure that you inform staff member that all information will be treated as confidential and will be used only to assist the institution to improve safeguarding and resilience. Suggest actions that could remove or mitigate the risk, ensure a lead is identified with agreed timescales for the action to be completed.

No	Prevent Vulnerability	Action to remove or mitigate vulnerability	Who	When	RAG
1	**Awareness** - Do the following people have a good understanding of Prevent • Board • Executive Team • Staff • Apprentices • Safeguarding leads • Security Staff?	Prevent is included in the rolling rota of topics for Managers Meeting (weekly). Here senior leaders of the business are given an overview of a topic and question and discuss as necessary. Team Leaders, Training Team, Board Members have all completed staff safeguarding and PREVENT Training, evidence of this is done through the quiz system. Continuous development of Prevent Training, Update information from local contact on a regular basis and inform apprentices, SMT, and Board	DSL Education Team Education Team	Ongoing Ongoing Ongoing	
2	**Safeguarding** - Do safeguarding and apprentice support service leads recognise	Appendix A of the Safeguarding policy refers to Radicalisation and Extremism. It give	Education Team	Ongoing	

	Prevent vulnerabilities and what to do if they suspect that someone is being being drawn into terrorism? Do safeguarding policies incorporate Prevent vulnerabilities? Are safeguarding leads aware of Channel?	employees instructions on how to spot the signs of radicalisation and who to contact if they have a concern. Staff attend training sessions and events, some hosted by local police force and Total People. Safeguarding staff have undergone extra training in PREVENT. ACTION Only training team are aware of Channel, this needs to be inbuilt in PREVENT training to share with the business the support that can be made available through Channel.		Jan 2022	
3	**IT Systems** - What filtering/firewall systems are in place to prevent individuals from accessing extremist websites? Have they been tested recently, are the filtering systems up to date? Do they alert you if someone tries to access extremist sites, do you know what to do if someone does?	We have the ability to block specific domains, this is some we are constantly updating and reviewing. Information Security Training, Phishing Training, E-Safety training is ongoing for apprentices as part of Professional Development sessions. Strict firewall settings are in place to meet compliance standards across the business.	Education Team/Internal Support Team	Ongoing	

		PREVENT Training has been updated to contain more information about extremist websites. Activity logs are kept for all usage and this can be seen in the logs. ACTION Continuously developing the range of content that is restricted.		Ongoing	
4	**Site Security** Are apprentices/staff challenged if they are not wearing ID. How are authorised visitors managed? How do you identify/stop unauthorised visitors. How do you restrict access to the employer provider sites i.e. swipe, code entry	All visitors must "Check In" at reception. Once checked and signed in, they must always wear visitor lanyard. They will not be able to get past locked gates without signing in. Visitors must be accompanied by a member of UKFast staff when in building. Lanyards must worn at all times. Any External visitor that will come in contact with the apprentices should be accompanies by a member of the training team.	FOH Team Compliance Team/Whole Team	Ongoing	
5	**Staff Training** Do all staff have sufficient knowledge and confidence to: exemplify British Values in	Training team have a full personal develop curriculum in place for apprentices embedding British Values.	DSL/Education Team	Ongoing	

	their management, teaching and through general behaviours in the institution? Do staff understand the factors that make people vulnerable to being drawn into terrorism and to challenge extremist ideas which are used by terrorist groups and can purport to legitimise terrorism have sufficient training to be able to recognise this vulnerability and be aware of what action to take in response	Safeguarding and PREVENT Training session has been developed and taught to Team Leaders, Board Members, Apprentices and Apprenticeship Staff All new starts are required to completes safeguarding and PREVENT training as part of their induction process Staff Training session for new starters and business leaders. Manager training and induction training cover the warning signs to look for and recognise vulnerability.	Education Team	Ongoing	
7	**Safe place to discuss terrorism and extremism** – Are staff trained to facilitate discussions on terrorism and extremism? Can external speakers be invited to discuss Prevent?	Yes – teaching staff foster and encourage open discussions with apprentices. Staff have created an environment where apprentices feel they can share and discuss issues. ACTION Invite speaker to discuss PREVENT in a Professional Development session.	Education Team	Ongoing	
8	**Local Prevent Structures**		DSL	Ongoing	

	Are you linked in with the local Prevent Board or regional Prevent FE/HE group Do you know who your local authority Prevent Co-ordinator is? Are you aware of the local authority lead is for each employer provider site? Awareness of key Police and regional HE/FE lead?	Company has relationships with Greater Manchester Police, Manchetser Safeguarding Children's Board, Education and Training Foundation. Yes - Manchester Prevent Coordinator is Samiya Butt ACTION Continue to even grow stronger links with PREVENT organisations. Close relationship building with external services is essential.	Education Team	September 2021	
9	**Communications** Is the institution Prevent Lead and their role widely known across the institution? Are staff and students, apprentice or trainees made aware of the Prevent Duty, current risks and appropriate activities in this area? Are there information sharing protocols in place to facilitate information sharing with Prevent partners?	Yes all PREVENT and Safeguarding officers are stated in the safeguarding policy and training Apprentices are trained on safeguarding and Prevent. SMT, Team leaders, Apprentices and all new starters are training on Safeguarding and Prevent in induction	Education Team	Ongoing	
10	**Freedom of expression**			Ongoing	

	Does the institution have a Freedom of Speech/Expression policy? Developed clearer guidelines on balancing freedom of expression with the need to protect vulnerable individuals and respect the Equality duty?	Raising a concern and whistleblowing policy is available within the business. Training created and completed to make people aware of what radicalisation is and how it might affect people. This is re-enforced in the policy available to all staff Can be seen in Safeguarding Policy	Legal/Compliance Team		
11	**Policy on external speakers** Do you have external speakers? If so do you have a risk assessment framework for dealing with requests for external speakers on employer provider sites?	All speakers/guests must be accompanied around the business by a member of the UKFast team to meet compliance. Any external person working with the apprentices will always be accompanied by a member of the UKFast Training Team. We have a document named the "Events Brief Sheet" this is completed by the events team or any external partners using the space. External/non-educational events are held in the Auditorium in a different building to the apprentice classroom. External events are subject to the above document which must be completed prior to the event.	Education Team	Ongoing	

		Off-site events are often in educational establishments with full safeguarding and PREVENT procedures in place.			
		Any off-site event not at an educational establishment must be accompanied by a member of the training team.			
		Off-site risk assessment in place for young people.			
		ACTION Request proof of PREVENT and safeguarding policies before attending events without a member of training team.	DSL	Ongoing	
12	**Staff and volunteers** Are you vigilant to staff members and volunteers potentially radicalising apprentices? Do you have policies and procedures that can handle this?	We have information into relating to our commitment to providing a safe environment for our apprentices, to the visitor passes handed out. SMT, Team Leaders and apprentices are all trained to recognise signs of radicalisation and extremism.	DSL/Education Team	Ongoing	
13	**Dealing with an incident** Does your critical management plan identify a lead person to deal with terrorist related issues?	Yes - Stephen Crow – Head of Defensive Security and Compliance	Compliance Team	Ongoing	

| How will you communicate with and reassure local communities, staff and apprentices? | Incident response policy covers a range of responses to serious incidents, this covers terrorist issues relating to PREVENT. | | Ongoing | |

Definitions

- An ideology is a set of beliefs.
- Radicalisation is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- Safeguarding is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism-related activity.
- Terrorism is an action that endangers or causes serious violence damage or disruption and is intended to influence the Government or to intimidate the public and is made with the intention of advancing a political, religious or ideological cause.
- Vulnerability describes factors and characteristics associated with being susceptible to radicalisation.
- 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. Calls for the death of British armed forces is also included.

Useful links

1. National Prevent Strategy
2. Prime Ministers Task Force Report on Radicalisation & Extremism
3. National Channel Guidance
4. ETF Prevent for FE and training website: http://preventforfeandtraining.org.uk

5. Side by Side learner modules: these cover Prevent and British values: https://www.etflearners.org.uk/