The NVQ Training Centre **PREVENT** **DUTY** Policy

**Policy Statement**

The NVQ Training Centre understands its responsibilities under the Counter Terrorism & Security Act 2015 to prevent people of all ages being radicalised or drawn into terrorism. There are robust safeguarding arrangements in place which are regularly reviewed to keep all our students and staff safe.

### All educational establishments have a responsibility to promote values of openness and respect and to facilitate free debate which is characteristic of being a British Citizen.  It is in this context that the college has developed this Prevent Duty Policy.

**Legal Frameworks:**

* Safeguarding Vulnerable Groups Act 2006 – Amended by the Protect of Freedom Act 2012
* Counter Terrorism and Security Act 2015
* Children Act 1989

#### **Data Protection Act 1998** Section 21 of 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”.

### Scope:

This policy covers safeguarding of Children and Adults at Risk, both our learners and those persons in settings, where we practise, which fall into the category of child or adult at risk. It is inclusive of specific highlighted safeguarding agenda areas – as defined by law, and in the wider context all our students and learners. This policy also aligns our compliance with the Government Prevent strategy.

A Child is defined as anyone under the age of 18 including unborn children right up to teenagers (UK government guidance) ‘**Working together’** An adult at risk (previously vulnerable adult) is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance.

#### **Safer Recruitment**

* All staff will be DBS checked when they are employed to work for The NVQ Training Centre
* All new staff will have completed mandatory Prevent Duty Training at the beginning of employment that gives them the knowledge and confidence to identify learners at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups.
* All staff have read The Prevent Duty Guidance, a copy of this is present in the centre
* All staff have read the DFE Keeping Children safe in Education Policy a copy of this document is also in centre. **https://www.gov.uk/government/publications/keeping-children-safe-in-education–2**

Documents used to record any Safeguarding incidents are kept on the internal safeguarding log, which is password encrypted.

The Designated Safeguarding Lead and the Senior Management Team will carry out investigations where appropriate into welfare concerns reported and liaise with external bodies where appropriate. Overall recording and management of safeguarding issues and report on any issues that arise to the relevant funding partner.

* As part of the learner induction safeguarding is also covered in the learner induction and highlighted in the learner induction handbook.
* Our Skills assessors promote Safeguarding with learners at every learner visit this is recorded on the contact register and kept on One File. Safeguarding within the organisation also includes online safety, prevent and health and safety.
* Any guest speaker, this may include associate tutors, members of an external agency who will come to conduct any form of teaching, learning who speak about their current industry
* All Schemes of work, lesson plans and all resources prior to any delivery taking place are requested in advance to ensure the content is suitable for the environment.
* Guest speakers who will be conducting or presenting to groups of learners training staff will be required to forward to the senior management team for Prevent the presentation which will then be reviewed to ensure its content, language and structure is suitable.
* Where learners aged 16 – 18 who begin a qualification with The NVQ Training Centre, we have a duty to inform the parent or guardian of those said learner/s of our continued commitment to protect young people and our staff are fully aware of their role and responsibility to this.

**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 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 role, employers are entitled to make appropriate types of enquiry about the applicant’s criminal record and seek a disclosure through a DBS check.

**When and What Type of DBS Check is Appropriate?**

Even where a post has some contact with children or adults at risk, the definition of regulated activity may not be fully satisfied, but to safeguard our learners any unsupervised contact with learners will result in an enhanced DBS check with child barred list. The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) defines what types of activities involving children and adults at risk are regulated and therefore require barring list checks.

Regulated Activity is a term that defines activities that an individual engages in. The criteria for regulated activity differs for children as detailed below:

**Children**

* Regular activity (once per week or 4 times over the course of 1 month)
* Unsupervised activity
* Teaching, training, assessing, mentoring based activities – working intensively and closely with a child
* Within specified setting

**Keeping Staff Safe**

Maintaining personal safety is also encouraged and the following activities are strictly prohibited:

* Befriending learners on personal social media sites or distributing personal telephone numbers
* Visit learners at home or transporting learners to and from locations
* You will naturally build a rapport with learners through the apprenticeship contact, and the learners may see you as a confident and support, but be sure to maintain professional boundaries whenever carrying out work on behalf of The NVQ Training Centre.
* Be respectful of all young and vulnerable people, and appreciate you are in a position of trust. We can listen to their concerns and support them.
* Avoid spending time alone with learners in a closed environment. If this is unavoidable for example during a formal assessment/ examination, ensure a member of the site staff is aware where you are and monitors this.
* Be careful when giving learner advice – as this is based on your opinion, focus support around information (facts) and guidance (signposting).
* If at any point, you feel unsafe in a learner’s company inform the site manager, your line manager, the designated safeguarding officer and leave the premises.

**Associated Policies**

Equality and Diversity Policy

Health and safety Policy

Prevent Duty Policy

Data Protection Policy

Guest Speaker Policy

**Contact Details**

Lead Designated Safeguarding Officer

Jacquie Lewis

Our safeguarding officer can be contacted on 08452235020 or info@apprenticeship-centre.co.uk

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

Useful contacts

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| CEOP | 0870000 3344 | [www.ceop.police.uk](http://www.ceop.police.uk/) |
| Childline | 0800 1111 | [www.childline.org.uk](http://www.childline.org.uk/) |
| NSPCC | 0808 800 5000 | [www.nspcc.org.uk](http://www.nspcc.org.uk/) |
| Internet Safety |  | [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism) |