



# Prevent Policy

September 2024



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This policy should be read in conjunction with the Safeguarding and Child Protection Policy, E-Safety Policy, ICT Acceptable Use Policy, Safety on Trips Policy, Conducting a Search & Use of Reasonable Force Policy, and the College Lockdown Policy.

## 1.0 Introduction

- 1.1 There is a statutory imperative that the college sets out the measures it will take in accordance with provisions in the Counter Terrorism and Security Act 2015 as they apply to education providers. The college has set out separately to this document the college policy with regard to Equality and Diversity, including Religion and Belief, and Freedom of Speech; these policies compliment this strategy and self-assessment tool, as does the College Child Protection and Safeguarding Policy, E-Safety Policy, Health and Safety Policy, the Lockdown Policy, the Safety on Trips Policy, the PSE Policy, the RSE Policy and the Conducting a Search and Use of Physical Intervention Policy. This policy should therefore be read in conjunction with the aforementioned.
- 1.2 In addition to this, the following have also been considered:
  - The Counter Terrorism and Security Act 2015
  - Prevent Duty Guidance for England and Wales (updated March 2024)
  - Channel Guidance
  - Respect and Resilience: Developing Community Cohesion
  - Prevent Duty: Additional Advice for Schools and Childcare Providers
  - Action Against Hate The UK Government's plan for tackling hate crime (July 2016)
  - Section 26 of the Counter-Terrorism and Security Act 2015
  - The Use of Social Media for On-line Radicalisation July 2015
  - Supporting Pupils Worried about Terrorism
  - Prevent, Run, Hide, Tell
- 1.3 This policy relates to all staff, students, visitors to the College buildings and those engaged in business on behalf of the College.
- 1.4 Encouragement of terrorism and/or soliciting for a proscribed organisation is a criminal offence. Cardiff Sixth Form College, Cambridge ensures that safeguarding procedures must include provision for identifying and addressing risks relating to radicalisation and extremism. The Designated Safeguarding Lead maintains strong communications with external agencies and knows when it is appropriate to make a referral to the Local Authority through SPoC (Single Point of Contact to Police).
- 1.5 In accordance with the statutory guidance for education providers Cardiff Sixth Form College, Cambridge has a self-assessment tool which is reviewed termly in line with College activities and events and safeguarding and child protection records and is subject to monitoring and enforcement as set out in the Act.
- 1.6 All education settings should create a safe environment in which children can understand and discuss sensitive topics, including terrorism and extremist ideas. The college makes the most of opportunities with the curriculum to promote values of democracy, mutual respect and tolerance of different faiths and beliefs.

## 2.0 Definitions

- 2.1 **Extremism** is defined as the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- 2.2 **Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- 2.3 **Terrorism** is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use of threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

## 3.0 College Response

- 3.1 The College is committed to working with others to prevent vulnerable people, including children, being drawn into terrorism or activity in support of terrorism. It does this through:

### 3.1.1 College culture

- The College promotes the spiritual, moral and cultural development of its students and this is mapped with curriculum areas and pastoral care initiatives in the College. This includes the encouragement and exercise of free speech, and the articulation and discussion of opinions. But with rights come responsibilities. If a student were to express discriminatory or extremist opinions or behaviours, these would be challenged as a matter of course. In line with the South Wales Central FE Prevent Forum the College also offers 'safe spaces' in which views can be discussed and debated through the College Debate Society, via PSE sessions with student Heads of Houses and also with the College Wellbeing Officer.
- Mutual respect is central to the ethos of the College, and is modelled by students and staff alike. The College promotes respect for others in the classroom and in all other activities and the pastoral programme. All pastoral initiatives have been written with the UNCRC (United Nations Convention on the Rights of the Child) at its core and respect and resilience are promoted via the College curriculum, PSE sessions and within all College activities and events. Students are encouraged to explore ideas and develop opinions, always understanding that disagreement does not entail loss of respect for and understanding of others' opinions. They are given the opportunity to explore and understand their place in the UK's culturally diverse society within PSE (Personal, Social Education) sessions, and they are given the opportunity to experience diversity within the College community.
- There is no place at the College for the promotion of partisan political views. There are occasions when it is appropriate to present students with different political views; in these cases, we undertake to ensure a balanced presentation of those views. Teaching cannot involve the promotion of partisan political views. In discussing political issues, students are offered a balanced presentation of opposing views. All students have been made aware of the HWB – E-Safety Zone resources and the Keeping Safe Online area in order to ensure that they recognise when views are of a radical nature and E-safety is also covered through induction and PSE

sessions. The college Wellbeing Hub for students signposts to the Report Harmful Content area of the Safer Internet Centre and staff are signposted to the Professionals Online Safety Helpline (POSH).

- In cases where there are suspected online terrorism content then the Designated Safeguarding Person will report this via [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)

### **3.1.2 Curriculum**

- The College actively promotes the values of democracy, rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. The College curriculum incorporates the desired learning outcomes published by the DfE (below). Students gain these understandings through PSE programmes (where questions about extremism may arise), guest speaker sessions and schemes of work in relevant curriculum subjects. In addition to this, students are made aware of when subjects and activities link to SMSC (Social, Moral, Spiritual and Cultural) and multi-cultural events.
- Desired learning outcomes, as defined by the Department for Education frameworks include:
  1. An understanding of how citizens can influence decision-making through the democratic process;
  2. An appreciation that living under the rule of law protects individual citizens and is essential for their wellbeing and safety;
  3. An understanding that there is a separation of power between the executive and the judiciary, and that while some public bodies such as the police and the army can be held to account through Parliament, others such as the courts maintain independence;
  4. An understanding that the freedom to hold other faiths and beliefs is protected in law;
  5. An acceptance that people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour;
  6. An understanding of the importance of identifying and combating discrimination.

### **3.1.3 Safeguarding Framework**

- Identifying and acting appropriately on any evidence that an individual is vulnerable to extremism or radicalisation is part of the broader safeguarding role of the College and its staff. CSFC Cambridge Child Protection and Safeguarding Policy sets out in detail the framework for reporting concerns. The College's Designated Safeguarding Lead also acts as the Prevent Lead and should always be contacted regarding any concerns regarding inappropriate opinions or if you have concerns about a child missing from education or having poor attendance. The College will always initiate early intervention by following support mechanisms in-house. The Designated Safeguarding Lead/Prevent Lead will determine whether the Channel Process needs to be utilised and will liaise with the Extremism Counter Terrorism Unit.
- Students holding positions of responsibility in the college are also trained in Prevent and the mechanism for reporting concerns. The Deputy Head, Pastoral and the Senior Houseparent are WRAP (Workshop to Raise Awareness of Prevent) trained and provide INSET training for all staff on radicalisation, both face-to-face and through online courses.

### 3.1.4 Prevention

With regard to preventing radicalisation, the College:

- Prohibits extremist speakers/events at the College; and has established clear protocols for ensuring that any visiting speakers are suitably and appropriately supervised
- All external speakers should be risk assessed against a set of criteria which enables freedom of speech and protects people vulnerable from being drawn into terrorism by direct exposure to unchallenged extremist views that are counter to our commitment to both student and staff safety and equality and diversity. The Prevent statutory guidance requires colleges to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable and no less than one month in advance a copy of the speakers' DBS certificate will be asked for. If the speaker is from a known organisation, then senior College staff may allow the speaker to visit if background checks have been carried out by the Deputy Head, Pastoral and the speaker is supervised at all times during their talk. The college's responsibility to our students is to ensure that they can critically assess the information that they receive as to its value to themselves, and that the information is aligned to the ethos and values of the college and British values.
- Visiting speakers will be expected to understand that where appropriate their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases, the college may request a copy of the Visiting Speaker's presentation and/or footage in advance of the session being provided.
- Visiting Speakers, whilst on the College site, will be supervised by a College employee. On attending the College, Visiting Speakers may be required to show original current identification documents including a photograph such as a passport or photo card driving licence.
- Freedom of expression and speech are basic human rights to be protected and are protected by law under the Human Rights Act 1998. Colleges want to encourage students to develop ideas, study around their subjects and develop skills that will prepare them for further study and work. Student safety and welfare is of paramount importance and we have to ensure that our students are free from harm. As public authorities we can place restrictions on freedom of speech in the following cases:
  - a. In the interests of national security, territorial integrity or public safety;
  - b. For the prevention of disorder or crime;
  - c. For the protection of health or morals;
  - d. For the protection of the reputation or rights of others;
- The College is also mindful of Health and Safety legislation, Child Protection and POVA legislation, the Equality Act 2010 and the Public Order Act 1986.
- Procedures must be in place to ensure we meet the requirements of this legislation and that we safeguard our students and the College's reputation. Guest speakers at College must abide by our policies and procedures and must not:
  - a. Incite hatred, violence or call for breaking the law.
  - b. Encourage, glorify or promote acts of terrorism or individuals/groups that support such acts.

- c. Spread hatred or intolerance in the community.
- d. Insult other faiths or groups.
- e. Gather funds for any purpose except for agreed registered charities.
- f. Discriminate.
- g. Not show images that are illegal or discriminatory.
- h. Bully or harass any member of the College community.
- i. Share personal information with our students.
- j. Cause any form of damage to the College's computing equipment or software, nor to any of the rooms and their facilities and services which contain that equipment or software.

### 3.1.5 Definition

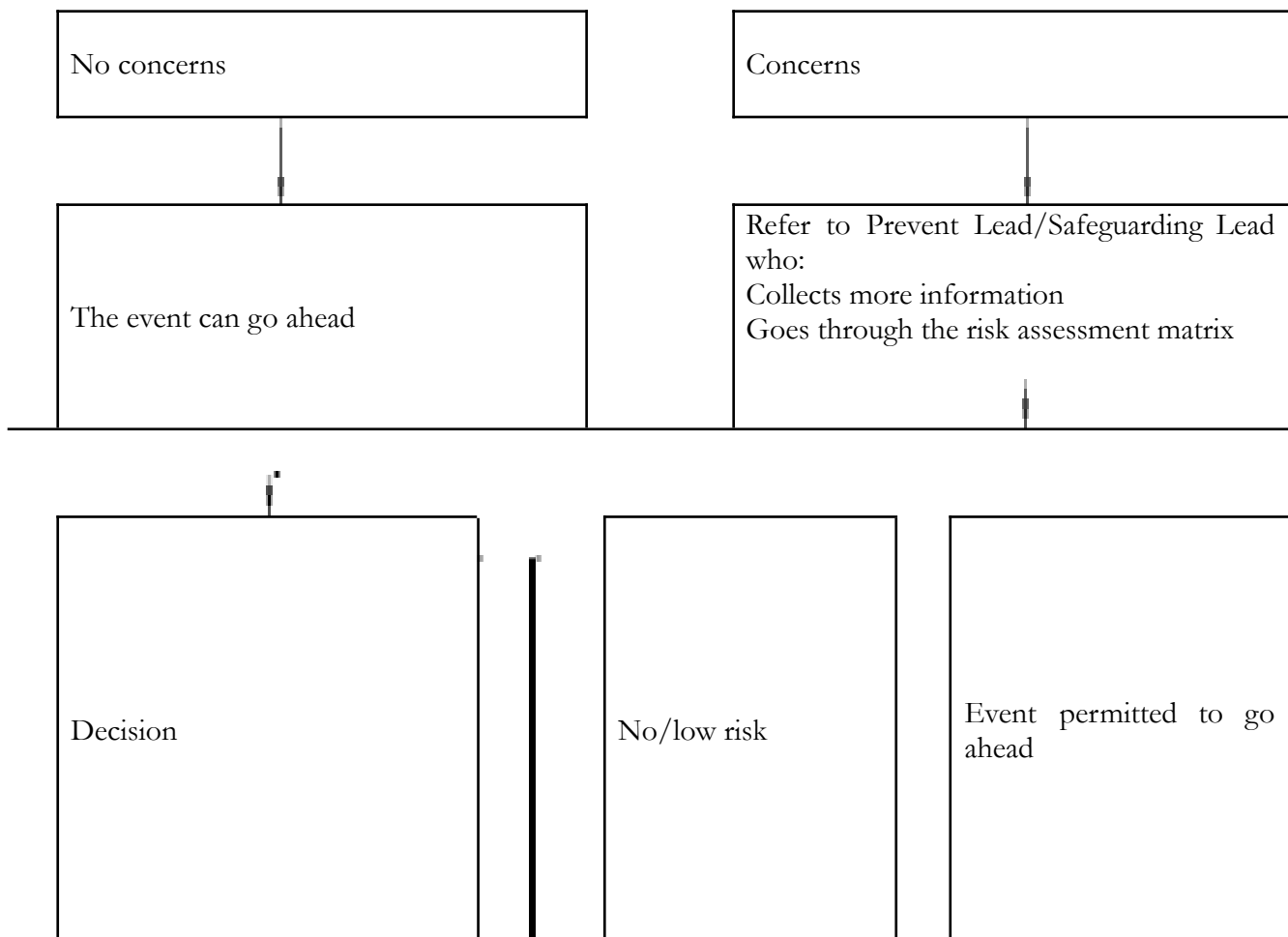
- Guest speaker refers to anyone who is not a student or a member of staff. This includes anyone from another College or external organisation or body.
- Within the scope of these procedures when we refer to the term guest speaker we are considering the individual, their message, their affiliations with other groups and the media profile.

### 3.1.6 The Procedure

- The College reserves the right to cancel or prohibit any event with a guest speaker if the procedures provided herein are not followed or if the relevant health, safety and security criteria cannot be met.
- Staff who wish to book a guest speaker to speak to staff or students should complete the Guest Speaker Request Form at least 4 weeks before the date of the event. This form should be returned to the Line Manager in the first instance. This procedure only applies to guest speakers who will not be accompanied at all times while on College site.
- Any failure to disclose full details may result in the guest speaker event being cancelled.
- On receipt of the form identified staff will check all speakers online – using Google and the first 3 pages of results. This information will be noted on the form and will include the URL of the most relevant information. A decision will be made based on this information. Staff will receive regular training to support this task.
- If there are no concerns, a guest speaker may be approved. If the search results give cause for concern, then the event will be referred for further checking by the Prevent Lead/Designated Safeguarding Lead.
- The Line Manager will maintain complete records of all applications and information related to applications.
- The Prevent Lead/Designated Safeguarding Lead will conduct a short investigation into the speaker and any affiliations and will complete the risk assessment matrix. Any investigation will involve advice from the local Prevent team.



- As part of the risk assessment mitigating factors that could be put in place to allow the event to go ahead will be considered. These could include:
  - a. Security presence
  - b. Filming of the event
  - c. Staff present at all times
  - d. Limits to attendance
  - e. An advanced copy of the speech
  - f. An advance copy of all resources
  - g. A right to reply by an opposing viewpoint
- The Prevent Lead/Designated Safeguarding Lead will inform the relevant senior manager of the decision.
- The organiser of the event will be informed and the proposed guest speaker will be informed in writing.
- The proposed guest speaker has the right to appeal in writing within 10 days of the date of the letter. The appeal will go to the Prevent Lead/ Designated Safeguarding Lead.
- The Prevent Lead/Designated Safeguarding Lead will maintain complete records of all applications and information related to applications and risk assessments.



Medium or high risk that can be mitigated

Event permitted to go ahead with regulatory steps

High risk that cannot be mitigated

Event not permitted to go ahead

Staff member **fully** completes Guest Speaker Request Form 4 weeks prior to the event.

Failure to complete fully could lead to delays or the event being cancelled.

Form sent to Line Manager who will complete initial checks on the individual and makes decision as to whether they can speak in College.

### 4.0 Guest Speaker Request Form

This form is to be used by staff or any student groups who wish to invite a guest speaker to College. It should be completed and returned to Line Manager 4 weeks before the event.

#### PART A – Details of Organiser

Name of Organiser:	
Programme Area	
Course:	

Contact Details:	Email:	Tel. No.:
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**PART B – Details of Event**

Name of Guest Speaker:	
Title of Event:	
Please give a summary of the content of the speech (include any resources).	
Please give further details about the speaker:	
Email:	
Website:	
Organisations linked to:	
Please declare any political/religious affiliations, any controversy or criminal convictions that may impact on this visit:	
Date of event:	Campus:
Expected number of attendees	Is it possible that anyone under 18 might attend? Yes <input type="checkbox"/> No <input type="checkbox"/>
What mitigations are in place to safeguard those under 18 during and after the event?	

Signed:	Date:
Designation:	

**PART C: to be completed by identified member of College staff**

Please describe checks completed and findings (include URLs):	
Decision:	No concerns - event go ahead <input type="checkbox"/> (return form to organiser) Concerns <input type="checkbox"/> (form to DSP)
Please explain concerns	

**5.0 Guest Speaker Risk Assessment Matrix**

This form is to be used if an application for a guest speaker has been referred for further examination.

**PART A – Details**

Name of Guest Speaker:	Title of Event:	Date of Event:
Name of Organiser:	Programme Area	Course:

Reasons event has been referred:	
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PART B – Risk Assessment

Risk	Outcome	Explanation	Mitigations Needed
Human Rights Is the speaker's presence likely to impact on the rights and freedoms of others?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Equality and Diversity Is the speaker's presence likely to breach our responsibilities to eliminate discrimination and promote understanding and good relations? Is the speaker's presence likely to lead to an intimidating or offensive environment?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Public Order/Health and Safety Is the speaker's presence likely to lead to public disorder? Could it put anyone at risk on or around College premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Child Protection/POVA Is the speaker's presence likely to put a young person or vulnerable adult at risk?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

PART C – Decision

Decision:	Low/No Risk Yes <input type="checkbox"/> No <input type="checkbox"/> Medium/high risk with mitigation Yes <input type="checkbox"/> No <input type="checkbox"/> High risk/no mitigation Yes <input type="checkbox"/> No <input type="checkbox"/>	Event to go ahead <input type="checkbox"/>
Form completed by:		Date:
Designation:		

## 6.0 Aims

6.1 The College in working with the Prevent agenda aims to:

6.1.1 **Manage access to extremist material** – including through the Internet through appropriate screening procedures and by alerting students through the pastoral programme and PSE of E-safety awareness and radicalisation and extremism. In addition to this, the HWB E-safety Zone

and Keeping Safe Online area resources are advertised to both pupils and staff. Also, students are made aware of The UK Safer Internet Centre [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and CEOP's Thinkuknow website – [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

- 6.1.2 **Train its staff** to recognise signs of radicalisation/extremism, and to know what to do; with the result that staff have 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 and are shared by terrorist groups. Staff know where and how to refer children and young people for further help. The college safeguarding website has a training section for all staff containing links to the Home Office Prevent Awareness e learning, Prevent referrals e learning and Channel awareness e-learning modules. The college also signposts staff and students to information regarding hate crimes and Tackling Hate Crimes and Incidents: Framework for Action can be accessed via the staff safeguarding website and Young Person's Helpline, along with the National Hate Crimes and Incidents Centre are provided for pupils on the college Wellbeing Hub.
- 6.1.3 **Work in partnership:** The College places a priority on working with partners to ensure we provide a safe environment. We recognise that issues around radicalisation do not respect institutional boundaries and, we will work in partnership with local Colleges across the region, including government and security services to share information and best practice.
- 6.1.4 **Establish referral mechanisms** to identify individuals who are vulnerable to extremism or radicalisation, and works with local partners to develop appropriate support strategies. The College recognises the risk that members of our community may be targets for radicalisation and we will take appropriate measures to minimise this risk, working in partnership with relevant agencies through appropriate processes, such as Channel. Where a specific risk is identified, or government guidelines and threat levels chance the College Prevent Group will assess that risk and give advice on action accordingly. This group shall normally be comprised of: Head / Principal, Safeguarding Team, Deputy Head, Pastoral, Senior Houseparent, Student Services Manager, Operations Manager and Co-curricular Manager.

## 7.0 The Channel process

- 7.1 The Channel process is part of the government's overall strategy of preventing radicalisation, and sets out a framework within which its agencies work together to:
- identify individuals at risk of being drawn into terrorism
  - assess the nature and extent of that risk
  - develop the most appropriate support plan for the individuals concerned.
- 7.2 The Channel referral process requires that concerns should be passed on to the College's Designated Safeguarding Lead. The Designated Safeguarding Lead will contact the police, (SPoC) if needed. If further action is considered appropriate, screening by the police Channel Coordinator might take place, followed by a preliminary assessment by the Local Authority's Prevent Lead and Police Channel Coordinator. Again, if further action is considered necessary, the next step might be the creation of an assessment and action plan by the local Multi-Agency Channel Panel, and subsequent implementation of that plan, which would be aimed at re-engaging the individual and preventing radicalisation.

- 7.3 Channel is about safeguarding children and adults from being drawn into committing terrorist related activity. It involves early intervention to protect vulnerable people and divert them away from the risk they face before illegality occurs. The framework for referral, review and action is not intended to criminalise individuals, but to set a course to avoid precisely that.
- 7.4 Safeguarding children and young people from radicalisation is no different from safeguarding them from other forms of harm. Indicators for vulnerability to radicalisation overlap with those which underlie other vulnerabilities that might give rise to safeguarding concerns, including:
- Family tensions
  - Sense of isolation
  - Distance from cultural heritage
  - Experience of racism or discrimination either personally or as a witness to the event
  - Feeling of failure.

## 8.0 Identification of Risk

- 8.1 The risk of radicalisation may be the product of a number of factors. Identifying this risk requires that we exercise professional judgement, seeking further advice as necessary. The College operates a self-assessment tool in which potential risks are highlighted and ragged accordingly for action.
- 8.2 Anyone with concerns about a student being vulnerable to radicalisation or extremism should contact the College's Prevent Lead. The Prevent Lead is the Designated Safeguarding Lead. All staff, teachers, house staff and the college medical team are aware of the safeguarding procedure and subsequent reporting mechanisms for dealing with concerns about radicalisation.
- 8.3 Possible activities or events that would raise initial concerns:
- A student disclosing their exposure to the extremist actions, views or materials of others outside of College
  - Graffiti symbols, writing or art work promoting extremist messages or images
  - Students accessing extremist material online, including through social networking sites
  - Parental reports of changes in behaviour, friendship or actions and requests for assistance
  - Other local Colleges, local authority services, and police reports of issues affecting their students
  - A student voicing opinions drawn from extremist ideologies and narratives
  - Use of extremist or 'hate' terms to exclude others or incite violence
  - Expressions of intolerance to difference, whether it be religious, gender, disability, sexuality, ethnicity
  - Attempts to impose extremist views or practices on others
- 8.4 There are three levels of risk assessment: Green represents no risk; amber, potential risk with assessment required; red, high or material risk. When a risk has been assessed as amber, the College Prevent Group will be convened and will seek expert guidance in reaching a decision and to identify

appropriate and proportionate control measures to mitigate the identified risks. The Prevent Group will reach a decision in these situations within five working days.

## **9.0 Indicators of Vulnerability**

9.1 The Channel guidance describes the possible indicators of vulnerability, around the three dimensions of engagement, intent and capability:

### **Engagement**

- 'spending increasing time in the company of other suspected extremists
- `changing their style of dress or personal appearance to accord with the group
- their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause
- loss of interest in other friends and activities not associated with the extremist ideology, group or cause
- possession of material or symbols associated with an extremist cause
- attempts to recruit others to the group/cause/ideology
- communicating with others in a way that suggest identification with a group/cause/ideology.

### **Intent**

- clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills
- using insulting or derogatory names or labels for another group
- speaking about the imminence of harm from the other group and the importance of action now
- expressing attitudes that justify offending on behalf of the group, cause or ideology
- condoning or supporting violence or harm towards others
- plotting or conspiring with others.

### **Capability**

- having a history of violence
- being criminally versatile and using criminal networks to support extremist goals
- having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction)
- having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

### **Response**

- In addition to this the College Prevent Lead and Prevent Group will monitor how to effectively respond to local and/or national events internally that may have an adverse effect on any community cohesion.

## 10.0 Lock Down Procedures

- 10.1 The College Lock Down Policy needs to be referred to with regard to an internal (on-site) intruder.
- 10.2 Lock Down procedures may be instigated in some circumstances in the event of a hazardous situation such as a terrorist attack, which makes it dangerous for students, staff and visitors to be outside. Copies of this procedure will be disseminated to all members of the College community.
- 10.3 In the incident that there is a bomb threat/and or has been a terrorist atrocity in the City Centre, the following will occur:
- A message will be sent to all students on ISAMs informing them there has been an incident in the city centre. The students will be told the following:
  - Any students in the College will be registered and a partial lock down procedure will take place, whereby students at the main College site will not be able to leave the College building
  - The boarding staff will immediately be notified on all other sites and all students residing in the boarding houses will be told to register in the common room of their boarding house or the main College building (whichever is safest). They will not leave the safety of the boarding houses.
  - Students who are not in the main College building, or in one of the boarding houses will need to make their way (only if it is safe to do so) to the nearest halls of residence, where they will be registered accordingly.
  - The Senior Houseparent will then contact students who are not registered in any of the College areas to gain updates on their whereabouts and safety, liaising with external services if and when necessary; along with relatives/guardians.

## 11.0 National/Overseas Events

- 11.1 If there has been a recent terror attack in any other area other than Cambridge in the United Kingdom or elsewhere prior to any planned trips or College events, then the risk assessment will detail this and the College Prevent Lead/Designated Safeguarding Lead will be in contact with the Police in order to gain more of an understanding of the current level of threat and how to best proceed. If any trip or event carries with it too high a risk for students and staff, then the Head / Principal and Prevent Group will convene to determine whether the trip should be cancelled in light of this.
- 11.2 If a trip is already in process and there is a terrorist attack then the College's Critical Incident Management Plan in the Health and Safety Policy should be followed and guidelines from the [Foreign and Commonwealth Office \(FCO\) Travel Advice](#) service should be followed when it is safe to do so.



## 12.0 Useful Contacts, Websites and Links

- Prevent Duty Guidance for England and Wales

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417943/Prevent\\_Duty\\_Guidance\\_England\\_Wales.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417943/Prevent_Duty_Guidance_England_Wales.pdf)

- Channel Guidance

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/118194/Channel-guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118194/Channel-guidance.pdf)

- Prevent Departmental Advice

[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)

- Foreign and Commonwealth Office

<https://www.gov.uk/government/organisations/foreign-commonwealth-office>