



BLUE LION
TRAINING ACADEMY

**PREVENT
POLICY AND PROCEDURE**

DOCUMENT HISTORY

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This Policy and Procedure document has been approved by the CEO / Director and is signed on release to the BLQMS on monday.com as per the version control status in the above table:




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PREVENT POLICY & PROCEDURE

Blue Lion Training Academy Limited (the 'Organisation') aims to provide defect-free products and services to its customers on time and within budget, we aim to audit our policies and procedures to drive continuous improvement.

INTRODUCTION

Blue Lion Training Academy has a statutory and moral duty to ensure that it functions with a view to working to prevent vulnerable people being drawn into criminal behaviour. Prevent is a strand of the Government's counter terrorism strategy. The UK faces a range of terrorist threats. Threats are not limited to the threat from religious extremists and we, therefore, need to be mindful of all potential threats to which our staff and learners are exposed. All terrorist groups who pose a threat to us seek to recruit and radicalise individuals to their cause.

Nationally Prevent seeks to:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- work with sectors and institutions where there are risks of radicalisation that we need to address.

More information and guidance can be found here <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

The UK has a system of threat levels which represents the likelihood of an attack in the near future.

The five levels are:

- | | |
|-----------------------|--|
| 1) LOW | means an attack is highly unlikely. |
| 2) MODERATE | means an attack is possible, but not likely. |
| 3) SUBSTANTIAL | means an attack is likely. |
| 4) SEVERE | means an attack is highly likely. |
| 5) CRITICAL | means an attack is highly likely in the near future. |

The current threat level can be found at:

<https://www.mi5.gov.uk/threat-levels>

The Government's Counter Terrorism and Security Act places certain duties on further and higher education institutions in relation to the prevention of radicalisation and extremism. This policy seeks to ensure that our training academy meets the expectations of this legislation.



Private Apprenticeship Providers also known as independent training providers like Blue Lion Training Academy are major education providers for the 16-25-year-old age group who are particularly vulnerable to radicalisation. Although our learners can range from 16 to 60, it is a key part of our business ethos. We have an integral part to play in fostering a set of shared 'British Values' and promoting community cohesion.

The government's own definition of extremism as contained within the Prevent Strategy and is the definition used within this policy:

"Vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. We also include in our definition of extremism calls for the death of members of our armed forces."

DEFINITIONS

Extremism

"The vocal or active opposition to British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Extremists may try to force their views on others and, in some cases, may believe that these views can justify the use of violence in order to achieve certain aims

Terrorism

Terrorism is an action or threat designed to influence the government or intimidate the public. Its purpose is to advance a political, religious or ideological cause.

Radicalisation

"This Refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. A radicaliser is an individual who encourages others to develop or adopt beliefs and views supportive of terrorism and forms of extremism leading terrorism" (Prevent Strategy)

Ideology

An ideology is a belief about how society or a community should live their lives and they are usually expressed peacefully. BUT both extremism and terrorism are based on people having ideologies that create a divide - a 'them' and 'us' culture; a assertive 'my way is the only way' kind of thinking.

Vulnerability

A vulnerable adult is someone aged 18 or over: Who is or may be, in need of community services due to age, illness or a mental or physical disability. Who is or maybe, unable to take care of himself or herself, or unable to protect himself or herself against significant harm or exploitation (Dept of Health 2002)



AIMS OF THE PREVENT POLICY

This policy has the following aims:

- To promote and reinforce a set of shared values, founded on tolerance and respect for others.
- To create a safe space for free and open debate.
- To promote a sense of community cohesion both within Blue Lion Training Academy and within its wider external community.
- To ensure that learners are safe and that we create an environment that is free from bullying, harassment, and discrimination.
- To support learners who may be at risk from radicalisation and to be able to signpost them to further external sources of support where appropriate.
- To ensure that staff are aware of their responsibilities under this policy and can recognise and respond to vulnerable learners.

This policy should be read in conjunction with our safeguarding policy and Equality, Diversity and Inclusion policy and procedure.

DEFINING BRITISH VALUES

British Values are defined by the Government as:

“Democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.”

Embedding values within Blue Lion Training Academy

Equality, Diversity and Inclusion, the values of respect and tolerance are embedded in teaching and learning sessions. This is supported by additional tutorials where necessary on a range of subjects that support values and values-based decision making. Tutors are empowered to encourage open and safe debate.

Coordination and overall responsibilities

Our Designated Safeguarding Lead (DSL) has overall responsibility for the co-ordination of prevent activities, including the prevent implementation with the support of all tutors.

Self-Assessment and Risk register action plan

Prevent duty self-assessment tool is available <https://www.gov.uk/government/publications/prevent-duty-self-assessment-tool-further-education>. The self-assessment tool helps to assist us to review our Prevent responsibilities. This self-assessment tool helps training providers to understand how well embedded their policies and practices are, and to encourage a cycle of continuous review and improvement.



We undertake regular prevent risk assessments. This risk assessment and subsequent risk register action plans are reviewed annually by the DSL and business Directors who carries oversight responsibility to prevent activities within Blue Lion Training Academy and form part of the board meeting agenda item on a quarterly basis.

Staff training

All members of staff undertake Prevent training. Training enables staff to identify and understand factors that make people vulnerable to being drawn into extremism and the knowledge of our processes and procedures to report concerns. This forms a mandatory element of staff training and can be requested directly by the DSL.

Partner Providers / Sub-contracting

Although Blue Lion Training Academy limit their use of partner providers, we may encounter the use due to load at which point we would carry out due diligence with all partner providers and ensures they have full awareness of radicalisation and extremism. Partner providers who do not have full awareness will be given full training via the DSL.

The distribution of leaflets and other literature within Blue Lion Training Academy

Prior to any literature being distributed internally from external agencies or by apprentices when this literature is not related to their programme of study, the permission of the DSL, or in their absence the Tutor should be sought.

Speakers and events within Blue Lion Training Academy

We welcome and actively encourage **guest speakers** and external agencies as a powerful mechanism to enrich the learning and wider learning experience. However, Blue Lion Training Academy will refuse entry to those speakers whose values are contrary to their own and who may be wishing to engage with them as a mechanism to promote extremist views.

Guest speakers are, in the main, booked and authorised by the MD, however, if staff are unsure about the validity of speakers or organisations wishing to host events at Blue Lion Training Academy, advice should be sought from the DSL.

All guest speakers wishing to hold an event at Blue Lion Training Academy should provide at least a month's notice and be willing to share an outline of the event and presentational content prior to the event.

Online safety

We employ web filtering intended to stop learners accessing inappropriate material whilst on our premises. This is encapsulated in the Blue Lion Training Academy IT Acceptable Use policy and procedure and breaches of the policy will be dealt with in accordance with the staff. We continue to promote online safety and educate apprentices about safe and responsible internet use.



Reporting concerns about vulnerable apprentices

Concerns specifically related to apprentices who may be vulnerable to radicalised or extremism should be reported using the form in **Appendix 1** as soon as possible, without delay.

Making a referral to Channel or other agencies

The DSL will make a decision as to whether concerns should be raised with an external agency. The DSL may decide to call a special meeting with the MD and the Dept for Education HE/FE Regional Prevent Coordinator **Sam Slack**, to discuss concerns, before a referral is made to Channel.

ROLES AND RESPONSIBILITIES

The DSL has overall strategic responsibility for the implementation of this policy and for reporting concerns to external agencies as appropriate. The DSL will receive training at least every year in safeguarding and prevent.

The DSL will also attend the local DSL network to ensure that practices and knowledge are kept up to date with the current local climate and links are created with peers. The DSL can also seek advice regarding issues related radicalisation and extremism from the Dept for Education HE/FE Regional Prevent Coordinator, such advice may relate to the handling of any concerns or the formal referral to Prevent of concerns in area of the country.

sam.slack@education.gov.uk Mobile: **07384 452156**

Prevent, falls under the banner of safeguarding and will be led by the Designated Safeguarding Lead. If any staff have any concerns relating to learners and radicalisation, they should refer them to the DSL.

Regional FE & HE Prevent coordinators

Regional further and higher education Prevent coordinators play a key role in the delivery of Prevent, providing further education (FE) and higher education (HE) providers with support to build resilience against the dangers of radicalisation.

They do this through strategic engagement with senior leaders and through the provision of advice, support and training.

This ensures there is a full and robust understanding of any regional threat and risk relating to FE and HE. Coordinators act as the conduit between FE and HE providers and other stakeholders, including Local Authorities, Ofsted, Office for Learners, the Police, Home Office and Department for Education.

The up-to-date list of **Regional** further education (FE) and Higher Education (HE) Prevent Co-Ordinators list can be found here <https://www.gov.uk/guidance/regional-further-education-fe-and-higher-education-he-prevent-coordinators>



Detective Superintendent Mark Pollock is the Head of Counter Terrorism Policing East Midlands, overseen by counter-terrorism lead for the East Midlands, Regional Deputy Chief Constable Paul Gibson (@EastMidsDCC)

Follow CTP EM on Twitter @EMSpecialOps

You can also follow their Prevent teams on Twitter:

- @DerbyPrevent
- @LeicsPreventET
- @NorPolPrevent
- @NottsPrevent

Or visit the forces' websites below:

- [Derbyshire Constabulary](#)
- [Leicestershire Police](#)
- [Lincolnshire Police](#)
- [Northamptonshire Police](#)
- [Nottinghamshire Police](#)

All employees - Are responsible for undertaking training on preventing radicalisation and extremism, for making themselves aware of the procedures contained within this document and for promoting fundamental British values as part of their day-to-day activity.



PROCEDURE FOR PREVENT CONCERNS

RESPONDING TO A CONCERN

Radicalisation is the process by which a person comes to support terrorism and extremist ideologies. If you are worried someone close to you is becoming radicalised act early and seek help. The sooner you reach out, the quicker we can protect the person you care about from being groomed and exploited by extremists.

If someone tells you that they, or someone they know, is being radicalised (refer to **Appendix 2** to review the 'Let's Talk About It' poster):

1. Take it seriously.
2. Make full written notes of all disclosed details using the form in **Appendix 1**, you must record the facts of what happened or what has been seen.
3. Remember you will need to record everything that you saw, heard and did and ensure that any evidence indicating that radicalisation is or may be occurring is captured.
4. Record the exact words said and not your own interpretation or what you think they mean.
5. Reassure the person who has made the disclosure that they have done the right thing.
6. Give the person time to talk and do not probe, investigate, or ask leading questions. Investigation is not your responsibility.
7. You may repeat/ echo back their statement to gain clarification and understanding.
8. Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.
9. Under no circumstances should you speak to or confront the alleged radicalisation third party.
10. Do not assume that other people know what you know.
11. If at any time you feel the person needs urgent medical assistance, you should call for an ambulance or arrange for a doctor to see the person at the earliest opportunity.
12. Once the form is completed send the form to the DSL followed by a phone call to confirm they have received it.



APPENDIX 1: SAFEGUARDING AND PREVENT INCIDENT REPORT FORM

This form is to be used to record information in the light of an allegation, suspicion or disclosure of a potential safeguarding and prevent concern. Completing this record should not stand in the way of contacting Police or Social Services in the event of an emergency or urgent safeguarding and prevent incident.

The Safeguarding and Prevent form can also be completed [online](#) for any queries or if you require help and support completing the form contact geeta.dhanjal@bluelionta.com

REFERRAL PROCESS	
Once you have completed this form, please email it to: info@bluelionta.com If you have any major concerns whilst filling in the form, please call: 01332 738625 .	
YOUR CONTACT DETAILS	
Forename(s):	First Name(s)
Surname:	Last Name
Your position or relationship to who your safeguarding/ prevent concern is about	Please Enter
Your Telephone	Please Enter
Your Email	Please Enter
DETAILS OF PERSON THE SAFEGUARDING /PREVENT CONCERN OR INCIDENT IS ABOUT:	
Forename(s):	First Name(s)
Surname:	Last Name
Date of Birth (DD/MM/YYYY):	D.O.B.
Approx. Age (if DoB unknown):	Please Enter
Gender:	Please Describe
Known Address(es):	Identify which address is the Individual's current residence
Nationality / Citizenship:	Stated nationality / citizenship documentation (if any)



Immigration / Asylum Status:	Immigration status? Refugee status? Asylum claimant? Please describe.
Primary Language:	Does the Individual speak / understand English? What is the Individual's first language?
Contact Number(s):	Telephone Number(s)
Email Address(es):	Email Address(es)
Any Other Family Details:	Family makeup? Who lives with the Individual? Anything relevant.
If under 18 Name and Address of Parent, Carer or guardian of alleged victim:	Please Enter
Telephone Number	

DESCRIBE CONCERNS	In as much detail as possible, please describe the specific concern(s) relevant to Safeguarding & Prevent.
Please Describe	
<p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> • Date and time of any incident • What have you seen or heard? • Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details) – Continue on another sheet if required • How / why did the Individual come to your notice in this instance? • Does it involve a specific event? What happened? Is it a combination of factors? Describe them. • Does the Individual have contact with groups or individuals that cause you concern? Who? Why are they concerning? How frequent is this contact? • Is there something about the Individual's mobile phone, internet or social media use that is worrying to you? What exactly? How do you have access to this information? • Has the Individual expressed a desire to cause physical harm, or threatened anyone with violence? Who? When? Can you remember what was said / expressed exactly? • Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism? Please describe any other concerns you may have that are not mentioned here. 	



COMPLEX NEEDS	Is there anything in the Individual's life that you think might be affecting their wellbeing or that might be making them vulnerable in any sense?
Please Describe	
<p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> • Victim of crime, abuse or bullying. • Work, financial or housing problems. • Citizenship, asylum or immigration issues. • Personal problems, emotional difficulties, relationship problems, family issues, ongoing court proceedings. • On probation; any erratic, violent, self-destructive or risky behaviours, or alcohol / drug misuse or dependency. • Expressed feelings of injustice or grievance involving any racial, religious or political issue, or even conspiracy theories. • Educational issues, developmental or behavioural difficulties, mental ill health • Please describe any other need or potential vulnerability you think may be present but which is not mentioned here. 	

OTHER INFORMATION	Please provide any further information you think may be relevant, e.g. social media details, military service number, other agencies or professionals working with the Individual, Action taken so far:
Please Describe	
HAVE ANY EXTERNAL AGENCIES BEEN CONTACTED IN RELATION TO THIS REFERRAL	
Police	Please Enter Yes or No, if yes please add Name and Contact Details and details of advice received
Social Services	Please Enter Yes or No, if yes please add Name and Contact Details and details of advice received
Local Authority	Please Enter Yes or No, if yes please add Name and Contact Details and details of advice received
Other (e.g.: NSPCC)	Please Enter Yes or No, if yes please add Name and Contact Details and details of advice received

A copy of this form should be sent to the Designated Safeguarding Lead by email to geeta.dhanjal@bluelionta.com Do not discuss this incident with anyone other than those who need to know.



LET'S
TALK
ABOUT IT

WHAT IS PREVENT?

A COMMUNITY SAFEGUARDING PROGRAMME

Prevent is about **safeguarding people and communities** from the **threat of terrorism**.

Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy. It aims to **stop people becoming terrorists** or supporting terrorism.

WHAT DOES PREVENT DO?

STOP



The main aim of Prevent is to **stop people from becoming terrorists** or supporting terrorism.

PROTECT



At the heart of Prevent is **safeguarding children and adults** and providing early intervention to protect and divert people away from being drawn into terrorist activity.

PREVENT



Prevent addresses all forms of terrorism, but continues to ensure resources and effort are allocated on the basis of threats to our national security.

Prevent works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.



If you see or hear something that could be terrorist related call the Police Hotline on:

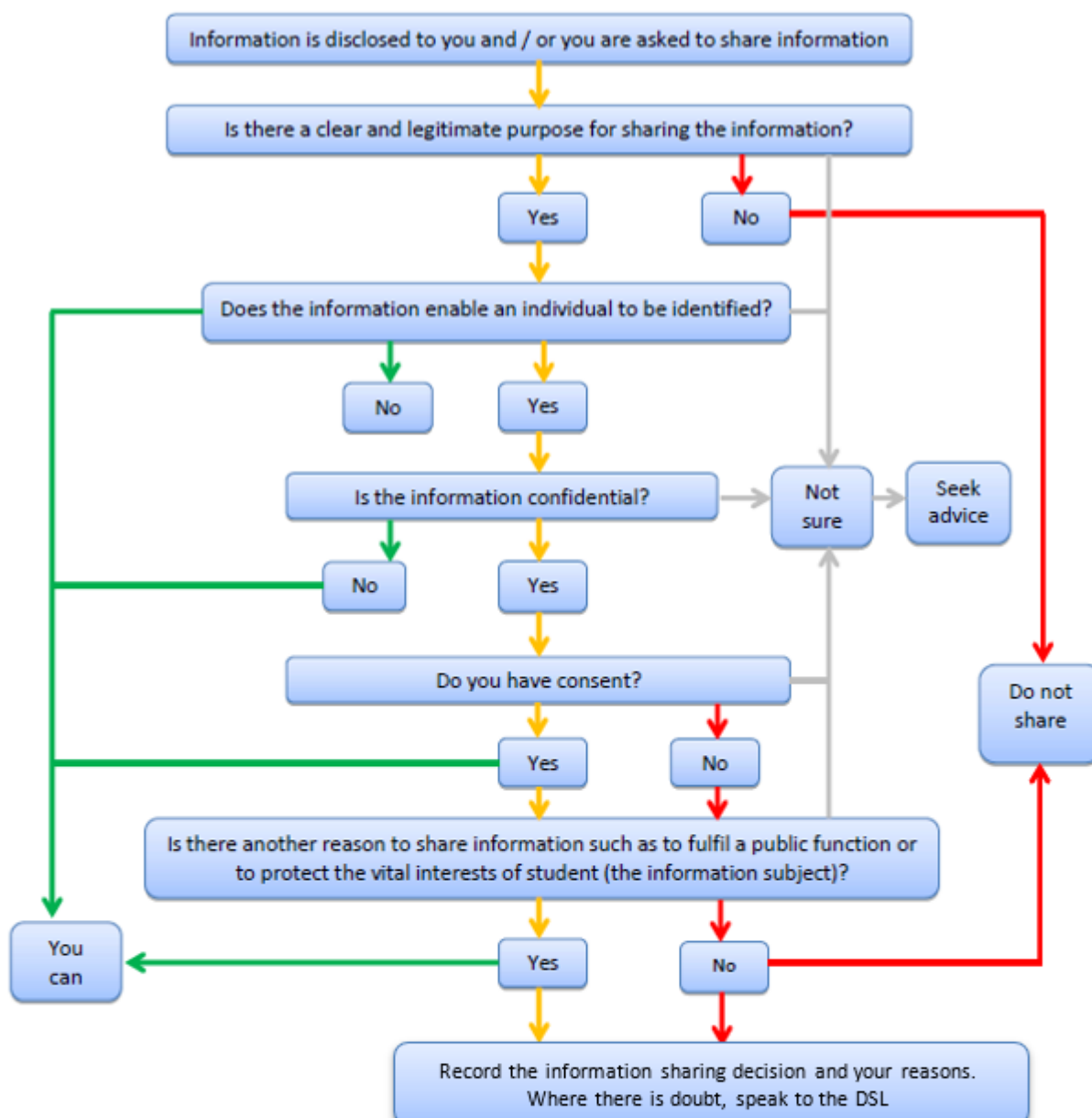
0800 789 321

If you're concerned about someone in your community please contact your local police force by dialling **101** or if you require urgent police assistance dial 999.



APPENDIX 3: FLOWCHART

Refer to the flow diagram for when and how to share information:



When sharing information:

- Identify how much to share
- Distinguish fact from opinion
- Ensure you are giving the right individual to the right information
- Ensure where possible, you are sharing the information securely
- Inform the individual that the information has been shared if they were not aware as long as this would not create or increase risk of harm.

If there are concerns that a young person or vulnerable adult is suffering or likely to suffer harm, then follow BLTA's relevant safeguarding procedures. If you are unsure about what to do at any point, please seek advice from one of BLTA's Designated Safeguarding Leads



Get in touch!

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www.BlueLionTA.com

Call us...

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