

Prevent Policy

1. INTRODUCTION

The aim of this policy is to outline the practice and procedures for paid and voluntary staff at Nova New Opportunities to have 'due regard' to the risk of learners being drawn into terrorism through raising awareness and providing a clear framework for action when radicalisation is suspected.

The national Prevent strategy is designed to reduce the number of serious incidents and to catch anyone, especially vulnerable people before they enter the criminal justice system.

The Channel Process is a multi-agency strategy to try and divert anyone on the fringes of radicalization/ extremist behavior. It would be implemented by the local police after reviewing evidence.

Nova New Opportunities 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.

2. DEFINITIONS

Extremism

Extremism is defined as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect of different faiths and beliefs.

Extremism can refer to a range of views, e.g. racism, homophobia, right-wing ideology, as well as any religious extremism.

Radicalisation

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups

British Values

British Values are defined as "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs"; Nova team members are expected to encourage students to respect other people with particular regard to the protected characteristics set out in The Equality Act 2010.

Vulnerability/ risk indicator

The following lists are not exhaustive and all or none may be present in individual cases of concern. Nor does it mean that vulnerable people experiencing these factors are automatically at risk of exploitation for the purposes of extremism. The accepted view is that a complex relationship between the various aspects of an individual's identity determines their vulnerability to extremism.

The following factors may increase an individual's vulnerability:

- Identity crisis – Being distanced from cultural or religious heritage and uncomfortable with their place in the society around them.
- Personal crisis – Family tensions; sense of isolation; low self esteem; disassociating from existing friendships and becoming involved with a new and different group of friends.
- Personal circumstances – Migration; local community tensions; events affecting country or region of origin; alienation; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- Unmet aspirations – Perception of injustice; feelings of failure; rejection of civic life.
- Criminality – Experience of imprisonment; poor resettlement/ reintegration, previous involvement with criminal groups

3. SIGNS THAT MAY CAUSE CONCERN

- Nova users talking about exposure to extremists materials or views (in this event, information must be shared with relevant local authorities)
- Changes of behavior, e.g. becoming isolated
- Fall in standard of work, poor attendance, disengagement
- Changes in attitude, e.g. intolerant of differences/ having closed mind
- Offering opinions that appear to have come from extremist ideologies
- Attempts to impose own views/ beliefs on others
- Use extremist vocabulary to exclude others or incite violence
- Accessing extremist material online or via social network sites
- Overt new religious practices
- Drawings or posters showing extremist ideology, views, symbols
- Nova users voicing concerns about anyone

4. PROCEDURES FOR REPORTING CONCERNS

Any identified concerns as the result of observed behavior or reports of conversations to suggest that the person supports terrorism and/or extremism, must be reported to the named designated prevent officer immediately and no later than the end of the working day.

5. RESPONSIBILITIES OF

Nova New Opportunities

- To ensure staff and volunteers are aware of the Prevent Duty policy and are adequately trained
- To ensure staff, volunteers and users are aware of their duty to report any concern or incident, however small
- To ensure close monitoring by Nova staff and volunteers IT usage in real time, in order to identify and address inappropriate use of IT, at which computer and by whom
- To ensure tracking IT use on guest log-ins
- To develop stringent firewalls with IT support team
- To block 3G and 4G data on users' personal devices while on the premises
- To submit daily reports to Prevent Duty Officer of attempts to access inappropriate websites
- To assess the risk posed by the external speaker/guest and monitor the event
- To ensure everyone given name of who to contact (Prevent Duty Officer – Marija Mirazic), how to contact them (email, phone number etc) and contact details
- To ensure confidentiality for the person reporting a concern
- To notify the appropriate agencies if radicalisation is identified or suspected
- To support vulnerable individuals affected and ensure that all referrals to services have full information in relation to identified risk and are dealt with sensitivity
- To DBS check volunteers and employees that have access to or work with Vulnerable Adults

Nova New Opportunities employees and volunteers

- To be familiar with the Prevent Duty policy and procedures
- To take appropriate action in line with the policies of Nova New Opportunities
- To declare any existing or subsequent convictions when relevant to role. Failure to do so will be regarded as gross misconduct, possibly resulting in dismissal

Support for those who report a concern or incident

All those making a complaint or allegation or expressing concern, whether they be staff, service users, volunteers or members of the general public should be reassured that:

- They will be taken seriously
- Their comments will be treated confidentially, but their concerns may be shared with appropriate agencies
- If service users, they will be given immediate protection from the risk of reprisals or intimidation
- If Staff they will be given support and afforded protection if necessary in line with the Public Interest Disclosure Act 1998.

6. GOOD PRACTICE

a. Recruitment of staff and Volunteers

Follow Nova New Opportunities recruitment procedures and policies

b. Training

Familiarization with all Nova New Opportunities policies and procedures during induction AND further training, dependent on nature of role, e.g.

- Risk assessment & management
- Types of abuse and recognizing signs of abuse
- Prevent duty
- Keeping appropriate records
- Listening skills

c. Management and Supervision

It is the line manager's responsibility to clarify with the worker or volunteer their roles and responsibilities regarding their relationships with vulnerable adults with whom they may be in contact. Regular supervision for staff and volunteers will monitor the work and offer the opportunity to raise any issues.

d. Record Keeping

- There should be a written record of any concerns. This confidential information will be kept in a locked drawer by the appropriate person, and will be kept for as long as deemed necessary, in line with Data Protection principles (*please refer to*

Confidentiality & Data Protection Policy).

- All incidents should be discussed in supervision with Prevent Duty Officer
- Records kept by paid workers about users should only include:
 1. Contacts made
 2. Referrals made, including date, time, reason and referral agency

7. PEOPLE WHO MIGHT BE AFFECTED

- Informal carers, family, friends, neighbours
- Paid staff, volunteers
- Other service users or tenants
- Strangers

8. SUMMARY

The employee or volunteer's primary responsibility is to protect the vulnerable adult if they are at risk.

- Each employee or volunteer has a duty to take action
- Employees or volunteers should not have to cope alone

PRACTICE GUIDE A

ACTIONS AND CONSIDERATIONS
THE FIRST PRIORITY SHOULD ALWAYS BE TO ENSURE THE SAFETY AND PROTECTION OF VULNERABLE ADULTS. TO THIS END IT IS THE RESPONSIBILITY OF ALL STAFF TO ACT ON ANY SUSPICION OR EVIDENCE OF RADICALISATION AND TO PASS ON THEIR CONCERNS TO THE PREVENT DUTY OFFICER AND OR AGENCY.

PRACTICE GUIDE B

TO REFER OR NOT TO REFER
THE DECISION TO REFER OR NOT TO REFER SHOULD BE MADE BY THE PREVENT DUTY

OFFICER AND THE DIRECTOR SHOULD BE INFORMED.

PRACTICE GUIDE C

WHO TO REFER TO OR REPORT CONCERNS TO

- Social Services (see appendix)
- Channel (see appendix)
- The Police, if there is an emergency where delay may result in serious harm to the person concerned or the public

INFORMATION, IF KNOWN, WHICH WILL BE REQUIRED WHEN YOU MAKE A REFERRAL OR REPORT YOUR CONCERNS:

- Details of alleged victim – name, address, age, gender, ethnic background including principle language spoken, details of any disability
- Whether the individual is aware of and has consented to the referral/report.
- The mental capacity of the individual (are there are any concerns/doubts about this?)

Also, any relevant information, for example:

- Reasons for concerns and therefore this referral
- Details of how these concerns came to light
- Specific information relating to these concerns
- Details of anyone else to whom this referral has also been made
- Details of any other background information
- An impression of how serious the situation might be

- Details of any other professional involved

INFORMATION PASSED ON MUST BE RELEVANT, NECESSARY AND UP TO DATE CONFIRM IN WRITING INFORMATION GIVEN VERBALLY

PRACTICE GUIDE D

Dos and Don'ts

Staff member or volunteer SHOULD:

- Stay Calm
- Listen patiently
- Reassure the person they are doing the right thing by telling you
- Explain what you are going to do
- Report to Prevent Duty Officer
- Write a factual account of what you have seen, immediately.

Staff member or volunteer SHOULD NOT:

- Appear shocked or horrified
- Press the individual for details (unless requested to do so)
- Make comments or judgments other than to show concern
- Promise to keep the incident secret
- Confront the individual

Discuss with the Prevent Duty Officer who will:

- Ascertain whether the situation might fall within the definitions of extremism and radicalisation outlined in this policy
- Ascertain any immediate action required
- Ascertain whether an investigation is necessary in accordance with internal personnel policies and procedures
- Where radicalisation is suspected conclude that a referral be made to the

appropriate agency

KEY CONTACT DETAILS

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CONTACT ADDRESSES (see appendix)

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