

## The Prevent Duty – Our Policy

### The Prevent Duty

Version: 3.23 effective from August 2024

Policy Summary: The Prevent Duty policy is a summary of the Cheynes Training approach to preventing young people and others who may be vulnerable from being radicalised and drawn into any form of extremism. The policy is promoted and distributed to each academy prior to the effective date and training on the policy is provided to senior managers and team members.

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### Statement on the Cheynes Training Prevent Duty Policy

The Prevent Duty places a legal duty on providers of education to have 'due regard to the need to prevent people from being radicalised, drawn into extremism and in the worst-case situation, terrorism'. Cheynes Training wholly supports this principle, and we will actively promote our policy and procedures to ensure everyone involved with Cheynes Training is fully committed and is actively working to ensure no learner on our programmes is placed at risk.

This policy applies to everyone employed by Cheynes Training and by the employers and academy partners (subcontractors) we work with. The policy identifies the responsibilities of owners, employers, directors, senior managers, teachers, assessors, learners, and contractors to have due regard for the need to prevent vulnerable people from being radicalised, drawn into extremism and, in the worst possible situation, terrorism.

Our aim is to:

- To have effective policies and procedures in place to implement the Prevent Duty
- To ensure leaders and their teams are trained in all areas of the Prevent Duty
- Ensure everyone involved with our programmes is fully aware of their responsibilities
- Identify anyone who is at risk of radicalisation which includes religious extremism, far-right extremism, anti-Semitism, and animal rights extremism
- Provide a supportive referral process for anyone considered at risk of radicalisation
- Identify areas of improvement to our approach to the Prevent Duty
- Further embed fundamental British values throughout our programme
- To encourage employees to exemplify fundamental British values in their work practice
- To actively engage with partners including Department of Education Co-ordinators, prevent consultants and the Home Office.

We will also ensure that employees and team members at each training location are aware of when it is appropriate to refer concerns about apprentices or colleagues to Melissa Birch, the Cheynes Training Prevent Lead by contacting [melissa@cheynestraining.com](mailto:melissa@cheynestraining.com) or, alternatively at [safeguarding@cheynestraining.com](mailto:safeguarding@cheynestraining.com)

This policy and the way that it operates will be reviewed and updated annually.

Melanie Mitchell, Managing Director  
Cheynes Training

Last review: July 2024  
Next Review: July 2025

## **What does the Cheynes Training Prevent Duty policy cover?**

The Cheynes Training Prevent Duty policy covers the following areas:

- Policy overview
- Working in Partnership
- Promoting the policy
- Responsibilities
- Training
- Risk assessment
- Action planning
- Learner awareness
- Teaching and Learning and Fundamental British Values
- Safety online
- Freedom of Expression
- External speakers
- Terrorist Incident Management
- Code Red
- Referring concerns
- Definitions

### Appendix 1 -The Prevent Duty Referral Process

#### **1. Policy overview**

- Cheynes Training has both a legal and a moral duty to ensure that safeguarding and promoting the welfare of apprentices who receive education and training through ourselves and the academy partners we work with fully meets the requirements of the government's Counter Terrorism Strategy.
- Safeguarding includes the Prevent Duty which is concerned with protecting individuals from radicalisation including religious extremism, far-right extremism, anti-Semitism and animal rights extremism.
- Cheynes Training actively supports the Prevent Duty element of the Government's Counter Terrorism Strategy and, where deemed appropriate, will seek external support for learners through referrals to the appropriate partners regarding any individual or individuals at risk to protect them and avoid them becoming radicalised.
- Cheynes Training recognises that radicalisation can occur to an individual from any section of society and is not particular to any racial, ethnic, or social group. We further recognise that in many instances the process of radicalisation starts with the grooming of impressionable young people by those who have a hidden agenda.
- Melissa Birch is the Safeguarding and Prevent lead at Cheynes Training and is the person responsible for implementing the Cheynes Training Prevent Duty policy.
- All policy decisions are overseen by Melanie Mitchell, the managing director of Cheynes Training.

## **2. Working in partnership**

The Prevent Duty Lead will link with others to implement Prevent Duty procedures. This involves:

- Working with Department of Education Co-ordinators, prevent consultants and with other appropriate agencies tasked with leading on the Prevent Duty and on issues relating to radicalisation and extremism.
- ensuring all relevant teams at each training location we operate or work with receive training on the Prevent Duty and on issues relating to radicalisation and extremism and are aware of the Cheynes Training's Prevent Duty policy and procedures.
- ensuring each training location academy is part of their local prevent coordinators network which keeps them informed with newsletters and online events.
- providing advice and support to the Cheynes Training team, employers and academy partners on allegations and issues relating to suspected radicalisation.
- overseeing the referral of cases of suspected radicalisation or allegations to the Police, the relevant local authority or other agencies, as appropriate.
- maintaining records of any suspected radicalisation or allegations or concerns relating to the Prevent Duty (even where that concern does not lead to a referral).

## **3. Promoting the policy**

We will promote the Prevent Duty policy and ensure we gain the commitment of all Cheynes Training employees and those of our academy partners (subcontractors) who are involved in the delivery of apprenticeship and other programmes we deliver.

We will also make certain that all learners involved with our programmes are fully aware of our Prevent Duty policy and understand their own responsibilities for keeping themselves and others resilient from extreme narratives and staying safe from being radicalised, drawn into extremism and in the worst-case situation, terrorism.

## **4. Responsibilities**

Senior managers will:

- Ensure Prevent is part of overall safeguarding approach.
- conduct risk assessments and action plans
- ensure staff training on Prevent
- engage with local partners.

Team members will:

- Be aware of factors that make someone vulnerable to radicalisation
- know how to identify concerning behaviours
- understand referral processes for at-risk apprentices
- challenge extremist ideas used to legitimise terrorism
- promote British values through teaching.

## **5. Training**

The statutory guidance refers to the importance of providing Prevent Duty awareness training to equip all training providers, including Cheynes Training, our team and the academy partners and employers we work with, to challenge extremist ideas and to actively identify young people who are at risk of being radicalised.

In addition to awareness training, Cheynes Training arrange for team members at each training location we work with to access in-depth training delivered by specialist educators so that the Cheynes Training team, Heads of Centre and senior managers, teachers, assessors, and others involved can:

- Demonstrate that they have undertaken appropriate training
- show that all employees at the training location exemplify British values in their management, teaching and general behaviour
- ensure that all learners are aware of the Prevent Duty
- can effectively deal with any issues raised by learners or employees
- understand the importance of recognising any significant changes in behaviour
- ensure opportunities are used to promote British values to apprentices.

## **6. Risk assessment**

We will immediately review the risk assessment if there is a change in national threat; otherwise, we will ensure that an annual risk assessment is carried out to evaluate the management of the Prevent Duty at each training location we work with. Risk assessment areas include:

- Training for senior managers, Heads of Centre, teachers, assessors, and others
- an awareness programme is in place, so learners understand the Prevent Duty
- procedures for events held for learners and others that involve outside speakers
- employers and academy partners (subcontractors) are aware of the procedure to follow for notifying the Cheynes Training Prevent Duty Lead if a risk is identified
- procedures are in place to ensure that apprenticeship or other types of funding is not inadvertently used to fund extremist organisations.

## **7. Action planning**

The risk assessment (which is subject to review as set out above) contains an action plan that is accessible to each training location to enable Cheynes Training and our academy partners (subcontractors) to comply with the Prevent Duty, this involves:

- Addressing any risks identified by the risk assessment process
- maintaining a record of the Prevent Duty training undertaken by owners, employers, directors, senior managers, teachers, assessors, learners, and contractors
- keeping records of all Prevent Duty related activity.

The Prevent Lead also reviews localised threats outlined on the Counter-Terrorism Local Profiles (CTLPs) with each academy lead during Quarterly Review Meetings (QRMs). Prevent is a standing agenda item for each meeting and documented, with the action plan updated when necessary.

## **8. Learner awareness**

Cheyne Training will develop our curriculum and activities that promote critical thinking and resilience to extremist ideologies. We will ensure that all learners on our programmes receive information from Cheynes Training to explain the importance of the Prevent Duty and the need to be aware of the dangers of extreme narratives by encouraging open discussions and debates within a safe and supportive environment.

## **9. Teaching and learning and Fundamental British Values**

The aim of the apprenticeship programme is to provide apprentices with the skills needed to complete their programme, progress their career and prepare them for a successful future in modern Britain.

We will ensure that the Cheynes Training team at each training location seeks out naturally occurring activities and discussion points where British values can be reinforced.

We will ensure that all of the teaching and learning we deliver helps towards developing learner understanding of the key British values of:

- Democracy,
- the rule of law,
- individual liberty,
- a mutual respect and tolerance of those of different backgrounds, faiths and beliefs.

We will also ensure that the teams at each training location we work with:

- Promote equality of opportunity and encourage diversity resulting in a positive learning environment,
- identify and remove any form of direct or indirect discrimination,
- ensure there is zero tolerance of prejudicial behaviour.
- ensure that all team are trained and are confident and competent to encourage open discussion with learners,
- take effective steps to secure positive destinations for apprentices.

## **10. Safety online**

We will work with the team at each training location to ensure firewalls are in place on centre IT equipment and learners are aware of the risks and dangers of being online, including:

- Accessing inappropriate content,
- ignoring age restrictions,
- friending or communicating with people they don't know,
- grooming and sexual abuse,
- sexting and sharing personal information.

We will regularly review and update IT policies to address new risks and technologies.

## **11. Freedom of expression**

Freedom of expression, sometimes referred to as freedom of speech, gives the right to everyone to express their ideas and opinions freely through speech, writing, and other forms of communication but without deliberately causing harm or unnecessary upset to others' by using false or misleading statements.

## 12. External speakers

The use of external speakers generally plays a small part in the apprenticeship delivery at each training location we work with, where this does occur, however, we will ensure:

- That prior to external speakers attending any session, the head of centre will carry out checks on any presentations, resources and documentation planned to be used,
- soft diligence checks will take place to ensure the presenter does not promote any extremism tendencies on social media and validate their ID,
- that no external speaker is allowed to address apprentices unless a senior manager from the training location who is 'Prevent Duty' aware is present.

## 13. Terrorist incident management plan

In the rare event of a firearms or weapons attack, Cheynes Training strongly recommends learners adopt the NPCC policy:

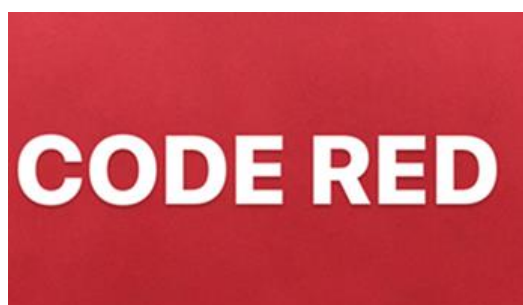


We will also instruct academy teams to follow the Code Red procedure if applicable.

## 14. Code Red

Code Red – In the in the event of a major local incident taking place during the period when academy learners and team members are travelling to or from the academy training centre the Head of Centre or a senior tutor must immediately send a Code Red alert.

The aim of 'Code Red' is to allow the academy Head of Centre or senior tutor to complete an electronic roll call to confirm each academy learner is safe in the event of a major incident in the local area particularly on training days when learners may be travelling to or from the academy. Possible incidents include civil disturbance, riots, suspected terrorist incidents and major fires on floods affecting the local area.



## 15. Referring concerns

Any concerns about apprentices or colleagues should be referred to Melissa Birch, the Cheynes Training Prevent Lead by emailing [melissa@cheynestraining.com](mailto:melissa@cheynestraining.com).

The Prevent Duty does not require apprenticeship providers to carry out unnecessary intrusion into family life, however, as with any other safeguarding risk, we will take positive action regarding any concerns identified and we will ensure:

- Concerns are discussed with an appropriate agency in confidence and ask for their guidance.
- That personal information will only be shared when necessary and proportionate, ensure compliance with data protection laws and obtain consent from individuals before sharing their information whenever possible.

## 16. Related policies

The Cheynes Training Prevent Duty policy should be read in conjunction with the following related policies, each of which is available for downloading from the Cheynes Training website:

- Safeguarding Policy
- Anti-harassment Policy
- Complaints and Dispute Resolution Policy
- Equality, Diversity and Inclusion Policy
- Computer and Internet Safety Policy
- Continuity of Apprenticeship Training Process

## 17. Definitions

<b>British Values</b>	British values are defined as: 'democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs. Training Providers are expected to encourage learners to respect other people as set out in the recommendations detailed in the Equality Act 2010.
<b>Extreme Narratives</b>	A way of presenting a set of beliefs that promote a particular point of view or set of values that are opposed to democracy, the rule of law, individual liberty and mutual respect and tolerance.
<b>Extremism</b>	The UK government has defined extremism in the Prevent Duty as: 'vocal or active opposition to fundamental British values'. The risk is that by allowing extremists to influence young people, more terrorist related incidents will occur, and this will place members of the public, members of the emergency services and the security forces at greater risk.
<b>Ideology</b>	A set of beliefs.
<b>Radicalisation</b>	The process by which a person comes to support extremism and especially those forms of extremism that lead to terrorism.
<b>Safeguarding</b>	The process of protecting vulnerable individuals.
<b>Terrorism</b>	Violent action taken to promote an extremist ideology, intimidate the public and influence government policy.
<b>Vulnerability</b>	Factors associated with being susceptible to radicalisation.

**Appendix 1. The Prevent Duty process within Cheynes Training (CT)**