

Prevent Duty Policy and Procedure – 2021/2022

Policy Title:	Prevent Policy and Procedure
Version:	3
Responsibility:	Dan Gagg – Quality Manager and Deputy Safeguarding Lead 07951111778 dgagg@pareto.co.uk
Last Update:	24/01/2022
Effective From:	28/01/2022
Next Update:	31/07/2022
Authority:	Benjamin Drain – Apprenticeship Operations and Quality Director (including Designated Safeguarding Lead)



Pareto Law Apprenticeship's Prevent Duty processes and key Prevent information are promoted and delivered as key aspects of our apprentice and employer 'Engage' and 'Enrol' sessions and is further promoted throughout the duration of the programme of learning.

Pareto will promote this policy and ensure commitment towards the policy is secured through the staff induction programme and through continuous training of our employees in implementing the policy so that we can protect our apprentices and prevent abuse towards our apprentices. This will be achieved through a combination of regular internal and external continuous professional development that will continuously improve and maintain the knowledge and skills of all staff to effectively and consistently apply robust and thorough monitoring and teaching practises. Our delivery staff will continuously develop and maintain their confidence and ability in effectively embedding meaningful and relevant Prevent content into their delivery and apprenticeship review content to ensure our apprentices and their employers know how to keep themselves and their colleagues safe from any risks of becoming vulnerable to radicalisation.

This policy will be reviewed at least annually.

1.0 Scope

Pareto Law recognises their Prevent Duties and responsibility under current legislation. This policy gives an overview of the Prevent Duty, which will be covered at apprentice induction and at all feedback sessions. We will also ensure apprenticeship employers are aware of their duties under Prevent.

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The Prevent strategy has three specific strategic objectives:

1. Respond to the ideological challenge of terrorism and the threat we face from those who promote it
2. Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
3. Work with sectors and institutions where there are risks of radicalisation that we need to address.

2.0 What you need to know

Pareto Law has a duty to safeguard our apprentices and their employers.

Prevent is about safeguarding our apprentices and employers to keep them both safe and within the law.

The Prevent Duty is **not** about preventing apprentices or partners from having political and religious views and concerns but about supporting them to use those concerns or act on them in non-extremist ways and be aware of radicalisation. Resources on this website to support them in adopting the Prevent Duty - <http://www.preventforfeandtraining.org.uk/>

3.0 The Prevent Duty

[Section 26 of the Counter-Terrorism and Security Act 2015](#) places a duty on certain bodies, listed in Schedule 3 to the Act, to have "due regard to the need to prevent people from being drawn into terrorism". This Prevent Duty forms part of the wider governments CONTEST counter terrorism strategy:

- Prevent terrorism – stop people becoming terrorists
- Pursue terrorism – disrupt and stop terror attacks
- Protect against terrorism – strengthen UK protection
- Prepare to deal with terrorism – mitigate impact of attacks that can't be stopped.

4.0 Key Terminology

- **Radicalisation** - is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo.
- **Terrorism** – an act of terror/ violence based on a political objective, whether that means the politics of nationalism, ethnicity, religion, ideology or social class.
- **Extremism** - an ideology that is far outside the mainstream attitudes of society, including ,vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes calls for the death of members of the British armed forces

- **British Values**

British values are defined as:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance for those with different faiths and beliefs

Pareto Law Apprenticeships and the employers that we work with must encourage apprentices to respect other people with particular regard to the protected characteristics set out in the Equality Act 2010. These are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

5.0 Our responsibilities

Pareto Law have a legal responsibility under the Prevent Duty to make sure that employees, partners, volunteers and employers:

- Undertake training in the Prevent Duty
- Exemplify British values of "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs" into our practice.
- Are aware of when it is appropriate to refer concerns about apprentices or colleagues to the Prevent officer; within Pareto Law Limited this is:

Prevent Officer within Pareto Law Apprenticeships is Dan Gagg.

dgagg@pareto.co.uk

Mobile: 07951111778

Designated Safeguarding Lead within Pareto Law Apprenticeships is Benjamin Drain.

bdrain@pareto.co.uk

Mobile: 07570260440

Any emails should, in the first instance be sent to:

Safeguarding@pareto.co.uk

If you are unable to contact the Prevent Officer you can contact your Regional Safeguarding and Prevent officer, The Designated Safeguarding Lead or your line manager for immediate support and guidance.

There are various guidance materials and resources available on your local Police authority website.

6.0 Staff Training

All Pareto staff are trained on the Channel process and how the duty engages with requirements of their role, via internal face to face/Online CPD and distance/remote e-learning.

Identifying risk at an early stage allows early intervention, and is crucial to the Prevent duty and Channel process being successful. Identifying changes in behaviour of apprentices and employees and ensuring staff are trained and confident in being able to effectively deal with any issues raised forms a key aspect of our continuous professional development for Prevent.

All legislative documents, policies, training materials, and additional resources to extend knowledge, challenge extremism and ideas to support promotion of British values are available on the staff shared-drive.

Pareto Law Apprenticeships will develop the Prevent duty knowledge of delivery and non-delivery staff so that it is relevant and contextualised specific to the Business, Administration, Finance and Law sector subject area and standards within this area that we deliver. These include (but are not limited to) Sales, Leadership and Management, Customer Service and Business Administration. We will ensure that continuous learning and development that is focused specifically on keeping apprentices safe and preventing them from the risk of radicalisation is a core element of our Prevent professional development.

We pride ourselves on over twenty five years of success in the Sales Training Sector and we will ensure this success is transferred to the development of our staff through our internal CPD programme and through identifying appropriate and high quality externally delivered learning and development opportunities. By delivering thorough, robust and consistent continuous professional development, we will ensure our staff are committed to promoting the policy and the importance of Prevent duty awareness with our apprenticeships and are committed to preventing the risk radicalisation to them. Our staff training will enable our deliver staff ensure that resources and learning objectives are directed effectively and responsively to our apprentices and their employers building resilience to extreme narratives. Our Regional Prevent Offices will maintain links with their allocated Regional Prevent Duty Officer and cascade the local Prevent duty priorities for their specified area and use this information to support the co-creation of meaningful and relevant learning content and resources. Access to credible and reliable resources on the Fellowship of Inspection Nominees resource page will be utilised to support the consistency and quality of our delivery.

7.0 Employer Risk Assessment

We must complete a Prevent Risk Assessment & Action Plan form with every apprentice employer. This form must be completed with the employer at the start of the delivery process to ensure they have knowledge, policies and procedures that are appropriate for the Prevent Duty.

Should any area be found to be inadequate, the Action Plan must be completed and reviewed on the target dates set.

This form must be sent to the Prevent Officer by e-mail; safeguarding@pareto.co.uk

8.0 Referral Pathways

If an apprentice has concerns about themselves, or you have concerns about an apprentice being at risk of radicalisation, you should refer to the Safeguarding Team (the Prevent Officer is part of the Safeguarding Team) by completing the **Safeguarding and Prevent Incident Report Form**.

Prevent Officer within Pareto Law Apprenticeships is Dan Gagg.

dgagg@pareto.co.uk

Mobile: 07951111778

Designated Safeguarding Lead within Pareto Law Apprenticeships is Benjamin Drain.

bdrain@pareto.co.uk

Mobile: 07570260440

Any emails should, in the first instance be sent to:

Safeguarding@pareto.co.uk

Once the Designated Safeguarding team has been informed they will make a decision on whether the issue needs to be escalated to the local Police Prevent Officer. The designated safeguarding team/staff member that is involved with the referral will then support the Channel process as seen fit by the local Channel panel. It should be noted that referral to the channel process is not a criminal intervention.

9.0 Safeguarding Staff Members as a Result of Referral



While it is unlikely that the referrer would then be targeted. If someone received a threat or police felt someone was under threat without them knowing, there are risk assessment, warning and safeguarding processes local police departments will apply as a matter of routine. The outcome might involve an investigation and arrests being made etc. such as markers on people's mobile phone numbers or addresses, warnings to parties involved, or other measures.

10.0 Vulnerabilities & Indicators of Radicalisation

Vulnerabilities	Indicators
Peer pressure	Withdrawn
Unsettled family life	Change in engagement levels
Need to belong/ fit in	Using extremist language, passionate about extremist views
Accessing extremist material	Preaching
Isolation and social exclusion	Change in appearance – dress / body art
Bullied	Change in behaviour within work and learning environment
Media influence	Change in social circles
Seeking purpose of focus for life	“ “
Seeking revenge	“ “
Seeking acceptance / social standing	“ “

10.0 Useful links:

- [Counter-terrorism and Security Act 2015](#)
- [Equality Act 2010 and guidance on its implementation](#)
- [Guidance to the Prevent Duty](#)
- [DfE Guidance on the Prevent duty; July 2015](#)
- [Ofsted FE and Skills Education Inspection Framework in England](#)
- [Inspecting safeguarding in early years, education and skills settings.](#)
- <https://www.gov.uk/guidance/regional-further-education-fe-and-higher-education-he-prevent-coordinators>



Responsibility Signature			
Name:	Dan Gagg	Position	Quality Manager & Deputy Safeguarding Lead
Signature:		Date:	28 Jan 2022

Dan Gagg (Jan 28, 2022, 4:19pm)

Authority Signature			
Name:	Benjamin Drain	Position	Apprenticeship Operations and Quality Director (including Designated Safeguarding Lead)
Signature:		Date:	28 Jan 2022

Ben Drain (Jan 28, 2022, 4:03pm)

This policy will be reviewed annually (or when relevant changes to the provision require an immediate update).



Signable

Issuer Pareto Law Ltd

Document generated Fri, 28th Jan 2022 14:47:49 UTC

Document fingerprint 56921eb2be4aa71dad077caadb415b2

Parties involved with this document

Document processed	Party + Fingerprint
Fri, 28th Jan 2022 16:03:50 UTC	Ben Drain - Signer (94ad02f6e784a751b8a8b8e2ca633a2c)
Fri, 28th Jan 2022 16:19:56 UTC	Dan Gagg - Signer (46d485e8de32dd1c591b368ac3bf8fa5)

Audit history log

Date	Action
Fri, 28th Jan 2022 16:19:56 UTC	The envelope has been signed by all parties. (94.2.5.234)
Fri, 28th Jan 2022 16:19:56 UTC	Dan Gagg signed the envelope. (94.2.5.234)
Fri, 28th Jan 2022 16:19:35 UTC	Dan Gagg viewed the envelope. (94.2.5.234)
Fri, 28th Jan 2022 16:03:51 UTC	Document emailed to dgagg@pareto.co.uk (18.133.31.208)
Fri, 28th Jan 2022 16:03:50 UTC	Sent the envelope to Dan Gagg (dgagg@pareto.co.uk) for signing. (86.159.117.98)
Fri, 28th Jan 2022 16:03:50 UTC	Ben Drain signed the envelope. (86.159.117.98)
Fri, 28th Jan 2022 16:03:36 UTC	Ben Drain viewed the envelope. (86.159.117.98)
Fri, 28th Jan 2022 14:50:51 UTC	Document emailed to bdrain@Pareto.co.uk (35.177.81.140)
Fri, 28th Jan 2022 14:50:51 UTC	Sent the envelope to Ben Drain (bdrain@Pareto.co.uk) for signing. (94.2.5.234)
Fri, 28th Jan 2022 14:50:15 UTC	Dan Gagg has been assigned to this envelope (94.2.5.234)
Fri, 28th Jan 2022 14:50:15 UTC	Ben Drain has been assigned to this envelope (94.2.5.234)
Fri, 28th Jan 2022 14:49:48 UTC	Document generated with fingerprint 56921eb2be4aa71dad077caadb415b2 (94.2.5.234)
Fri, 28th Jan 2022 14:47:49 UTC	Envelope generated by Dan Gagg (94.2.5.234)

