

## **Prevent Policy**

### **Prevent Duty Statement**

Arrow Care Training is committed to keeping the staff, learners and visitors safe from extremism and radicalisation. Our expectations from people who we work with, will promote British Values and peoples Human Rights through their behaviours and practice.

Arrow Care Training senior managers will ensure that people are aware of our expectations by visual posters, policies and training where appropriate. Senior managers will keep up to date with the Prevent Strategy and cascade this to others in a timely manner.

### **Introduction**

The purpose of this policy is to ensure that staff and visitors are as safe as possible whilst working or visiting our company. The policy will identify who are the responsible individuals and how they can be contacted.

Every person has a duty of care and must understand how their actions will impact on the Prevent Strategy. As a company we will endeavour to keep up to date with the Governments advice and cascade this to our staff, employers and the learners we work with. This will be done by the designated person monitoring the Governments updates and by acting on information that has been cascaded to us by the main provider who attends regular Government updates.

This policy is available to staff, employers, learners, parents/guardians, others who may do work on behalf of Arrow Care Training and the public via our website, electronically via email, hardcopy by contacting our office on 0114 2475777. It is available in different font sizes and can be printed on different coloured paper. A summary is also available in the learner handbook. Staff are trained in how to use the policy as part of their induction and role

### **Responsible individuals**

Dianne Taylor is the first responsible individual but in the case of her absence, Nicola Starrs will be the second responsible individual. Dianne Taylor has the overall responsibility for the implementation, cascading of information and review of this policy.

Nicola Starrs will act in the absence of Dianne Taylor

Contact details:

Landline Tel No. 0114 2475777

Dianne Taylor – Email [dianne.taylor@arrowcaretraining.co.uk](mailto:dianne.taylor@arrowcaretraining.co.uk) Tel. No. 07974406557

Nicola Starrs – Email [nicola.starrs@arrowcaretraining.co.uk](mailto:nicola.starrs@arrowcaretraining.co.uk) Tel. No. 07788836218

All staff members have the responsibility to be observant at all times and inform Management/Prevent Co-ordinators/Police of any suspicious activity.

Due to this Country being on a Substantial Level of 'terrorism', monitoring of this policy will be an agenda item at all meetings.

### General Policy and Guidelines

- Arrow Care Training Ltd will endeavour to carry out all of our obligations under the Counter Terrorism and Security act 2015 legislation and follow Guidelines from the Government
- All staff and learners will be encouraged to comply with this policy, report any activity that may seem to be suspicious and be observant at all times
- All staff and learners will be encouraged to take care not to follow any activities that may make other people suspicious or lead to an investigation on themselves or Arrow Care Training Ltd.
- Staff and learners are trained in the Prevent Strategy. Staff complete the e-learning module via the Home Office website. Learners are encouraged to complete the e-learning module once they have received the training.
- All learners, employers and employees are made aware of the 'Citizen Aid' app and are encouraged to download it to their mobile phone
- Staff are trained on how to implement this policy alongside our other policies and how it fits into their roles

### Governance Accountability and Transparency

- Whilst fully respecting individual Privacy and Human rights, Arrow Care Training Ltd will check and maintain records of all staff and learners in a confidential manner whilst checking their legal status within this country
- Identification will be checked on sign-up to the Apprenticeship programme
- Learners and employees are trained on how to keep safe on-line and in their personal lives. We identify extremist narratives and how people may be pulled into the extremist groups
- Passwords will be put on all computers and websites accessed will be monitored, blocking any sites that are deemed inappropriate

## Reporting

- It is expected that if any Staff, visitors or learners of Arrow Care Training Ltd becomes aware of a connection to Terrorism or a Proscribed Entity of any programme they must report this to the Management, Prevent Co-ordinator and/or the Police immediately.

### **Please note:**

Nothing in this policy that shall derogate from or supersede the rights or obligations of the person initiating the concern from making any other report to the relevant authorities pursuant to applicable Anti-Terrorism Legislation

This policy and guidelines are in-line with following legislations but is not limited to:-

- Prevent Strategy – revised April 2021
- Anti-Terrorism, Crime and Security Act 2001
- Terrorism Act 2006
- Terrorism Prevention and Investigation Measures Act 2011 (updated 2016)
- Counter – Terrorism and Security Act 2015

Commitment has been gained from the Directors, staff, main contractor and the awarding organisation through yearly audits

Signed off by –

Name –

Signature -

Date -