



Newcastle Sixth Form College

Prevent Procedure

Date approved: August 2018
Approved by: SLT
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Responsible Managers: Assistant Principal: Students

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1. Introduction

Section 26 of the Revised Prevent Duty Guidance for England and Wales (2016) imposes a duty on “specified authorities”, when exercising their functions, to have due regard to the need to prevent people from being drawn into terrorism. Further / Higher Education providers are “specified authorities”.

It is a condition of funding that all further / higher education and independent training providers must comply with relevant legislation and any statutory responsibilities associated with the delivery of education and safeguarding of learners.

“The aim of the Prevent Duty is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism”. Terrorist groups often draw on extremist ideology, developed by extremist organisations. “The Government has defined extremism in the Prevent strategy as: “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. We also include in our definition of extremism calls for the death of members of our armed forces”.

2. Safeguarding and the Prevent Duty

The document ‘Keeping children safe in education’ identifies radicalisation as a safeguarding concern. It is important that as part of Safeguarding, all learners, regardless of age are protected from radicalisation. Newcastle Sixth Form College recognises that members of staff and learners have a role to play in preventing radicalisation. All complaints, allegations or suspicions relating to radicalisation must be taken seriously and discussed with the Division's Designated Safeguarding Lead.

3. Definition of radicalisation

Radicalisation is the process where someone has their vulnerabilities or susceptibilities exploited towards crime or terrorism – most often by a third party, who have their own agenda.

Concerns related to radicalisation

Where there are concerns that a learner is being radicalised or where there are concerns that a learner is expressing extremist views, then in line with the government Prevent Duty guidance, these concerns must be raised in the same way that any other safeguarding concern would be raised.

The member of staff with the concern should discuss their concerns with the Divisional Designated Safeguarding Lead or Deputy Divisional Designated Safeguarding Lead. If it is considered that the information given indicates that the learner may be at risk of radicalisation they will make a referral in line with the Prevent Duty guidelines.

4. People responsible for Safeguarding and Prevent

Newcastle Sixth Form College recognises that all members of staff and learners have a role to play in safeguarding the welfare of young people and adults and preventing their abuse.

In line with NCG Safeguarding Young People and Adults at Risks Policies Newcastle Sixth Form College has an identified Divisional Safeguarding Lead, a Deputy Divisional Safeguarding Lead and an additional named safeguarding manager. A list of names, titles and contact details for these staff is attached at Appendix 1.

5. Reporting concerns

Where staff have concerns about a learner or learners who may be displaying or demonstrating behaviours which could be considered to be linked to radicalisation, then these concerns must be reported to the Divisional Designated Safeguarding Lead or Deputy Divisional Designated Safeguarding Lead as soon as possible and within 2 hours.

The standard NCG Safeguarding form should be used to record the information.

The names and contact details of managers and officers who have responsibility for safeguarding issues at Newcastle Sixth Form College are included in Appendix 1.

- Discuss your concern with the Divisional Designated Safeguarding Lead or Deputy Divisional Designated Safeguarding Lead as soon as possible and within 2 hours.
- If none of the above are available, contact the Principal of NSFC or NCG's Designated Manager for further guidance.
- Where a student has been found to be at physical risk on college premises, the Health and Safety Officer and the Security Manager should be informed immediately, but in any event, within two hours
- If a student is in immediate danger or at risk of serious harm, for example in a life threatening situation, call the emergency services by dialling 999. You must then communicate the information to the appropriate manager/s in college (see appendix 1)
- A flowchart describing this referral process is attached at Appendix 2.

At no point should Newcastle Sixth Form College staff undertake any investigatory interviews.

- Written Records - The Divisional Designated Safeguarding Lead shall retain a copy of:
 - The report to local Prevent Team

- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material
- Copies of reports, notes etc. should be kept securely locked at all times, and kept for a period of 7 years

6. Allegations about a Member of Staff

The following procedures must be applied where allegations relating to the radicalisation of a member of staff are received.

There are a number of sources from which a concern or an allegation might arise, including from:

- A young person or adult
- A parent / guardian / carer
- A member of the public
- A disciplinary investigation
- Another member of staff

The person to whom an allegation or concern is reported **must not question or investigate the matter further**; they must:

- Treat the matter seriously;
- Keep an open mind and avoid asking leading questions (use phrases such as “Tell me, Explain to me, Describe to me)
- Make a written record of the information as soon as possible (where possible in the individual’s own words), which should include:
 - the name of the complainant
 - when and where the alleged incident took place, including date and time
 - who was present
 - the account of what is alleged to have happened
 - your name, signature and date
 - learner’s signature if appropriate

The standard NCG Safeguarding form should be used to record the information.

- Contact the Divisional Designated Safeguarding Lead or Deputy Divisional Designated Safeguarding Lead as soon as possible and within 2 hours.
- If none of the above are available, contact the NSFC Principal or NCG’s Designated Manager for further guidance.

Initial action by the Divisional Designated Safeguarding Lead

The Divisional Designated Safeguarding Lead must report an allegation to the Prevent Team at Northumbria Police

If a concern or an allegation requiring immediate attention is received outside normal office hours the Divisional Designated Safeguarding Lead must consult immediately with the local Prevent Team.

Malicious Allegations

Where it is subsequently found that an allegation was made with malice aforethought, the Division will determine an appropriate course of action. This may include disciplinary action against the accuser, acceptance of a written apology (subject to agreement about future behaviour) or other such sanctions as are deemed appropriate.

Proportionate responses to perpetrators of false or unsubstantiated allegations

- Despite the distress caused, learners who make false allegations may still be entitled to continue to receive full access to the curriculum
- Where remaining in the same organisation as the falsely accused member of staff would be prejudicial either to that member of staff or the learner, consideration should be given to supporting the learner to identify suitable education or training opportunities elsewhere
- Permanent exclusion should be considered only as a last resort

Prevent Procedure - List of Useful Names and Contact Details

NCG – Internal Contacts

Name	Title	Organisation	Tel. Number
NCG DESIGNATED MANAGER			
Steve Wallis	NCG Group Director Quality and Standards with responsibility for safeguarding	NCG	0191 200 4321
NEWCASTLE SIXTH FORM COLLEGE DIVISIONAL DESIGNATED SAFEGUARDING LEAD			
Simon Ross	Assistant Principal: Students	Newcastle Sixth Form College	0191 200 4568
NEWCASTLE SIXTH FORM COLLEGE DIVISIONAL DEPUTY DESIGNATED MANAGER			
Lynda Evans	Assistant Principal	Newcastle Sixth Form College	0191 200 4179
<i>NEWCASTLE COLLEGE DIVISIONAL DESIGNATED SAFEGUARDING LEAD</i>			
<i>Paula Miller</i>	<i>Head of Learner Services and Safeguarding</i>	<i>Newcastle College Division</i>	<i>0191 200 4107 or 07836674831</i>
CONTACTS OF OTHER SENIOR STAFF	Title	Organisation	Tel. Number
PRINCIPAL NEWCASTLE SIXTH FORM COLLEGE			
Gerard Garvey	Principal	Newcastle Sixth Form College	0191 200 4593

Other useful contact details – external

NEWCASTLE

Prevent Team Northumbria Police			
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101 ext 63855	email: specialbranch@northumbria.pnn.police.uk		
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**REFERRAL
FLOW CHART**

