

## Safeguarding and PREVENT Policy

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HEROS and North Farm Stud is committed to providing a secure environment for all learners and staff. All adults at HEROS and North Farm Stud recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for learners or not.

In adhering to this policy, and the procedures therein, staff and visitors will contribute to HEROS and North Farm Stud's delivery of the outcomes to all learners, as set out in s10 (2) of the Children's Act 2004. This Preventing Extremism and Radicalisation Safeguarding Policy is one element within our overall organisation arrangements to safeguard and promote the welfare of all learners and staff in line with our statutory duties set out at s175 of the Education Act 2002.

Our organisation's Preventing Extremism and Radicalisation Safeguarding Policy also draws upon the guidance contained in DfE Guidance 'Keeping Learners Safe in Education, 2014'; and specifically DCSF Resources 'Learning Together to be Safe', 'Prevent: Resources Guide', 'Tackling Extremism in the UK', DfE's 'Teaching Approaches that help Build Resilience to Extremism along Young People' and Peter Clarke's Report of July 2014.

### Policy Statement

It is this company's Policy to treat all employees fairly and equally, regardless of their sex, gender reassignment status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability. Furthermore, it is the company's responsibility to ensure the safety of all staff and learners from physical, sexual, psychological or emotional, financial, neglect or discriminatory abuse.

Through this policy and procedure and the training and development of managers and staff, the company will do all it can to promote good practice in this area in order to reduce the likelihood of abuse occurring.

***Abuse: is a violation of an individual's human and civil rights by any other person or persons. It may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent.***

This document covers two areas: safeguarding our learners and safeguarding our own employees from abuse.

Abuse is broken down into the following areas:

### Physical Abuse

This may include, but is not limited to, hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

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Some of the recognised signs of abuse are:

- unexplained burns;
- scratches;
- bruising and abrasions;
- drowsiness from misuse of medication; and
- anxiety in the presence of an abuser.

### **Sexual Abuse**

This may include, but is not limited to, rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting. Sexual abuse also includes forcing a person to look at pornographic materials.

Some of the recognised signs of sexual abuse are:

- changes in behaviour;
- sexually transmitted diseases;
- difficulties in walking or sitting; and
- sexualised behaviour

### **Psychological/Emotional Abuse**

This may include, but is not limited to, emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Some of the recognised signs of psychological or emotional abuse are:

- fear;
- passivity;
- confusion;
- apathy;
- lack of eye contact;
- low self-esteem;
- disturbed sleep patterns; and
- reluctance to talk openly.

### **Financial or Material Abuse**

This may include, but is not limited to, 'theft, fraud, exploitation, pressure in connection with financial transactions, or the misuse or misappropriation of property or possessions.

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Some of the recognised signs of financial or material abuse are:

- loss of jewellery and personal property;
- lack of money to purchase basic items;
- a bill not being paid when money is entrusted to a third party;
- inadequate clothing;
- unexplained withdrawal of cash; and
- loss of money from a wallet or purse.

### **Neglect and Acts of Omission**

This may include, but is not limited to, ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate heating and nutrition.

Some of the recognised signs of neglect and acts of omission are:

- dehydration;
- infections;
- malnutrition; and
- hypothermia.

### **Discriminatory Abuse**

This may include, but is not limited to, abuse, bullying and harassment based on the individual's age, sex, disability, religion, race or ethnicity or sexual orientation.

Some of the recognised signs of discriminatory abuse might be very similar to psychological and emotional abuse.

### **SAFEGUARDING LEARNERS**

The Company has a responsibility to report to the proper authority, any abuse as described above, that is perceived a learner is suffering. All learners are given a HEROS and North Farm Stud Essentials card. This card gives them the name and telephone number of HEROS and North Farm Stud's Designated Safeguarding Officer.

Employees of HEROS and North Farm Stud share the responsibility described above and do not have an option to keep 'secrets' with learners. If a learner asks to share with a HEROS and North Farm Stud employee an incidence of abuse, whether described above or not, and asks for it to be kept secret, the employee must advise the learner before they impart the information that they cannot keep it a secret. If the learner decided to go ahead and tell the employee, they must then pass the information onto HEROS and North Farm Stud's designated Safeguarding Officer. The designated Safeguarding Officer will contact the learner and then investigate. If necessary, they will advise the learners' employer (and/or suitable government agency) and take any necessary steps to protect the learner from that perceived abuse.

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**SAFEGUARDING HT EMPLOYEES**

Exactly the same applies to HEROS and North Farm Stud’s employees as it does for HEROS and North Farm Stud’s learners. All employees have the right to feel safe where they work and other people should not hurt or abuse them, including colleagues.

Any incidence of perceived abuse should be reported to HEROS and North Farm Stud’s designated Safeguarding Officer who will:

- investigate the incident by speaking to the member of staff making the complaint, the reporting staff member, if different, any staff member who witnessed the abuse and the alleged abuser;
- make a written report to senior management;

Senior management will:

- take appropriate action to halt the abuse and deal with the perpetrator.

This Policy and Procedure should be read in conjunction with Policy 001 – Equal Opportunities & Diversity, Policy 008 – Disciplinary Policy and Dismissal Procedure, Policy 009 – Grievance and Policy 020 – Disability Discrimination. Signed:	Lone working Policy/process
Date:	
Policy review date:	

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## NOTICE CHECK SHARE

### 1. Aim

The aim of this policy is to outline our approach to supporting the national 'Prevent' Agenda linked to the safeguarding of our learners and staff. This policy is written with reference to the Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Duty states that specified authorities including Training Providers, in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism".

### 2. Objectives

- 2.1 To develop and reinforce awareness of 'Prevent' in HEROS and North Farm Stud.
- 2.2 To recognize current practice which contributes to the 'Prevent' agenda.
- 2.3 To outline the process of risk assessment in HEROS and North Farm Stud in order to identify areas for improvement in meeting the Prevent Duty.
- 2.4 To clearly identify the processes involved in making a 'Channel' referral.

### 3. Awareness of the Prevent Agenda

- 3.1 Prevent is 1 of the 4 elements of 'CONTEST', the government's counter-terrorism strategy. The 4 elements are: Pursue, Protect, Prepare and Prevent. It aims to stop people becoming terrorists or supporting terrorism.
- 3.2 The Prevent strategy responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
- 3.3 It provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- 3.4 It works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation.
- 3.5 The Prevent Duty incorporates the responsibility to promote Fundamental British Values through our practices and the formal and informal curriculum. These values

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are defined as; democracy, the rule of law, individual liberty and mutual respect and tolerance of those of different faiths and beliefs.

- 3.6 The Prevent Duty covers all forms of radicalisation, including risk from extremist faith groups, far right extremism and some aspects of non-violent extremism.

Source: <https://www.gov.uk/government/publications/prevent-dutyguidance>.

#### **4. Current HEROS and North Farm Stud practice which contributes to Prevent**

- 4.1 HEROS and North Farm Stud's Safeguarding Policy features reference to the Prevent agenda in section 11 to locate it within all the protective work we do to safeguard our apprentices, learners and members of staff.
- 4.2 HEROS and North Farm Stud has established a Prevent Committee as a sub Committee of the Safeguarding Committee. Its composition and Terms of Reference are contained in Appendix 2.
- 4.3 HEROS and North Farm Stud have links with our Regional Prevent Co-ordinator and local Police. The safeguarding officer and Chief Operating Officer have the details for making a 'CHANNEL' referral, a process which supports people at risk of being drawn into terrorism.
- 4.4 The Chief Operating Officer arranges regular training sessions on Prevent to maximize the opportunities for expert input to develop staff awareness.
- 4.5 Our work to promote Equality and Diversity within HEROS and North Farm Stud incorporates British Values, contributes to good community relations and reduces the risk of radicalisation.

#### **5. Prevent Risk Assessment**

- 5.1 The Prevent Duty Guidance requires all relevant institutions to conduct a regularly reviewed Prevent Risk Assessment and associated Action Plan.
- 5.2 HEROS and North Farm Stud's Risk Assessment will be constructed and reviewed by the Prevent Committee drawing in commentary and responsibility for actions from other members of staff as appropriate.
- 5.3 The Risk Assessment and Action Plan will be additionally overseen by the Safeguarding Officer and a summary will be reported annually to the Senior Management Team.

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## 6. Channel Referrals

- 6.1 A Channel referral is a supportive activity which initially involves identification of any apprentice or member of staff at risk of radicalisation.
- 6.2 A referral should be made via a member of the Safeguarding Team, typically the Designated Safeguarding Lead.
- 6.3 Appendix 3 shows the referral flow chart.

<b>Linked Policies:</b>	<ul style="list-style-type: none"> <li>• Safeguarding Children</li> <li>• Equal Opportunity</li> <li>• Disciplinary Policy</li> <li>• Staff Code of Conduct</li> <li>• Disciplinary &amp; Dismissal Policy</li> <li>• Health and Safety Policy</li> </ul>
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<b>DATE: June 2015</b>
<b>Function: Equal Opportunities</b>
This policy, plan, procedure, process has been examined for equality impact, ie, the impact that this function will have on different groups of actual and potential learners, service users and staff taking account of the protected characteristics of the Equality Act 2010 ( <b>age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation</b> ).
<p>1. <b>If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5 below.</b> Not applicable</p> <p>2. <b>In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?</b> Lack of understanding of this policy could lead to discrimination against students, visitors or staff members with differing religions and beliefs. Failure to implement this policy could result in safeguarding issues for all. Staff CPD is in place.</p> <p>3. <b>In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?</b> This policy will foster good relations between people with differing religions and beliefs by making all aware of the College's role in the government's Prevent Strategy. Responsibilities for risk assessment, referrals outside the College and other safeguarding</p>

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measures are clarified for all.
<p><b>4. What evidence supports your judgment e.g. consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?</b></p> <p>This policy has been derived from the Prevent Duty Guidance (2015) and sector specific guidance produced by the Education and Training Foundation (ETF). The Equality Act 2010 Code of Practice – Services, Public Functions and Associations includes guidance on Religion and Belief as follows “The protected characteristic of religion or belief includes any religion and any religious or philosophical belief. It also includes a lack of any such religion or belief.....The meaning of religion and belief in the Act is broad and is consistent with Article 9 of the European Convention on Human Rights (which guarantees freedom of thought, conscience and religion)..... For a philosophical belief to be protected under the Act.....it must be worthy of respect in a democratic society, not incompatible with human dignity and not in conflict with the fundamental rights of others.”</p> <p>The College also has a Freedom of Expression policy derived from the Equality and Human Rights Commission Guidance on The Legal Framework for Freedom of Expression.</p>
<p><b>5. Name and job title of manager responsible:</b></p> <p style="text-align: right;"><b>Grace Muir CEO</b></p>

## Appendix 1 - Glossary of terms from the Prevent Duty Guidance

**‘Having due regard’** means that the authorities should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.

**‘Extremism’** is defined in the 2011 *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, whether in this country or overseas.

**‘Interventions’** are projects intended to divert people who are being drawn into terrorist activity. Interventions can include mentoring, counselling, theological support, encouraging civic engagement, developing support networks (family and peer structures) or providing mainstream services (education, employment, health, finance or housing).

**‘Non-violent extremism’** is extremism, as defined above, which is not accompanied by violence.

**‘Prevention’** in the context of this document means reducing or eliminating the risk of individuals becoming involved in terrorism. *Prevent* includes but is not confined to the identification and

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referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.

**‘Radicalisation’** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

**‘Safeguarding’** is the process of protecting vulnerable people, whether from crime, other forms of abuse or (in the context of this document) from being drawn into terrorist-related activity.

The current UK definition of **‘terrorism’** is given in the Terrorism Act 2000 (TACT 2000). In summary this defines terrorism as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

**‘Terrorist-related offences’** are those (such as murder) which are not offences in terrorist legislation, but which are judged to be committed in relation to terrorism.

**‘Vulnerability’** describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack. Within *Prevent*, the word describes factors and characteristics associated with being susceptible to radicalisation.

## **Appendix 2 – Prevent Committee – a sub-committee of the Safeguarding Committee**

**Membership** (others may be co-opted as appropriate)

- Chief Operating Officer
- Head of Quality & Partnerships
- Senior Safeguarding Officer
- HR & Facility Manager
- Marketing and Communication Co-ordinator

### **Terms of Reference**

1. To oversee the development of the HEROS and North Farm Stud’s Prevent Strategy and associated Risk Assessment.
2. To check the status of and annually amend the Prevent Action Plan.
3. To lead in the dissemination of information regarding the Prevent Duty to members of staff, apprentices and learners.

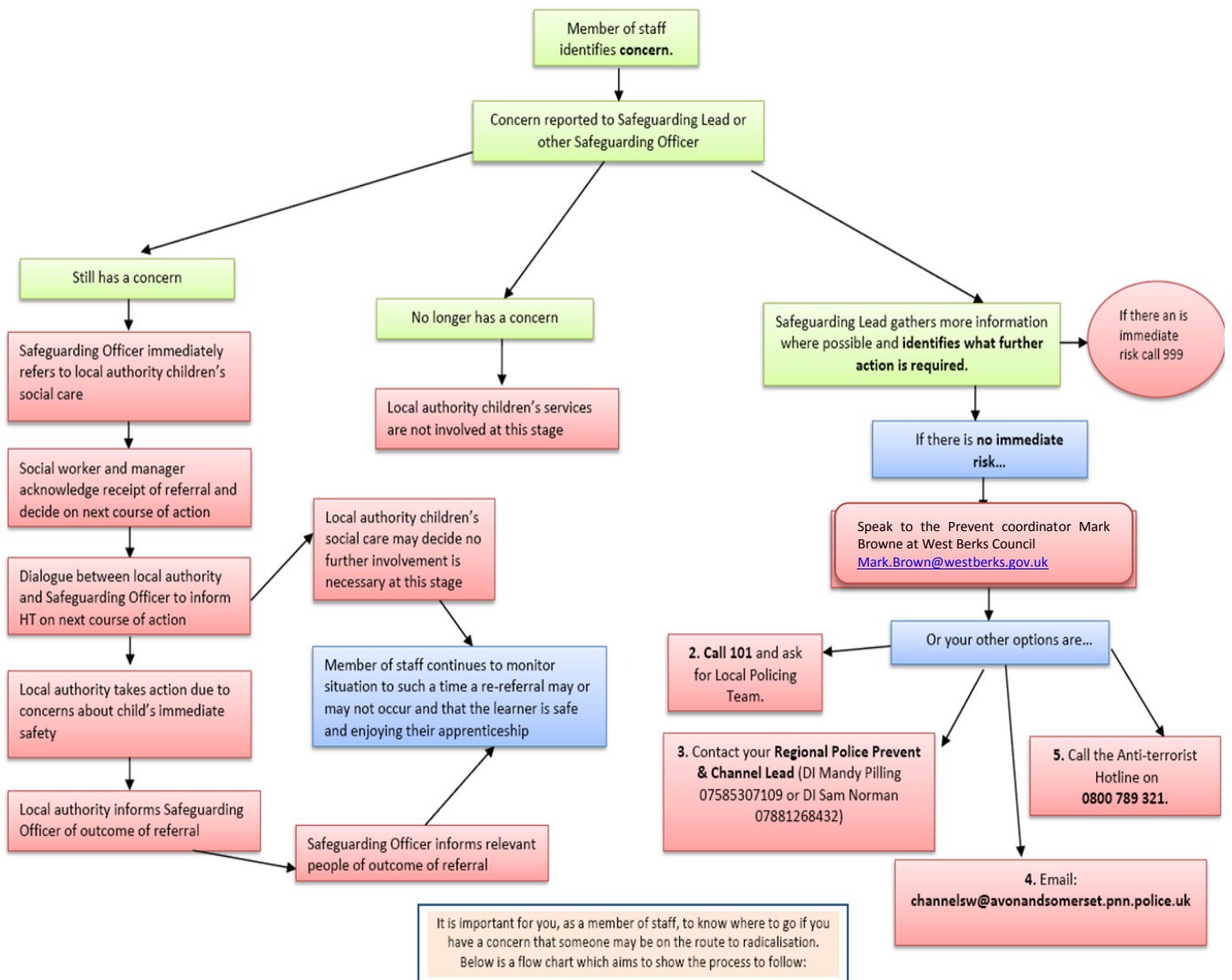
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4. To assess any individual activity risk assessments which contain a 'prevent' component, and inform the relevant line manager of any risk reduction or stop the activity.
5. To approve (via any 2 members) the display of any posters or other literature which maybe contentious.
6. To confirm any decision to share information about an individual – e.g. through the Channel process (at least 2 members of the committee)

### **Appendix 3 – 'Channel' Referrals**

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