

# Excelsis Training Limited



## Grievance and Complaint Procedure

## 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 the Company.
- 2.2 To recognize current practice that contributes to the 'Prevent' agenda.
- 2.3 To outline the process of risk assessment in the Company in order to identify areas for improvement in meeting the Prevent Duty.
- 2.4 To clearly identify the processes involved in making a Prevent Agenda 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 involved in violent extremism.
- 3.2 The Prevent strategy responds to the ideological challenge of 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 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-duty-guidance>.

## 4. Current Company practice which contributes to Prevent

- 4.1 The company's Safeguarding Policy features reference to the Prevent agenda to ensure it is within the protective work we do to safeguard our learners, visitors and members of staff.
- 4.2 Training sessions on specific and wider Prevent Agenda issues maximize the opportunities for expert input to develop staff awareness.
- 4.3 Our work to promote Equality and Diversity within Company, through the RE and Home Team programmes incorporate British Values, contribute 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 The Company's Risk Assessment will be constructed and reviewed by the Senior Leadership Team (SLT) drawing in commentary and responsibility for actions from other members of staff as appropriate.
- 5.3 A summary of the Risk Assessment and Action Plan will be reported annually to the stakeholders.
- 5.4 Activities and events which may pose a risk of radicalisation, including the presence of visiting speakers and the letting of Company premises to outside groups, will be risk assessed using the Company format.

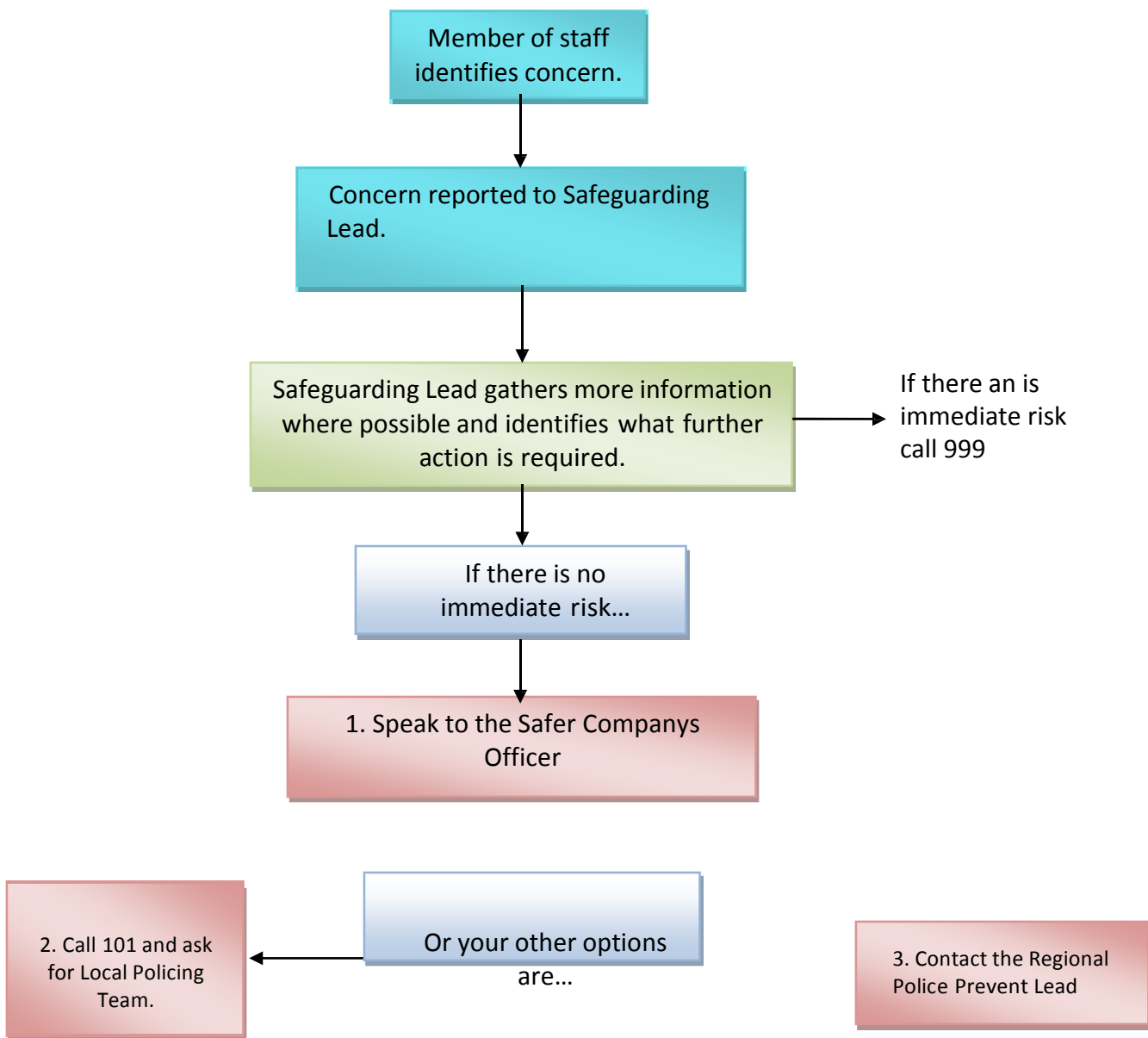
## 6. Prevent Referrals

- 6.1 A Prevent referral is a supportive activity which initially involves identification of any student 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 or Deputy Designated Safeguarding Lead.
- 6.3 Appendix 1 shows the referral flow chart.

### Linked Policies:

- Anti-Bullying Policy
- Safeguarding Policy

## Appendix 1 – Prevent Referrals



When a referral has been made and enters the Channel process, the Company will support the actions recommended by the Police team involved.