

Policy Name	<b>Preventing Terrorism and Radicalisation Policy including College's External Speakers and Events</b>
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Department / Area	Learner Services
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## Scope

This Policy applies to all persons (including College employees, Students, service providers, visitors, contractors, sub-contractors or employers or any other persons on College premises).

## Introduction

It is in the public interest and for the security of Telford College of Arts & Technology (TCAT) staff and Students, that the following regulations will be adhered to:

The purpose of this policy is to ensure, as far as possible, the College is fulfilling the duty in sections 26 and 29 of the Counter-Terrorism and Security Act 2015. The College will participate fully with the National agenda to PREVENT people from being exploited or radicalised in terrorist ideologies and that should any concerns regarding the promotion of terrorism be prevalent, the College has transparent and robust procedures ensuring timely action and reporting.

## General

### 1 Background and Government legislation

With the PREVENT strategy the Government aims to reduce the threat to the UK from terrorism by stopping people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. This is part of an overall counter-terrorism strategy called CONTEST.

The Government Prevent Duty Guidance, September 2015, requires Colleges to ensure they have risk assessment processes for speakers and ensure those espousing extremist views do not go unchallenged. The guidance also identifies institutions responsibility for appropriate IT policies, staff training and student welfare programmes in place to recognise and respond to the signs of radicalisation.

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.

### 2 The Legal Position

#### 2.1 The Counter-Terrorism and Security Act 2015

This places a duty on Colleges to have due regard to the need to PREVENT people from being drawn into terrorism. While this duty is not new to Colleges the secretary of state has been given new powers to place specific duties on Colleges.

These duties are outlined in the PREVENT duty for Further Education Institutions in England and Wales (March 2015 HM government) as follows:

SPECIFIC DUTY	RESPONSE FROM TCAT
<p><b>Partnership:</b> To demonstrate effective compliance with the duty, Colleges must demonstrate active engagement from governors, boards, principals, managers and leaders, regional BIS PREVENT co-ordinators, the police and local authorities, and co-ordination through existing multi-agency forums, for example Local Safeguarding Board.</p> <p>The College should engage and consult students on their plans for implementing the duty.</p>	<p>All staff including governors have received Safeguarding and PREVENT training.</p> <p>Telford College has a Safeguarding Team, and a cross-College Safeguarding Network. The Head of Learner Services is a member of the Telford &amp; Wrekin Local Safeguarding Children’s Board and sits on the Safeguarding Adults Board.</p> <p>Students receive Prevent training</p>
<p><b>Management and Co-ordination arrangements:</b></p> <p>Where the size of an institution warrants, management and co-ordination arrangements should be implemented to share information across the relevant curriculum areas within an institution, with a single point of contact for operational delivery of PREVENT-related activity.</p>	<p>The Designated Safeguarding Leads are the point of contact. Staff receives training in the safeguarding process at Telford College.</p> <p>The reporting system is now on CPOMS electronic system.</p>
<p><b>Risk assessment:</b></p> <p>Each institution should carry out a risk assessment which assesses where and how students or staff may be at risk of being drawn into terrorism.</p> <p>The risk assessment to address the physical management of the College’s estate, including policies and procedures for events held by staff, students or visitors, and relationships with external bodies and community groups who may use premises, or work in partnership with the institution.</p> <p>There must be clear and visible policies for whistle-blowing and complaints.</p>	<p>Telford College’s risk assessment appears in appendix 1.</p> <p>Information on this duty is included below in section 5.</p> <p>Telford College has current policies.</p>
<p><b>Action Plan:</b> Any institution that identifies a risk should notify the relevant BIS PREVENT co-ordinator and others as necessary (such as the SFA, EFA and the police) and develop a PREVENT action plan to set out the actions they will take to mitigate the risks.</p>	<p>Should the need arise the College will comply with this duty. Contact details for the regional BIS co-ordinator are included in section 6.</p> <p>The Safeguarding Co-ordinator is a member of the Channel panel</p>
<p><b>Staff Training/Reporting and Referrals:</b></p> <p>The College must demonstrate that it undertakes appropriate training and development for principals, governors, leaders and staff.</p> <p>Staff should have an understanding of the factors that make people vulnerable to</p>	<p>The College will provide appropriate training for all staff, Students and governors.</p> <p>Members of staff are WRAP3 trained (Nov ’16) for staff training and trained in Pathways (Nov ’16) for student training.</p> <p>The College safeguarding and PREVENT training programme includes factors which make</p>

<p>being drawn into terrorism and to challenge extremist ideas, and also to be aware of the action to take. This includes when to make referrals to the Channel Panel.</p>	<p>people vulnerable. There is a clear reporting process for safeguarding issues within College and referrals to the appropriate body (Family Connect and the Police). The Safeguarding Co-ordinator sits on the local Channel Panel.</p>
<p>At a corporate level there is an expectation on the institution to have robust procedures both internally and externally for sharing information about vulnerable individuals. This should include information sharing agreements where possible.</p>	<p>The College shares PREVENT information at Corporate level via the annual and mid-year safeguarding reports and through the termly safeguarding committee meetings. The College may need to share personal information externally to ensure, for example, that a person at risk of radicalisation is given appropriate support (for example on the Channel programme). Information sharing must be assessed on a case-by-case basis and is governed by legislation such as the Data Protection Act and the Common Law Duty of Confidentiality. The College is committed to sharing information within the confines of legislation.</p>
<p><b>Welfare and pastoral support</b> Staff are expected to be trained to recognise changes in behaviour and outlook of Students through PREVENT and safeguarding training. The College has a clear role to play in the welfare of their students and is expected to have sufficient pastoral care and support available for all Students.</p>	<ul style="list-style-type: none"> <li>• Telford College Safeguarding Co-ordinator delivers Safeguarding workshops to all Students.</li> <li>• All staff undertake compulsory Safeguarding and PREVENT training including noticing changes in learner behaviour and are shown the process for responding to concerns via CPOMS electronic system.</li> <li>• Staff induction includes Safeguarding training.</li> <li>• Learner Services Counselling and Support Area (CASA) have a qualified Counsellor and mentors. The Safeguarding Co-ordinator gives support to students.</li> </ul>
<p><b>Prayer Room/Multi-faith Room:</b> The College is expected to have clear and widely available policies for the use of prayer rooms and other faith-related facilities. These policies should outline structures in place for the managing prayer and faith facilities (for example an oversight committee) and mechanisms for managing any issues arising from the use of the facilities.</p>	<p>There is a procedure in place for the Multi-Faith room.</p>
<p><b>IT policies:</b> Colleges should have policies relating to the use of IT on the premises which contain specific reference to the duty. Colleges must have clear policies in place for Students and staff using IT equipment to research terrorism and counter-terrorism in the course of their learning.</p>	<ul style="list-style-type: none"> <li>• Telford College's IT code of conduct states that staff and Students must not 'display, store, print or transmit images or text which could be considered offensive e.g. material of a terrorist nature'.</li> <li>• The College uses a filtering program as a means of restricting access to harmful content.</li> <li>• The College's IT code of conduct will be updated to include the process for this.</li> </ul>
<p><b>Monitoring and enforcement:</b> Where</p>	<p>The College has a quality process and full</p>

<p>Ofsted finds a publicly-funded further education institution or independent training provider inadequate for safeguarding intervention action would be taken. This could lead to governance and leadership change, restructuring or even dissolution under the Secretary of State's reserve powers.</p>	<p>reporting schedule to ensure that it meets the requirements of Ofsted.</p> <p>Head of Learner Services reports to the Local Children's and Adult Safeguarding Board          In Ofsted 2016 Safeguarding was effective.</p>
<p><b>External speakers and Events:</b></p> <p>Policies and procedures must be in place for the management of events held on Telford College premises which apply to all staff, Students and visitors and clearly set out what is required for any event to proceed.</p>	<p>There is a Policy and procedure in place for the management of events held on Telford College premises which apply to all staff, Students and visitors. This clearly sets out what is required for any event to proceed at Telford College.</p>
<p>Staff involved in the physical security of the estate have an awareness of the PREVENT duty</p>	<p>All Security staff and Estates staff, along with all other staff, have undergone compulsory Safeguarding and PREVENT training.</p>

## 2.2 The Equality Act 2010 and Keeping Children Safe in Education

The PREVENT duty is relevant to fulfilling other responsibilities such as the duty arising from section 149 of the Equality Act 2010.

The College, as a public body, recognises this duty placed upon it by the above act to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic & those who do not.

For further information refer to the College's Equality, Diversity and Inclusion Policy.

The College also has a Safeguarding and Child Protection Policy which should be referred to in conjunction with this policy.

## 3 Engagement with other partners including Telford and Wrekin Safeguarding Boards, police and local authority PREVENT Co-ordinators

The Head of Learner Services is a member of the Telford and Wrekin Local Children's Safeguarding Board and a member of the Adult Safeguarding Board.

The Safeguarding Co-ordinator (Terri Jones) is in direct contact with the Telford Channel Multi Agency Programme.

Sgt Stuart Hawkeswood from West Mercia Police has provided PREVENT training at the College for staff and seven members of staff were WRAP 3 trained by the Police along with Pathways training. This training was updated in November 2016 by Hifsa Iqbal of West Midlands Region Prevent. The Safeguarding Co-ordinator has made referrals to the Police and Family Connect.

## 4 Staff responsibilities and examples of suspicious activity

All staff are part of a multi-agency approach to protect Students at risk from radicalisation. All suspicions of activity of this kind should be immediately referred to a member of the Safeguarding Team.

### **Example indicators that an individual is engaged with an extremist group, cause or ideology include:**

- Spending increasing time in the company of other suspected extremists;
- Changing their style of dress or personal appearance to accord with the group;
- Their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause;
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- Possession of material or symbols associated with an extremist cause (e.g. the swastika or tattoos for far right groups);
- Attempts to recruit others to the group/cause/ideology; or
- Communications with others that suggest identification with a group/cause/ideology.

### **Example indicators that an individual has an intention to use violence or other illegal means include:**

- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;
- Using insulting or derogatory names or labels for another group;
- Speaking about the imminence of harm from the other group and the importance of action now;
- Expressing attitudes that justify offending on behalf of the group, cause or ideology;
- Condoning or supporting violence or harm towards others; or
- Plotting or conspiring with others.

<http://www.homeoffice.gov.uk/publications/counter-terrorism/PREVENT/PREVENT-strategy/>

## 5 Management of events and speakers

### 5.1 Ethos

All staff and students have the right to study without fear of intimidation, harassment and threatening or extremist behaviour. The key ingredient for the preservation of academic freedom is tolerance and a respect for diversity. Intolerance involves behaviour motivated by prejudice or hatred that intentionally demeans individuals and groups defined by their ethnicity, race, religion and/or belief, sexuality, gender, disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence. The College has a duty of care to all of its Students and staff.

- TCAT values the opportunities presented by external speakers for students to experience diverse opinion and to enter into debate. This is seen as an essential part of both personal and academic development.
- TCAT values the tradition of academic freedom and holds that no subject or belief should be excluded from reasonable, constructive discussion and debate.
- TCAT values freedom of opinion and speech but recognises that, in the interests of the whole learning community, this must exist within formal guidelines.

- TCAT recognises and supports and moral and legal frameworks of the society and community within which it works.
- TCAT will not accept the use of language by external speakers that offends and is considered to be intolerant. Specifically, this means offensive "street" misogynistic, misanthropic, sexual or racist language irrespective of context. Direct attacks on any religions or beliefs are not permitted.
- TCAT will not tolerate any person who intentionally demeans individuals and groups defined by their ethnicity, race, religion and/or belief, sexuality, gender, disability, age or lawful working practices and which give rise to an environment in which people will experience, or could reasonably, fear harassment, intimidation or violence.

## 5.2 Management of Speakers and Events – Aims

This section of the policy aims to ensure that any events where external speakers are invited to address students and other members of the College community:

- are lawful
- ensure the health and safety of all members of the College community, buildings and equipment
- support equality and diversity<sup>1</sup>
- support good community relations (internally and externally)
- do not significantly constrain the work of the College
- safeguard the College's good reputation

## 5.3 Operational Arrangements

All requests for an external speaker are to be submitted by the individual or College group making the request using the appropriate form (see Appendix A) to the Director of Resources **at least 5 working days before the planned event.**

- The person requesting the event must also complete and sign the **Telford College Terms and Conditions Events Agreement including Open Spaces form if booking** an event which includes rooms at College or hiring rooms. The request must be accompanied by a transcript of the intended talk and a written undertaking to abide by the provisions of this policy and to uphold the College policy on Equality and Diversity. Requests that do not comply with this provision will be refused. If a good opportunity for students arises at short notice and Management feel that it is beneficial for the students and low risk, the Director of Resources can approve the request within the 5-day period. If the risk is medium to high risk a transcript must be attached to the form (Appendix 2: Guest/External speaker consent form).
- For the organisations who attend regularly to give similar talks, these will be placed on an APPROVED VISITOR LIST and one form will be completed. They will always be supervised when with students and the same rules apply – that the talk/session will be stopped if there is any suggestion of radicalisation. The Approved Visitor list will be kept by Liz Bekker in Learner Services and staff must register all details and dates on this list.
- The Director of Resources and Senior Leadership Team (SLT) reserve the right to require references for the proposed speaker and also to refuse permission for the speaker to visit the College. A refusal is final.

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<sup>1</sup> Guest/external speakers should cater for all ideological perspectives and should not disproportionately monopolise influence over any particular point of view within society. This will promote inclusivity for all and strengthen healthy debate. This should be considered when planning the attendance of guests/external speakers.

- A member of the SLT or a representative will be present at all talks and will intervene if the speaker significantly deviates from the transcript or causes offence. This will be made known to the speaker.
- Speakers must be informed that all talks may be recorded/filmed by the College. These recordings are for future reference and to PREVENT the abuse of trust. This will not be made public.

#### 5.4 Monitoring of Events and External Speakers

- There will be a report termly to SLT by the Director of Resources on requests and events held with recommendations for improving policy and procedure as appropriate.
- The College is a secular institution. It will be at the discretion of the College whether lettings arrangements can be entered into with external faith based organisations. Arrangements will not be entered into where such an organisation seeks to promote others to its cause and /or where the event or activity is not equally accessible to all.

#### 5.5 Code of Practice on Freedom of Speech

- Section 43 of the Education (No 2) Act 1986: requires the College to issue and keep up to date a code of practice to be followed by members, students, and employees of the College for the organisation of meetings and other events, which are to be held on College premises, and for the conduct required of members, Students, and employees of the College in connection with meetings and other events.
- Staff, visiting speakers and students of the College must conduct themselves so as to ensure that freedom of speech is within the law. The College believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language.
- Any external speakers must be approved by the Director of Resources and all concerns and final decisions will be the responsibility of the Vice Principal. The Director of Resources will rate the risks associated and decide on the appropriate outcome.
- There should be sufficient information about the event including topics and any speakers and sufficient notice to allow for checks to be made and cancellation to take place if necessary prior to the event.
- Any staff or students that become aware of any incidents or instances where off-campus events of concern are promoted on campus should be reported immediately to the Director of Resources. This may be through a student's tutor or Head of School.

## 6 Fundamental British values

As part of the College's commitment to delivering the PREVENT agenda students will be engaged through promotional events and tutorials to understand the dangers associated with involvement in extremism and the promotion of fundamental British values. Furthermore students will be encouraged to develop their critical thinking skills through tutorials and as part of the curriculum.

### 6.1 Fundamental British values

College staff have a duty in helping students from being drawn into terrorism and will promote a culture of democracy, mutual respect and tolerance, individual liberty and awareness of rule of law. The fundamental British values are:

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

## 7 Useful Contact List

Regional PREVENT Coordinators:

**Mrs Hifsa Haroon-Iqbal**

West Midland Regional HE & FE

PREVENT Lead

Telephone: 0121 303 3642

Mobile: 07872 941129

Email: [hifsa.iqbal@birmingham.gov.uk](mailto:hifsa.iqbal@birmingham.gov.uk)

**Sgt Stuart Hawkeswood**

Protective Services

Warwickshire & West Midlands Police

Telephone: 01386 591825

Mobile: 07890 746662

[stuart.hawkeswood@westmercia.pnn.police.uk](mailto:stuart.hawkeswood@westmercia.pnn.police.uk)

**Anti-Terrorist Hotline on 0800 789 321**

### 7.1 Useful Links

**Channel: Protecting vulnerable people from being drawn into terrorism HM Government 2012:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/118194/channel-guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118194/channel-guidance.pdf)

**Terrorism and national emergencies:**

<https://www.gov.uk/terrorism-national-emergency/national-emergencies>

**Reporting Terrorism and harmful extremist material online:**

<https://www.gov.uk/report-terrorism>

**Keeping Children Safe in Education - FE**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

**Prevent Duty Guidance:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445915/Prevent\\_Duty\\_Guidance\\_For\\_Further\\_Education\\_England\\_Wales\\_-\\_Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445915/Prevent_Duty_Guidance_For_Further_Education_England_Wales_-_Interactive.pdf)

**REQUEST FORM  
EXTERNAL SPEAKER/ROOM HIRE/ GUEST**

Complete all boxes in Section A

1. This authorisation must be completed **at least 5 working days before the event (See policy)**
2. Ensure you have signed in Section B on back of this form
3. The form will be sent to the Director of Resources for authorisation
4. Speaker notes must be provided in advance for approval if addressing student groups
5. The Head of school or lecturer must be present at the talk.

**SECTION A**

<b>SECTION A</b>										
<b>NAME OF PERSON RAISING REQUEST:</b>										
<b>NAME OF ORGANISER (minimum age 21):</b>										
<b>REASON FOR REQUEST:</b> <b>EXTERNAL SPEAKER</b> <input type="checkbox"/> <b>HIRE/USE OF PREMISES</b> <input type="checkbox"/>										
<b>GUEST</b> <input type="checkbox"/>										
<b>NAME OF EXTERNAL SPEAKER/S (if applicable):</b>								<b>DATE OF EVENT:</b>		
<ul style="list-style-type: none"> <li>* <b><u>Only those external speakers listed can enter the College</u></b></li> <li>* list of all attendees attending the event must be given where possible (please use separate sheet if necessary)</li> </ul>										
1.				3.						
2.				4.						
<b>ADDRESS OF ORGANISATION THEY REPRESENT:</b>										
<b>POSTCODE:</b>					<b>TEL NO:</b>					
<b>Email:</b>					<b>MOBILE NO:</b>					
<b>EXTERNAL SPEAKER (if applicable) PLEASE GIVE THE FOLLOWING DETAILS:</b>										
<b>Topic:</b>					<b>Delivered to (groups):</b>					
<b>Speaker notes attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>										
As stated in the Prevent Policy, these notes are required for prior approval.										
<b>ROOM BOOKING/CHARGES:</b>										
ROOM	DAY	FIRST DATE	LAST DATE	NO OF WEEKS	START TIME	END TIME	NO OF SESSIONS	RATE	TOTAL COST	
<b>TOTAL NET CHARGE</b>			£	<b>PLUS VAT:</b>			£	<b>TOTAL:</b>		£
If applicable, invoicing will be at the start of the contract and payable within 30 days.										
<b>ROOM REQUIREMENTS/LAYOUT (if applicable):</b>										

**IT REQUIREMENTS:**

**REFRESHMENTS: YES / NO**  
 Please contact Aramark Catering direct on 01952 642478

**SECTION B**

<b>SIGNATURE OF APPLICANT:</b>	<b>APPROVED VISITOR</b> yes/no*	<b>DATE OF SUBMISSION:</b>	
<b>CONTACT/MOBILE NUMBER:</b>			
<b>NAME OF LINE MANAGER (IF APPROPRIATE):</b>		<b>LINE MANAGER SIGNATURE :</b>	

**SECTION C**

**SAFEGUARDING CO-ORDINATOR/DESIGNATED SAFEGUARDING LEAD:**

I have checked and can confirm that the information provided in Section A is suitable to be shared with staff/students at the event in line with the Prevent Policy. No changes are to be made to the original document without prior permission.

**Signed:** ..... **Print:** ..... **Date:** .....

**SECTION D**

<input type="checkbox"/> I give my consent for the named speakers/guest/hire of room in Section A to enter the College for this meeting/visit. <input type="checkbox"/> I authorise the College premises to be hired out to the organisation in Section A	<b>RISK RATING:</b> 1 = <input type="checkbox"/> LOW 5 = HIGH
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**SIGNATURE OF AUTHORISATION BY DIRECTOR OF RESOURCES:**

**Print name:** ..... **Signature:** .....

**Date:** .....

**NOTE: staff must have an agreement from the Director of Resources if they wish to invite an outside speaker into College.**

1. The Director of Resources will retain a copy of the form and keep a central record of all requests for visits/hire of premises and copies will be given to Reception and the Health & Safety Manager.
2. Completed forms (with all relevant signatures and information) must be signed by the Director of Resources
3. An acknowledgement of the application will be sent to the applicant pending authorisation
4. Any changes must be forwarded to the Director of Resources for agreement.
5. Staff should consult their Line Manager
6. This procedure should ensure that arrangements are planned and approved in advance of the event/hiring

**OFFICE USE ONLY:**

**This event was cancelled on (insert date) ..... for the following reason/s:**

**Name:** ..... **Signature:** .....

Date: .....

- PLEASE RETURN THE COMPLETED FORM TO LIZ BEKKER, LEARNER SERVICES
- ALL EXTERNAL VISITORS MUST REPORT TO RECEPTION

**COPY OF FORMS SENT TO:**

- Finance
- Planning Office
- Site Services
- Reception
- Health & Safety Manager

DATE:

.....

\* Delete as applicable

DRAFT