



**Ambition  
Institute**

# Prevent Policy



## Prevent Policy

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| <b>Policy Owner</b>    | Associate Director, Mobilisation & Programmes Office   |
| <b>Version</b>         | 1  |
| <b>Last reviewed</b>   | February 2024  |
| <b>Approved by</b>     | Executive Director, ECF and NPQ Programmes   |
| <b>Next review due</b> | February 2025  |
| <b>Applies to</b>      | All employees  |
| <b>Exceptions</b>      | N/A  |
| <b>Audience</b>        | Ambition Institute employees, contractors, partners, schools, participants / trainees, and other in-school staff supporting Ambition programmes, funders, and regulatory and quality assurance bodies. |

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## Section 1: Overview

### 1.1. Purpose

- 1.1.1. Ambition Institute is committed to creating and sustaining a culture of vigilance among our staff and students to recognise, respond, record and report concerns and provide a proportionate response. Ambition Institute respects that all individuals regardless of race, gender, disability, religion, sexual orientation, family status, age or social background have a right to equal protection from all types of harm or abuse.
- 1.1.2. This policy outlines our commitment to the Prevent Duty, and how we ensure that trainees on our Teacher Training Programme are equipped to identify children at risk of being drawn into terrorism, challenge extremist ideas and respond accordingly.
- 1.1.3. If you are concerned that someone is at immediate risk of radicalisation in the UK, please contact the Emergency Services.

### 1.2. Background and Legal/Regulatory Framework

- 1.2.1. This policy has been written in line with recommendations made within the Equality Act 2010, the Safeguarding Vulnerable Groups Act 2006, the Prevent Strategy 2011, and the Counter-Terrorism and Security Act 2015.
- 1.2.2. Prevent is part of the Government's Counter Terrorism Strategy known as CONTEST. The aim of CONTEST is to reduce the risk of terrorism in the UK and its interest overseas, and to allow people to go about their lives freely and with confidence. This strategy covers all forms of terrorism.
- 1.2.3. The Prevent Strategy has three objectives:
- > Prevent people from being drawn into terrorism and ensure that they are given the appropriate advice and support.
  - > Response to the ideological challenge of terrorism and the threat that we face from those who promote it.
  - > Work with sectors and institutions where there are risks of radicalisation that need to be addressed.
- 1.2.4. The Counter-Terrorism and Security Act 2015 places a duty upon all education providers to 'have due regard to the need to prevent people from being drawn into terrorism'.
- 1.2.5. Ambition works in partnership to deliver postgraduate courses and therefore requires staff to have an understanding and awareness of what Prevent is, how to recognise signs of radicalisation, and how to report them.
- 1.2.6. Where relevant, Ambition's Prevent Policy should be read alongside the following policies:

- > Data Protection Policy
- > IT Policy
- > Safeguarding Policy

### 1.3. Scope

1.3.1. This policy applies to all Ambition Institute staff ('staff') and includes any activity involving children and adults at risk.

1.3.2. All Ambition Institute staff, trustees, contractors, and external team members (including facilitators or coaches) must follow the prevent principles outlined in this policy.

1.3.3. This policy applies to trainees on Ambition's Teacher Training Programme:

- > Where students are registered with a validating HEI partner who delivers the training, the HEI is responsible for ensuring appropriate arrangements are in place for its registered students including its policies and procedures for Prevent.
- > Where a Lead Partner delivers a programme on behalf of a partnership with Ambition Institute, the Lead Partner is responsible for its policies and procedures including Prevent.
- > Where trainee teachers, study or undertake placements in a school, the school's Prevent policy should take precedence.

### 1.4. Roles and Responsibilities

1.4.1. All staff are responsible for familiarising themselves with this policy and taking appropriate action whenever there is concern that a child or adult is at risk of radicalisation or is likely to be radicalised.

1.4.2. All concerns in line with the Prevent Strategy raised by staff should be raised with the Designated Safeguarding Lead (DSL), Deputy Safeguarding Leads or Trustee for Safeguarding. For further information on the responsibilities of the Ambition Institute's Safeguarding Team, please consult the Safeguarding Policy.

### 1.5. Definitions

1.5.1. The following terms are understood to have the following meanings, when used in this Prevent Policy:

|                |  |
|----------------|--|
| <b>Channel</b> | a multi-agency approach to safeguarding, supporting, and protecting children, young people, and vulnerable adults at risk of radicalisation, extremism, or terrorist-related activity.   |
| <b>Prevent</b> | the duty embedded in Section 26 of the Counter-Terrorism and Security Act 2015 and placed on certain bodies in exercising their functions to have "due regard to the need to prevent people from being drawn into terrorism." It is called Prevent in this Policy. |

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

## Section 2: Policy and Procedure

### 2.1. Principles

- 2.1.1. Ambition is committed to maintaining a supportive, inclusive, and welcoming working environment with an open and supportive approach to staff mental health and well-being where everyone in our community – staff and participants – has a responsibility for looking after themselves and others, and to alerting us to concerns when they arise.
- 2.1.2. It is the responsibility of all staff to remain alert to the behaviour and presentation of others they encounter in the course of their professional duties, including to the signs of vulnerability that may lead to radicalisation.
- 2.1.3. It is not the responsibility of Ambition Institute to make judgements about Prevent referrals reported, but to ensure that they are processed and escalated as appropriate.

### 2.2. External Speakers and Events

- 2.2.1. Ambition supports lawful freedom of speech, encouraging staff to engage with a wide range of opinions and perspectives.
- 2.2.2. External speakers are sometimes invited to a range of events, including those involving programme participants. Ambition Institute will ensure that the views expressed by speakers, or the views likely to be expressed do not constitute extremist views that risk drawing people into terrorism or terrorist groups.
- 2.2.3. Ambition Institute reserves the right to deny an event taking place where the risk is exceptionally high, or where a breach of law may occur.

### 2.3. Risk assessment and Action plans

- 2.3.1. Ambition undertakes periodic risk assessments and updates the action plan accordingly. The risk assessment considers policies and processes that support office security, staff health and wellbeing, equality, diversity and inclusion, and IT.

### 2.4. Prevent Training

- 2.4.1. All staff are required to review our Prevent policy and procedures as part of a comprehensive induction period.

- 2.4.2. All staff who work directly with participants will be expected to complete mandatory online Prevent Duty training on an annual basis. Line managers are responsible for ensuring that this is complete and that they have evidence that their training record is kept up to date.
- 2.4.3. Prevent training will enable staff to understand how to recognise vulnerability in staff and participants, to know how to share and escalate concerns, to be able to ensure a proportionate and appropriate early intervention is in place and to safeguard and protect staff and participants from harm or criminal behaviour.
- 2.4.4. All trainee teachers on an Ambition Institute programme will be required to complete Prevent training during induction, and as part of their teacher training programme before being awarded Qualified Teacher Status.
- 2.4.5. In all cases, it is also the responsibility of the participant/trainee to be aware of the policies and procedures in place in their school and the ways to report concerns related to the Prevent strategy.


## 2.5. IT and Data Protection Policies

- 2.5.1. Ambition will ensure it maintains central records of any disclosures or concerns and any referrals made consequently. Any records will be kept in accordance with Ambition's Data Protection Policy.
- 2.5.2. Ambition staff will not discuss Prevent referrals with other members of staff unless required by the DSL.
- 2.5.3. Ambition has in place Information Technology (IT) policies, which require all users to behave in a responsible, ethical, and legal manner and to ensure all users are aware that network administrators, to ensure proper network operations, routinely monitor network traffic.

## 2.6. Raising concerns

- 2.6.1. If in an emergency or if a person is at risk of immediate harm, staff should contact the emergency services immediately. This should always be done prior to consulting the DSL. Where necessary, the DSL should be informed immediately afterwards.
- 2.6.2. Where the situation is not an emergency, and staff become aware that there is, or maybe, a safeguarding concern then their responsibility is to communicate this with the DSL.
- 2.6.3. Staff should raise any prevent duty concerns on the day the concern is raised, or as soon as possible after.
- 2.6.4. Staff should record details (Appendix A) of a disclosure/concern using the Safeguarding Disclosure Form (Appendix B) and send the completed form to the Safeguarding Lead.

2.6.5. The DSL will then take on responsibility for handling the incident and will notify staff when the incident is resolved.

2.6.6. The Designated Safeguarding Lead (DSL) is Natalie Dixon, and the deputy leads are Peter ley and Genevieve Field. The email group to contact them is [safeguarding.leads@ambition.org.uk](mailto:safeguarding.leads@ambition.org.uk) (Appendix C).

2.6.7. Staff should refer to the flowchart in Appendix D to ensure they are following the correct process.

## **2.7. Allegations Against Trainee Teachers**

2.7.1. This applies to trainees on Ambition's Initial Teacher Training Programme.

2.7.2. In the event of Prevent Duty referral being made by or about a Trainee Teachers should be handled in line with the school's Prevent Policy. This should be referred to the DSL within the placement school and, where applicable, the Principal/Head of the placement school. The concern should also be reported immediately to Ambition's safeguarding team.

### Section 3: Version Control

| Version | Issue/release date | Summary of changes | Approver                |
|---------|--------------------|--------------------|-------------------------|
| 1       | February 2024      |                    | Chief Financial Officer |



## Section 4: Appendices

### Appendix A: Recording Concerns

What to report:

- Name of person involved in the prevent duty concern.
- Where/observations/witnesses/who was involved.
- Who passed the information to you?
- Date, time, and day of the observations and when reported.
- Record the facts, i.e., what you saw, and what you heard.
- Be careful to avoid any opinion, hearsay, or gossip, or clearly identify it as such.
- Using the exact words.
- Clear about why you are concerned about the disclosure.

**Appendix B: [Prevent Disclosure Form](#)**

Please complete this form if you witness a PREVENT incident or if someone discloses a PREVENT incident to you. The form should be sent to the Safeguarding Leads at Ambition Institute [[safeguarding.leads@ambition.org.uk](mailto:safeguarding.leads@ambition.org.uk)] after you have emailed them to inform them of an incident; if required it will then be shared with the Safeguarding Lead/Head at the relevant school.

Once the form has been shared with the school, the responsibility for handling the concern will remain with the school.

Please tick this box if you consent for your contact details to be shared with the school's Safeguarding Lead/ Head

|                     |  |
|---------------------|--|
| <b>Your details</b> |  |
| <b>Name</b>         |  |
| <b>Email</b>        |  |
| <b>Phone number</b> |  |

|                            |  |
|----------------------------|--|
| <b>Participant details</b> |  |
| <b>Name</b>                |  |
| <b>Programme</b>           |  |
| <b>School (if known)</b>   |  |

Was the concern:

- Directly disclosed to you
- Your own suspicion/concern
- Disclosure or suspicion from a third party

|                                    |  |
|------------------------------------|--|
| <b>Date and time of disclosure</b> |  |
| <b>Date and time of incident</b>   |  |

|                                |
|--------------------------------|
| <b>Details of Concern</b>      |
|                                |
| <b>Actions taken (if any):</b> |
|                                |

## Appendix C: Contact Details

| Role:   | Person designated   | When to contact   | Contact details  |
|---|---|---|--|
| <b>Designated Safeguarding team: includes Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs).</b>      | <p><b>Designated Safeguarding Lead:</b></p> <p>Natalie Dixon<br/>(Executive Director, Programmes)</p> <p><b>Deputy Designated Safeguarding Leads:</b></p> <p>Peter Borley</p> <p>Genevieve Field</p> <p>(Senior Director, Programmes;<br/>Senior Director, Mobilisation;<br/>Director, ITT)</p> | Contact the team immediately using the email provided with any safeguarding concerns.                               | safeguarding.leads@ambition.org.uk   |
| <b>Our trustee with responsibility for safeguarding can be contacted if it is not appropriate to raise with the staff members above</b> |   |   |  |
| <b>Trustee for Safeguarding</b>   | <p><b>Chair of the Board of Trustees</b></p> <p>Rich Jefferson</p>  | If it is not appropriate to raise issues with the individuals above, our Trustee for Safeguarding can be contacted. | <a href="mailto:rich.jefferson@btinternet.com">rich.jefferson@btinternet.com</a> |

## Appendix D: Prevent Process Flowchart

## SPOT, STOP AND REPORT



If you see, or are informed of a safeguarding incident, you must contact the Ambition Safeguarding Leads using the email group, [safeguarding.leads@ambition.org.uk](mailto:safeguarding.leads@ambition.org.uk).



A Safeguarding Lead will respond, categorise the severity of the incident and support you to respond:



### HIGH SEVERITY

If high severity, contact the police immediately.



Then, fill in the disclosure form as soon as possible.

### LOW SEVERITY

If lower severity, fill in the disclosure form as soon as possible.



Send the completed form to the Safeguarding Lead you're in contact with using Mimecast.



The Safeguarding Lead will notify you when the incident is resolved and ask you to delete the completed form.

