

Preventing Radicalisation and Extremism (Prevent) Policy

1. Purpose

Safe Skills Training Ltd is committed to safeguarding learners, staff, associates, and the wider community.

Radicalisation is a safeguarding concern. This policy sets out how we:

- Reduce the risk of radicalisation and exposure to extremist ideology
- Recognise potential indicators of concern
- Respond appropriately and proportionately
- Report concerns through the correct safeguarding routes

2. Scope

This policy applies to:

- All employees
- All associates/subcontractors
- Any volunteers (if used)
- All learners attending training delivered by Safe Skills Training Ltd (in person or remotely)

This policy applies during:

- Training delivery
- Assessments (where applicable)
- Any related communications or support activity

This policy should be read alongside:

- Safeguarding Policy
- Equality, Diversity and Inclusion (EDI) Policy
- Code of Conduct and Professional Standards Policy
- Health and Safety Policy
- Online Safety & Remote Delivery Policy
- Incident, Accident and Near-Miss Reporting Policy
- Data Protection Policy and Privacy Notice
- Information Security Policy
- Complaints Policy
- Whistleblowing (Speak Up) Policy

3. Definitions

- **Radicalisation:** The process by which a person comes to support terrorism or extremist ideologies.
- **Extremism:** Vocal or active opposition to fundamental values such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.
- **Terrorism:** An action that endangers or causes serious violence, serious damage to property, or creates a serious risk to public safety, intended to influence the government or intimidate the public.
- **Prevent:** The UK safeguarding approach that aims to stop people from being drawn into terrorism.

4. Principles

We will:

- Treat concerns about radicalisation as safeguarding concerns
- Act early and proportionately
- Respect diversity of views and lawful freedom of expression
- Challenge discriminatory, hateful, or unsafe behaviour
- Keep information confidential as far as possible and handle it lawfully

We will not:

- Stereotype individuals or groups
- Treat lawful religious or political views as a safeguarding concern

5. Risk context (training environment)

Safe Skills Training Ltd typically delivers training to adult learners in workplaces. The risk of radicalisation concerns arising is generally low, but may occur in any setting.

Potential risk situations may include:

- Inappropriate or extremist comments during training
- Harassment or hate speech directed at others
- Sharing extremist material via group chats or online platforms
- A learner expressing intent to harm others
- A learner appearing to be under coercion or undue influence

6. Recognising possible indicators

There is no single profile. Indicators may include (particularly where there is a pattern or escalation):

- Expressing support for extremist ideology or violence
- Fixation on extremist narratives or conspiracy content linked to hatred/violence
- Using hateful or dehumanising language about groups
- Attempts to recruit, influence, or isolate others
- Sudden changes in behaviour, peer group, or identity that cause safeguarding concern
- Possession or sharing of extremist material

These indicators can have many explanations. Concerns must be assessed carefully and proportionately.

7. Creating a safe and inclusive learning environment

Trainers will:

- Set clear ground rules for respectful discussion
- Promote an inclusive environment aligned with the EDI Policy
- Challenge discriminatory or hateful language
- Avoid political debate that is not relevant to learning outcomes
- Manage disruptive or unsafe behaviour promptly

8. Responding to concerns

8.1 Immediate risk

If there is an immediate risk of harm:

- Call emergency services (999)
- Follow the client site's emergency procedures
- Take reasonable steps to keep people safe

8.2 Non-immediate safeguarding concerns

If a concern arises that does not present an immediate risk:

- Do not confront the person aggressively or attempt to investigate alone
- Record what was seen/heard (facts, dates, times, exact words where possible)
- Report promptly using the safeguarding reporting route (section 9)

8.3 Managing behaviour during delivery

Where comments or behaviour create risk or cause distress, the trainer may:

- Pause and restate ground rules
- Ask the individual to stop the behaviour
- Ask the client/manager to intervene
- Remove the individual from the session (where safe and appropriate)
- End the session if safety cannot be maintained

Any serious incident must be recorded and reported.

9. Reporting concerns (must speak to someone)

Concerns about radicalisation or extremism must be reported by **telephone** so the reporter can **speak with someone** and ensure the concern is received.

Telephone: **0330 043 4663** (Director/Lead Educator)

- **Email alone is not acceptable** for urgent safeguarding concerns.
- The reporter must ensure they **speak with someone** and receive confirmation that the concern has been received.

If the call is not answered, the reporter must:

1. Leave a voicemail (where available), and
2. Continue to attempt contact until they have spoken with someone, and
3. Follow up by email to andy@safeskillstraining.com once contact has been made.

10. Recording and information handling

All Prevent-related concerns must be recorded accurately and handled sensitively.

Records should include:

- Date/time/location
- People involved
- What was observed/heard (facts)
- Any immediate actions taken
- Who the concern was reported to and when

Information will be:

- Shared only on a need-to-know basis
- Stored securely
- Handled in line with the Data Protection Policy and Information Security Policy

11. External referrals and escalation

Safe Skills Training Ltd may need to share information with external bodies where appropriate, for example:

- The client organisation's safeguarding lead
- Local authority safeguarding services
- Police (where there is an immediate risk)
- Prevent/Channel processes (where applicable)

We will act proportionately and will not share information unnecessarily.

12. Training and awareness

Safe Skills Training Ltd will ensure that employees and associates:

- Understand this policy and the Safeguarding Policy
- Know how to report concerns promptly
- Maintain professional boundaries and respectful conduct

13. Review and version control

- **Policy owner:** Director/Lead Educator
- **Review frequency:** Annually, or sooner if guidance or business arrangements change

Version control

Version	Date	Summary of changes
1.0	19/04/2026	First issue

Safe Skills Training Ltd Website: <https://www.safeskillstraining.com> Email: andy@safeskillstraining.com Business phone: 0330 043 4663