		
ISSUED BY: AO Director Caroline Walton	Awarding Organisation Policies and Procedures	**ISSUE DATE:** October 2026 **REVIEW DATE:** October 2027
	Prevent Duty Policy	**ISSUE:** V8

Scope and Purpose

The ELS Assessment Organisation (AO) is cognisant of its responsibilities under Section 26 the Counterterrorism and Security Act 2015 in operating to facilitate the prevention of individuals of all ages being radicalised or drawn into terrorism. Through early intervention and working with different multi-agency panels, ELS will support individuals who are potentially at risk of radicalisation.

ELS has implemented robust safeguarding arrangements across all teams and practices, which are regularly reviewed to ensure all our apprentices and staff remain as safe as possible.

This PREVENT Duty policy covers the safeguarding of children and adults at risk, both our apprentices and those people in settings where we conduct apprenticeship assessments, which fall into the category of child or adult at risk. It is inclusive of specific highlighted safeguarding agenda areas, as defined by law, and in the wider context, all our apprentices undertaking apprenticeship assessment. This policy also aligns ELS' compliance with the UK Government's PREVENT Strategy.

A child (as defined in the UK Government's Working Together to Safeguard Children Act 2026 guidance) is anyone who has not yet reached their 18th birthday. This includes babies, children, young people and unborn children. An adult at risk (previously referred to as a vulnerable adult) is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance.

There is now two key UK government-related 'Prevent' duties: one for **workplace sexual harassment prevention (new)** and one for **counter-terrorism (existing)**, both requiring proactive safeguarding.
ELS employee handbook covers the prevention of sexual harassment in the workplace and correct procedures to reporting.

Policy Statement

The PREVENT Duty is a legal duty which comes under Section 26 of the Counterterrorism and Security Act 2015 (CTSA 2015). This act legally requires all "specified authorities" such as schools, universities, local councils, police & health

bodies to have “due regard to the need to prevent people from being drawn into terrorism” while exercising their functions, balancing this with free speech and data protection laws.

Each authority is required to assess potential risk of radicalisation and to have in place plans to mitigate these risks. If risks are to arise the correct process of Notice, Check and Share to refer potentially vulnerable individuals to multi-agency panels is to be followed.

The government’s CONTEST PREVENT Strategy aims to stop people becoming terrorists or supporting terrorism. It focuses on supporting vulnerable individuals who are at risk of radicalisation and works to address the ideological causes of terrorism through early intervention and rehabilitation programmes.

The CONTEST PREVENT Strategy:
Prevent: To stop people from becoming terrorists or supporting terrorism, operating in the pre-criminal space.
Pursue: To stop terrorist attacks.
Protect: To strengthen our protection against terrorist attacks.
Prepare: To mitigate the impact of a terrorist attack.

Definitions

Extremism: The UK government's definition of extremism, updated in March 2024, describes it as the promotion or advancement of an ideology based on violence, hatred or intolerance that seeks to negate fundamental rights and freedoms of others, undermine, overturn or replace the UK's democratic system and democratic rights, or intentionally create an environment for others to do so. Extremism is defined in the UK's PREVENT Strategy as the vocal or active opposition to fundamental British values like democracy and the rule of law.
Radicalisation: As described in the Prevent Duty Guidance (2023), radicalisation is the process of a person legitimising support for, or use of, terrorist violence, which involves developing extreme political, social, or religious views that can lead to violence. It is not an event, but a process of change in beliefs and attitudes that can lead to supporting or participating in terrorist activity.
Terrorism: The UK legal definition of terrorism, as set out in the, Terrorism Act 2006 means the use or threat of action where:

1. The action:
    a. Involves serious violence against a person
    b. Involves serious damage to property
    c. Endangers a person’s life, other than that of the person committing the action
    d. Creates a serious risk to the health or safety of the public or a section of the public
    e. Is designed seriously to interfere with or seriously to disrupt an electronic system
2. The use or threat is designed to influence the government or an international governmental organisation or to intimidate the public or a section of the public
3. The use or threat is made for the purpose of advancing a political, religious or ideological cause

Legal Frameworks

Safeguarding Vulnerable Groups Act 2006
This Act was passed to help avoid harm, or threat of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. The Independent Safeguarding Authority was established as a result of this Act.

The Protection of Freedoms Act 2012
The Protection of Freedoms Act (PoFA) provides for the destruction, retention, use and other regulations of certain evidential materials. The Act imposes consent and other requirements in relation to certain processing of biometric information relating to children.

Counter-Terrorism and Security Act 2015
The Counterterrorism and Security Act 2015 details the legal responsibility placed on schools, colleges and other specified authorities, to practice due regard to the need to prevent people from being drawn into terrorism.

Children Act 1989 (Amended by Children Act 2004)
The Children Act 1989 details the allocation of duties to local authorities, courts, parents and other agencies in the UK, to ensure the safeguarding of children, and the promotion of their welfare. The term "Safeguarding" refers to the process of protecting vulnerable members of society from abuse and neglect.

Staff Responsibilities

Safer Recruitment

- All staff are enhanced DBS checked and are put through Security Clearance (SC) when they are employed or contracted to work for and on behalf of the ELS AO.
- All new staff (core staff and associates) complete mandatory Safeguarding and PREVENT Duty training at the beginning of their employment while going through induction and onboarding. This gives them the knowledge and confidence to identify apprentices and staff at risk of being drawn into terrorism, and to challenge extremist ideas, which can be used to legitimise terrorism and are shared by terrorist groups.
- All staff have read The PREVENT Duty Guidance; a copy of this is present in the ELS Offices and is stored within the ELS SharePoint.
- All staff have read the DFE Keeping Children safe in Education Policy. A copy of this document is also in the ELS office and stored within the ELS SharePoint.
- Keeping children safe in education - GOV.UK

Documents used to record any safeguarding incidents are kept on ELS' Internal Safeguarding Log, which is password encrypted. The Designated Safeguarding Lead (who is currently also the ELS AO Responsible Officer) is responsible for the Safeguarding Log stored within our secure SharePoint.

The Designated Safeguarding Lead and the Senior Management Team (Heads of Departments) carry out investigations, where appropriate, into welfare concerns reported and liaise with external bodies where appropriate. The Designated Safeguarding Lead records and manages safeguarding issues raised.

- As part of the apprentice induction to our apprenticeship assessment process safeguarding is also covered in the apprentice induction.
- Our Independent Assessors promote safeguarding and wellbeing with apprentices when undergoing external visits.
- Safeguarding training is delivered within ELS through our online Video Tiles, all staff are required to complete training on Online Safety, PREVENT, Safeguarding, Health & Safety and Wellbeing annually
- All apprenticeship assessment activities and resources required prior to any assessment taking place are requested in advance to ensure the content is suitable for the environment.
- ELS has a duty to inform the parent or guardian of any apprentice aged 16 to 18 who commences assessment activities, that ELS has a continued commitment to the protection of young people. Furthermore, they are informed that ELS staff are fully aware of their roles and responsibilities regarding the protection of young people, and that this crucial obligation is afforded the highest importance.
- All staff who are involved in assessing on behalf of the Awarding Organisation are required to read and sign this policy.

Disclosure and Barring Service Checks

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office whose primary purpose is to help employers make safer recruitment decisions and trustworthy post appointments. By conducting checks, DBS helps to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children (those under 18 years old) or adults at risk.

Depending on the type and regularity of contact with children or adults at risk involved in a role, employers are entitled to make appropriate enquiries about a job applicant's criminal record, and to seek a formal disclosure through a DBS check.

What Type of DBS Check is Appropriate?

Even where a post holder requires some direct contact with children or adults at risk, the definition of regulated activity may not be fully satisfied. However, to safeguard our apprentices, any unsupervised contact with apprentices will result in an enhanced DBS check with the Children's Barred List (formerly List 99). The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) defines what types of activities involving children and adults at risk are regulated and therefore require a formal check of the Children's Barred List.

Regulated activity is a term that defines activities that an individual may need to be engaged in, and it is work that a barred person must not do. The criteria for regulated activity differ for children, as detailed below:

Children

- Regular activity (once per week or four times over the course of one month)
- Unsupervised activity; including teaching, training, assessing, mentoring based activities; working intensively and closely with a child
- Within a specified setting

Awareness

Keeping Staff Safe

Maintaining personal safety is also encouraged and the following activities are **strictly prohibited**:

- Befriending apprentices on personal social media sites or distributing personal telephone numbers
- Visiting apprentices at home or transporting apprentices to and from locations
- You will naturally build a rapport with apprentices through the apprenticeship assessment contact, and the apprentices may see you as confidant and support but be sure to maintain professional boundaries whenever carrying out work on behalf of ELS's AO.
- Avoid spending time alone with apprentices in a closed environment. If this is unavoidable, for example during a formal assessment, ensure a member of the site staff knows your whereabouts and can monitor this.
- Be careful when giving apprentices advice as this is based on your opinion. Focus support on information (facts) and guidance (signposting).
- If at any point, you feel unsafe in an apprentices' company inform the site manager, your line manager, the designated safeguarding officer and leave the premises.

Identifying and Responding To Concerns

The 5Rs

- **Recognise** signs of unusual behaviour, or symptoms of abuse, neglect, exploitation or radicalisation.
- **Respond** in a way that is calm and sympathetic when an individual discloses abuse. Provide reassurance by telling them you will get help from those who need to know.
- **Report** immediately to ELS designated Safeguarding Lead (contact information is at the bottom of this policy), following established procedures.
- **Record** details accurately, using the individual's own words
- **Refer** to a statutory agencies or external bodies when necessary, so they can investigate and provide necessary support.

Procedure

If an individual has been identified as being at risk, below is the process that the person raising their concerns must follow.

- Concerns of possible radicalisation must be raised directly to the Safeguarding Lead. Details of the concerns raised are to be kept confidential
- The Safeguarding and Prevent Lead will conduct an assessment to determine whether there is a genuine risk of radicalisation.
- The Safeguarding and Prevent Lead will inform the Training Provider and the Employer.
- Where required, we will work with external agencies, Training Providers and Employers to ensure that the apprentice who is at risk gets the support they need.

Support for Individual

All AO staff are trained to be aware of any concerns about an apprentices' vulnerability to radicalisation, following the 5 Rs.

Having access to a designated safeguarding lead. They will help oversee the Prevent delivery, managing concerns and being a single point of contact for external agencies.

Following GDPR requirements and our own confidentiality policy, clear procedures are in place for staff to report concerns confidentially and sensitively to the designated safeguarding lead.

Contact Information

Email: assessments@explosivelearningsolutions.com
Telephone: 01235 861805 ext 3
Address: 4 The Terraces, Library Avenue, Harwell Science and Innovation Campus, Didcot, Oxfordshire, OX11 0SG

Designated Safeguarding Officer and Prevent Facilitator:
Caroline Walton
cwalton@explosivelearningsolutions.com

Other Useful Contacts

CEOP	0870000 3344	www.ceop.police.uk
Childline	0800 1111	https://www.childline.org.uk/
NSPCC	0808 800 5000	www.nspcc.org.uk
Internet Safety	0344 800 2382	www.saferinternet.org.uk
Promotion of Terrorism or Extremism	999	Report online material promoting terrorism or extremism - GOV.UK

Review and Version Control

ELS is committed to ensuring all policy documentation is subject to document control and reviewed annually.

RELATED DOCUMENTS:-	**APPROVED BY:-** Caroline Walton, AO Director