

## **Prevent, British Values and Critical Incident Policy**

The Development Manager (TDM) have a duty to safeguard learners and all people we work with.

This policy must be read together with our Safeguarding Policy and our Equality, Diversity and Inclusion Policy.

TDM follows the statutory guidance in relation to the Prevent Duty, "Section 26 of the Counter-terrorism and Security Act 2015", updated [Prevent duty guidance 2024](#) and the "[Prevent Strategy](#)", published 2011.

The 2015 Act places a duty on specified authorities, in the exercise of their functions, to have "due regard to prevent people from becoming terrorists or supporting terrorism .

The 2011 Prevent Strategy has three specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it.
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.
- Work with sectors and institutions where there are risks of radicalisation that we need to address. including education, criminal justice, faith, charities, the internet and health sectors.

TDM are required to assess the risk of children and young people being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

When carrying out the Prevent duty, TDM will comply with other legal obligations, particularly those under data protection legislation and the Equality Act 2010) and will be mindful of duties to protect freedom of speech and academic freedom.

As a Training Provider, TDM have a duty to be an active participant in the UK Prevent Strategy and as such we have risk assessed for safeguarding and the prevent duty specifically.

These risk assessments help us have a focussed effort on key areas where further action is needed to improve our provision and better safeguard our learners.

(See appendix 1 for the Risk Assessment for Safeguarding – which includes Prevent. TDM also considers this as the action plan to continue to strengthen and improve on our response).

The TDM Leadership Team and Directors are responsible to ensure actions identified are implemented and monitored for effectiveness.

All TDM staff must play a part in fostering shared values and promoting cohesion amongst the learners, the employers we partner with and the Training Providers Networks we participate in (Worcester, Birmingham and surrounding areas).

TDM coaches are at the forefront of the curriculum delivery and thus have an active role in promoting British Values. Talking to learners and employers about the prevent strategy and how good practice can be implemented in their places of work and the wider community.

TDM staff should focus on the risks of violent extremism, which represents the greatest threat at national level, while recognising that other forms of violence and extremism can and do manifest themselves in the community.

## Contents

TDM’s Prevent Strategy Aims .....	4
TDM is committed to training its staff regarding the Prevent duty .....	4
Prevent and British Values .....	4
Critical Incident Policy.....	5
Definitions.....	5
Who can Declare a Critical Incident? .....	6
Reporting Suspected Terrorism .....	6
Immediate Threat .....	6
No Immediate Threat to Life.....	6
Risk Management .....	7
Preventative Measures .....	7
Identifying those Risks most likely to Occur .....	8
Risk Assessment and Planning .....	8
Document Management.....	8
Appendix 1: Risk Assessment for Safeguarding / Prevent Duty + Action Plan .....	9
Appendix 2: Risk Assessment for a Critical Incident + Action Plan .....	9
Appendix 3: Emergency Contact Numbers .....	9
TDM Safeguarding Staff Contact Details.....	10

## TDM's Prevent Strategy Aims

- To promote “British Values” and embed these throughout the curriculum delivery. That involves delivery in the classroom, the workplace, online coaching interventions, workshops, and the one-to-one support.
- To create a space of free and open debate and to listen to the voice of learners with an understanding of the protected characteristics of the Equality Act 2010.
- To encourage learners’ participation as citizens in their places of work and the wider community.
- To ensure staff, employers and learners understand their roles and responsibilities in preventing violent extremism and to know when and how to report concerns.
- To ensure learners feel safe and that TDM premises are free from bullying, harassment and discrimination.
- To provide support, advice and guidance to learners who may be at risk.
- To have a robust IT system with appropriate filtering and monitoring on TDM devices and networks, and to know when and how to report concerns.
- To train staff on a regular basis to keep up to date with the risks of extremism and radicalisation and to confidently know how to react to threats and how to report concerns.
- To participate in the regional DfE Prevent networks to have an awareness of the local threat networks that may affect TDM community.

## TDM is committed to training its staff regarding the Prevent duty

- Staff will be given time to complete the [Prevent duty training](#) to learn how to support people susceptible to radicalisation TDM will regularly train staff via internal team training and standardisation sessions or via external consultants training.
- TDM actively participates in the training provider networks in both Worcester and Birmingham, sharing best practice. Extra training is made available via these networks.
- All delivery staff must undertake the CHANNEL awareness online course [Channel Training](#)
- Staff CPD areas on the Staff VLE will keep a record of achievement of the prevent courses and HR will organise refresher training if necessary.

## Prevent and British Values

To support the Prevent Duty strategy, TDM must also exemplify British Values in management, teaching practice & general behaviours.

British Values are defined as:

- Rule of Law
- Individual Liberty
- Mutual respect and tolerance of those from other backgrounds, religions, beliefs
- Democracy

The Prevent duty also includes an expectation that staff will encourage students to respect other people with particular regard to the protected characteristics set out in the Equality Act 2010.

This includes understanding the Equality Act 2010 and preventing discrimination against those with

protected characteristics:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

All TDM staff are expected to understand and embed British Values into all programme delivery to ensure learners are aware and that they can evidence and exemplify them. This helps learners to gain an understanding of what it means to be a successful citizen, taking part in life in Britain today.

Learners will also be required to understand how to keep themselves protected from risks associated with radicalisation, extremism, forms of abuse, grooming, bullying and staying safe online.

All TDM staff are expected to work with employers to ensure learners are not exposed to risks associated with any of the above and adequate awareness of Prevent and British Values has taken place with workplace mentors, line managers or HR.

All TDM staff must have an open culture which allows freedom of speech and exploration of issues that affect learners locally, nationally and internationally. TDM will operate as a safe place for learners to communicate, but provide challenge where views or discussions become offensive, extreme or upsetting to others. Safeguarding and safety will remain TDM's top priorities, regarding the advice and guidance we give to all learners.

## **Critical Incident Policy**

This Critical Incident Policy supports the Prevent Policy by providing more specific details about responding to an emergency.

An emergency is an unplanned or imminent event that affects or threatens the health, safety or welfare of people, property and infrastructure, and which requires a significant and coordinated response.

(See Appendix 3 for Emergency Numbers)

## **Definitions**

A critical incident is an unexpected traumatic event where the outcome or consequence of that incident is likely to result in any of the following:

- serious harm to any individual
- significant community or business impact
- significant impact on the confidence of the public

- requiring special arrangements and professional incident management capability to respond.

While this may be considered rare, the purpose of this policy and risk assessment is to identify how as an organisation, we ensure learners, staff and visitors stay safe and know how to stay safe either at their workplace, in learning or in the community.

The overarching purpose of this policy is to save and protect human life.

## Who can Declare a Critical Incident?

Anyone can declare a local critical incident but doing so confers responsibility. Whilst the decision to declare a critical incident should not be taken lightly, it is much better to do so, take the appropriate action and then 'un-declare' it, rather than do nothing and increase the potential for escalation and risk.

Incidents involving unrest, civil violence, security and terrorist threats will be directed by the Police and their advice should take priority. However, having an organisational policy will help ensure staff and learners know what to do in the event of a threat.

## Reporting Suspected Terrorism

If you think you know of terrorist activity being carried out or planned, there are steps you can take. Individuals are strongly advised not to approach anyone observed in terror or criminal activity and immediately report their concerns to the security services.

## Immediate Threat

call 999 if there's an immediate threat

## No Immediate Threat to Life

if there is no immediate threat to life you can also contact the Security Service (MI5) using their online [contact form](#) or freephone 0800 111 4645

If you have found information, pictures or videos online that promote terrorism, you can [report it](#) <https://www.gov.uk/report-terrorism>

If you're worried about someone and want to find out more about Prevent before making a referral, visit the ACT Early website - <https://actearly.uk/>

Anyone can report concerns about extremism related to education, including allegations about institutions including ourselves, staff and external people or organisations trying to influence our setting.

Email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk)

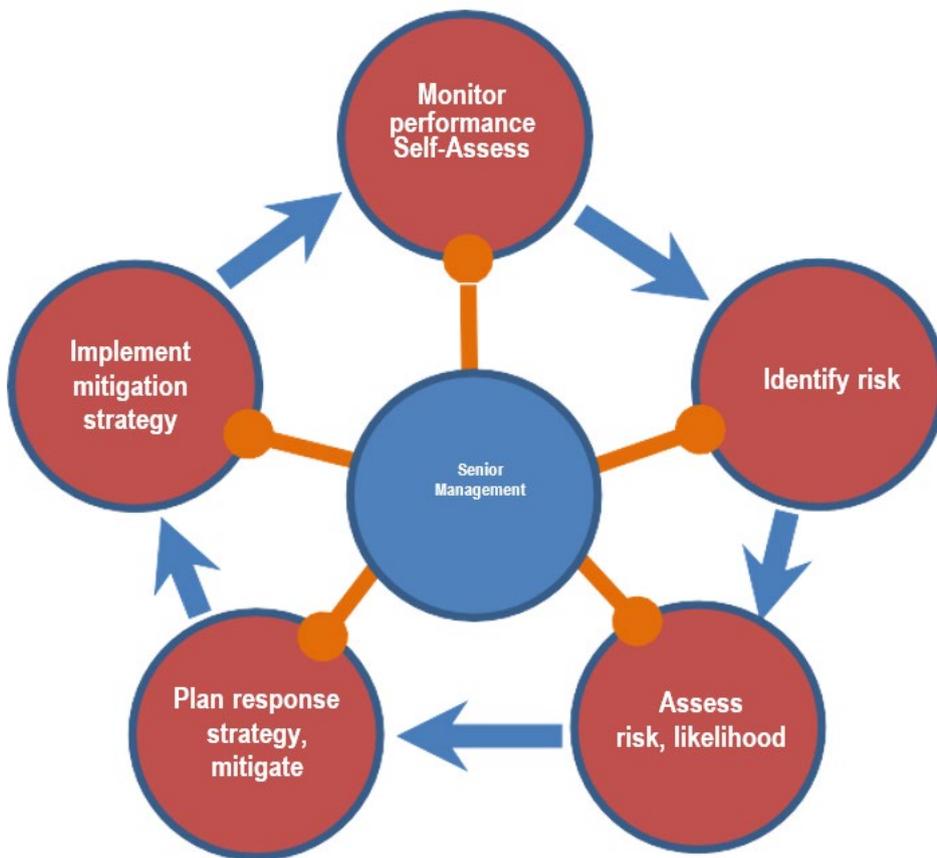
Contact: <https://report-extremism.education.gov.uk/>

Telephone 020 7340 7264

## Risk Management

All directors, board members, staff and volunteers should be trained in disaster and emergency response procedures. Emergency evacuation drills are undertaken under the instruction of the designated safeguarding leads and officers.

Critical incident risk assessments and plans are reviewed bi-annually and/or following the event of a critical incident. As far as possible, traumatic events are prevented, and the impacts of trauma are minimised following traumatic events. The diagram below illustrates the leadership and management team's role in recognising and mitigating risk.



## Preventative Measures

While no amount of planning can totally prevent major incidents occurring, through the implementation of this policy most can be prevented, or the risk minimised by taking appropriate precautionary measures. It is expected that:

- all staff and learners should be familiar with the routines for fire and the evacuation of County House & The Steam House on hearing the fire alarm.
- all staff should be familiar with the routines and procedures for dealing with emergencies
- all staff and learners should be familiar with County House & The Steam House on-site security procedures.
- staff do not allow entry to the building to any visitor who has not signed into reception.

- all staff should sign in and out of County & Steam House via fob access.
- all staff and learners should be familiar with TDM online security policies and procedures and know how to report any concerns.
- all staff are aware of learners with medical needs or health problems to be able to support them as appropriate.
- all staff are aware they must assess associated risks children and young people before carrying out an activity.

## Identifying those Risks most likely to Occur

While we evaluate all risks and identify preventative measures there are those that may be beyond our control, such as:

- Abuse from parents, carers or former learners
- Uninvited strangers in County House
- Vandalism to County House, staff vehicles or property
- Current, expelled or former learners causing nuisance to learners and staff

TDM staff should never confront the individual and seek assistance where possible, our policy is that only senior staff or the designated person in charge should ask anyone to leave the premises - if they are confident to do so.

## Risk Assessment and Planning

A risk assessment process is in place identifying incidents that may occur, their likelihood to occur, and the likely impact on the organisation and delivery of learning programmes plus immediate actions to take to ensure safety (see appendix 1&2).

## Document Management

Document Name and Reference	Prevent, British Values and Critical Incident Policy-TDMPP004
Classification	External
Policy Ownership	This policy is owned by all staff at TDM
Policy lead originator and point of contact in relation to its content:	Elizabeth Hoyos - Operations Director Jennifer Johnson- Designated Safeguarding Lead
TDM policy and procedure approval	Elizabeth Hoyos-Operations Director
Signature	
Date	10 <sup>th</sup> January 2022

Version Control					
Issue Date	Revision Number*	Revision Date*	Revision Changes*	Initials	Next Revision Date
04/04/2016			Issued		
04/04/2016	3	21/08/19	Reviewed		
04/04/2016	4	10/08/20	Reviewed		
18/08/2021	5	18/08/21	Review and changes to include the critical incident policy and risk assessments as per FIN advice		
18/08/2021	6	10/01/22	Reviewed, addition of document control details.		
18/08/2021	7	16/06/23	Reviewed and updated in relation to KCSIE 2023. Updated Hyperlinks & reporting contact details. Added links to risk assessments in Appendix.		June 2024
18/08/2021	7	30/05/24	Removed Alex Royle from Safeguarding Team and added Jon Barrett		June 2024
18/08/2021	8	03/10/24	Updated and removed narrative in relation to the updated Prevent Duty guidance 2024. Added The Steam House. Updated Safeguarding phone number.	JJ	September 2025
18/08/2021	8	19/06/25	Updated reference and contact details for ESFA to DfE. Updated name of Equal Opportunities Policy.	AR	September 2025
18/08/2021	9	19/11/25	Updated links and phone number	JJ	September 2026

\*Significant changes or reviewed

## Appendix 1: Risk Assessment for Safeguarding / Prevent Duty + Action Plan

[Risk Assessment for Safeguarding / Prevent Duty](#)

## Appendix 2: Risk Assessment for a Critical Incident + Action Plan

[Risk Assessment for a Critical Incident](#)

## Appendix 3: Emergency Contact Numbers

Organisation	Contact number
UK Anti-Terrorist hotline	0800 789 321
Emergency Services	999
Local Police	101
Fire Brigade	112

### Emergency numbers

First responders, public utility companies, Department for Education.

Please also see our safeguarding policy

Name	Contact Name	Phone
Company Director	Derrin Kent	07792569415
Company Director	Elizabeth Hoyos	07947344042
Department for Education (DfE)	Cheylesmore House, 5 Quinton Rd, Coventry CV12WT	<a href="https://customerhelpportal.education.gov.uk/">https://customerhelpportal.education.gov.uk/</a>  08000 150 600 or <a href="mailto:helpdesk@manage-apprenticeships.service.gov.uk">helpdesk@manage-apprenticeships.service.gov.uk</a>
Contact National Grid for free	24-hour emergency helpline	0800 40 40 90
If you smell gas or are worried	Emergency Number (Follow	0800 111 999

about gas safety, phone the National Gas Emergency Number	the steps below: Open doors and windows to ventilate the property)	
Severn Trent Water	Support- Emergencies	0800 783 4444
Kidderminster Hospital	Kidderminster Hospital	01568 823424
Worcester Hospital	Worcester Hospital	01905763333
Birmingham Hospital	Queen Elizabeth Hospital, Birmingham	01216272000
West Mercia Police	Police Support	0300 333 3000
Worcester Fire Service Station	Fire Service	01905 725030
West Midlands Fire Service	Fire Service	03300589000

## TDM Safeguarding Staff Contact Details

Please also see our safeguarding policy

Name	Role	Email	Phone
Jennifer Johnson	Designated Safeguarding Lead	<a href="mailto:jenny.johnson@tdm.co.uk">jenny.johnson@tdm.co.uk</a>	0333 101 0040
Carly Barnes	Safeguarding Officer	<a href="mailto:Carly.Barnes@tdm.co.uk">Carly.Barnes@tdm.co.uk</a>	07961 603723
Jon Barrett	Safeguarding Officer	<a href="mailto:jon.barrett@tdm.co.uk">jon.barrett@tdm.co.uk</a>	0333 101 0040 Extension 007
Melanie Eastwood	Safeguarding Officer	<a href="mailto:melanie.eastwood@tdm.co.uk">melanie.eastwood@tdm.co.uk</a>	07432632269
Kim Cook	Governor for Safeguarding	<a href="mailto:kim@hwstpa.co.uk">kim@hwstpa.co.uk</a>	n/a



