



PROMISE TRAINING CENTRE

PREVENT POLICY

The purpose of this policy is to ensure that all staff have an awareness of prevent, to ensure that we are meeting any safeguarding issues and concerns including a robust referral process, to embed British values into the curriculum and ways of working to ensure that current practices contribute to the prevent agenda and look at areas of development. Incorporated within this policy are the procedures for the Lockdown policy

Who does this policy apply to?

The Prevent policy applies to everyone working or learning at Promise Training Centre, this includes directors, staff, students, visitors and external agencies such as self-employed practitioners

Statement

The prevent policy aims to create and maintain a safe, healthy environment that is supportive to learning. It is recognised that extremism and exposure to materials, resources and influences can lead to potentially dangerous situations for students. It is our responsibility to protect our students and failure to challenge extremist's views is a failure.

Promise Training will endeavour to create an environment that allows for discussion and debate and not discriminate, stereotype or label individuals based on their religion, faith, ethnicity or beliefs which are protected under the equality Act 2010

PTC Prevent policy will embed 5 key objectives:

- Promote and reinforce shared values, including British values to encourage free open debate, and to listen and support the student voice
- Breakdown segregation among students by supporting inter-faith and inter-cultural conversation and understanding
- To ensure student safety and that PTC is free from bullying, harassment and discrimination
- Provide support to students who maybe experiencing or at risk of radicalisation and provide appropriate support and advice
- Ensure that students and staff are aware of their roles and responsibilities in the prevention process



Definitions that are commonly used:

Ideology – this is a set of beliefs

Radicalisation – this is a process whereby a person or persons supports terrorism and extremism

Safeguarding – this is a process that protects individuals from forms of abuse or being drawn into terrorist activity

Terrorism – this is an action that endangers or cause serious violence or damage and is intended to influence the government or the public and is made with the intention of advancing a political, religious or ideological

Vulnerability – these are factors and characteristics associated with being susceptible to radicalisation

Extremism – this is a vocal or active opposition to the fundamental British values

Links to values and other policies

The Prevent Policy will be used in conjunction with the following policies

- Safeguarding and Child Protection
- Equality and Diversity Policy
- Health and Safety Policy
- Promise Training's Mission, Vision and Values
- Whistleblowing Policy
- Data Protection Policy

Prevent training for all staff will be mandatory and form part of their objectives and Training Plan, PTC will use a number of methods to deliver prevent training to the appropriate people

Learners

- It will form part of their Induction Training
- It will be embedded in the tutorials and be mandatory and also resources and materials
- The SOW will embed learner activities to include British Values

Senior Management

- Update newsletters will be posted on the intranet, website
- It will form part of the SMT Agenda



If you are concerned that someone you know or have come across is at risk of being exploited for extremists' purposes.

First, inform the local authority

Haringey

(During Office hours) contact 0208 489 3884 (9-5)

Outside Office hours) contact 0208 489 1280 or email prevent@haringey.gov.uk

Hillingdon

LBH Prevent Lead – Fiona Gibbs FGibbs@hillington.gov.uk

Telephone number 01895 8277035 or 07946714637

LOCKDOWN PROTOCOL

Promise Training Centre have produced the following guidelines in the event of a firearms or weapons attack, either directly on site or in the nearby area

These lockdown procedures will enable us to restrict access, act quickly and if necessary (or appropriate) to locate to another site or building. The aim of the lockdown is to prevent people, students, staff and visitors moving into an area of threat and/or potentially aggravate suspected attackers and limiting access to those attackers.

By having staff trained, aware and knowing the reporting procedures we can reduce the threat to others and potential casualties

Promise Training will:

- Achieve full or partial lockdown
- Let people know what's happening
- Train all staff
- Inform staff, students and visitors the **STAY SAFE** principles

STAY PRINCIPLES

This contains the message **RUN, HIDE, And TELL**

PTC will achieve lockdown by:



- Inform staff, students and visitors these areas they can enter, this will include both public and private areas
- How to quickly and physically secure access to these areas and the staff member who will be responsible for this
- Identify areas that can be locked down and areas that staff, students and visitors must not enter
- Staff roles and responsibilities and training will be provided
- Reassure staff, students and visitors and where possible stop them from leaving the building
- Disable the lifts without returning it to the ground floor

PTC will also be depending on the level of the security risk

- Notify various agencies such as the police by messaging systems; text; email; staff phones etc.,
- Create pop up messages of staff computers or any other external agencies such as the college

- Word of mouth
- Carry out regular lockdown drills

Note that fire alarms will be switched off as not to confuse people

PTC will train all staff, and ensure that all students and visitors are aware of the lockdown procedure via

1. Making sure that all staff are fully trained on the **STAY SAFE** Principles
2. Ensure that everyone is fully aware of what is expected of them, their roles and responsibilities
3. Regularly check staff understanding
4. Regularly provide up to date training
5. Regularly carryout exercises and test on the lockdown principles

STAY SAFE PRINCIPLES

Stay Safe

Firearms and weapons attack

‘Stay Safe’ principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NACTSO website

<https://www.gov.uk/government/publications/recognising>



Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 what do the police need to know?

- Location - Where are the suspects?
- Direction -Where did you last see the suspects?
- Descriptions –Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.



In the event of a potential suspect on the premises, staff are to carry out the following:

Implement lockdown procedures:

- Clear everyone from hallways into rooms.
- Assist those with access and functional needs.
- Close and lock all windows and doors; close window blinds, obscure door windows with paper.
- Block door with furniture, if appropriate.
- Turn lights off.
- Prepare a plan of action if the intruder gains entry (e.g., all-out assault on the intruder).
- If a fire alarm has been activated, do not evacuate **UNLESS** fire or smoke is visible.
- Direct students to an area of the room, unobservable from outside and potential lines of fire. (where possible)
- Stay away from all doors and windows.
- **BE QUIET!** Turn off the ringer on all cell phones. All staff and students to have phone on silent
- Persons in other buildings should remain inside the locked buildings.
- Staff member to **call 999** or **anti-terrorism hotline 0800 789 321**.

In the event of a potential evacuation or lockdown the following factors are to be considered

Factors to consider in making the decision to evacuate versus lockdown:

- **Mobility:** Is everyone able to move quickly or is their mobility limited due to access or functional needs?
- **Distance and/or concealment:** Is there sufficient distance between you and the intruder to allow enough time to move the group and reach safety and/or sufficient concealment along your evacuation route to move undetected?
- **Type of weapon the intruder has in his or her possession:** Knowing an intruder has a knife versus a firearm may affect your decision to lockdown or evacuate.

Lockdown and/or evacuation drills will be carried out a monthly basis by the Centre Manager or Quality and Compliance Director and in the event of their absence the Team Leaders at each of the centres

When conducting a Lockdown evacuation or lockdown, the document (Appendix A) is to be completed



Things that staff are to do:

- Ensure that a register is taken at the beginning of the event and at the end of the event
- Learners, external staff, suppliers and visitors are informed of the procedure and the drill upon entry