

Creative Process Digital Prevent Policy

1. Introduction and Context

Prevent is part of a Government initiative to develop a robust counter terrorism programme – CONTEST. The UK faces a range of terrorist threats. All the terrorist groups who pose a threat to us seek to radicalize and recruit people to their cause. The Prevent strategy seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalization which needs to be addressed, including education, criminal justice, faith, charities, the internet and health

A system of threat level has been created which represents the likelihood of an attack in the near future. The five levels are:

- Critical- an attack is expected imminently
- Severe – an attack is highly likely
- Substantial – an attack is a strong possibility
- Moderate – an attack is possible but not likely
- Low – an attack is unlikely

The current threat level from international terrorism in the UK is substantial which means that a terrorist attack is a strong possibility.

Creative Process Digital are a training provider for the 16-25 age group, particularly young people from ethnically diverse, and socially and economically disadvantaged areas. The age and profile of our students make it crucial to be involved in the Prevent Strategy. Creative Process Digital has a part to play in fostering shared values and promoting cohesion. Creative Process Digital will focus on the risks of violent extremism, which represents the greatest threat at national level, while recognizing that other forms of violence and extremism can and do manifest themselves within training setting.

This policy has five key objectives:

1. To promote and reinforce shared values; to create space for free and open debate; and to listen and support the learner voice.
2. To break down segregation among different student communities including by supporting inter-faith and inter-cultural dialogue and

understanding, and to engage all students in playing a full and active role in wider engagement in society

3. To ensure student safety and that Creative Process Digital is free from bullying, harassment and discrimination
4. To provide support for learners who may be at risk and appropriate sources of advice and guidance
5. To ensure that learners and staff are aware of their roles and responsibilities in preventing violent extremism.

In order to achieve these objectives, the policy will concentrate on four areas;

1. Leadership and Values

To provide an ethos which upholds core values of shared responsibility and wellbeing for all learners, staff and visitors and promotes respect, equality and diversity and understanding. This will be achieved through:

- Promoting core values of respect, equality and diversity, democratic society, learner voice and participation
- Building staff and student understanding of the issues and confidence to deal with them
- Deepening engagement with local communities
- Actively working with local schools, local authorities, police and other agencies

2. Teaching and Learning

To provide a curriculum which promotes knowledge, skills and understanding to build the resilience of learners by undermining the extremist ideology and supporting the learner voice. This will be achieved through:

- Embedding equality, diversity and inclusion, wellbeing and community cohesion
- Promoting wider skill development such as social and emotional aspects of learning
- Encouraging active citizenship/participation and learner voice.

3. Student Support

To ensure that staff are confident to take preventative and responsive steps working with partner professional, families and communities. This will be achieved through:

- Establishing strong and effective student support services
- Listening to what is happening in the training centre and the community
- Implementing anti-bullying strategies and challenging discriminatory behaviour

- Helping learners and staff know how to access support and or through community partners
- Supporting at risk learners through safeguarding and crime prevention processes
- Focusing on narrowing the attainment gap for all learners

4. Managing Risks and Responding to Events

To ensure that Creative Process Digital monitors risks and is ready to deal appropriately with issues which arise. It will do this through:

- Understanding the nature of the threat from violent extremism and how this may impact directly or indirectly on Creative Process Digital
- Understanding and managing potential risks within Creative Process Digital and from external influences
- Responding appropriately to events in local, national or international news that may impact on learners and communities
- Ensuring plans are in place to respond appropriately to a threat or incident within Creative Process Digital
- Developing effective ICT security and responsible user policies

Contacts Internal

The designated member of staff at Creative Process Digital for Safeguarding and Prevent is:

Stephen Burkes	01273 232 273	stephen@creativeprocessdigital.com
----------------	---------------	------------------------------------

External Safeguarding

The Local Authority Designated Officer (LADO) is:

Darrel Clews	01273 295 643	darrel.clews@brighton-hove.gcsx.gov.uk
--------------	---------------	--

External Safeguarding

The Local Authority Prevent Education Officer:


Nahida Shaikh	07717303292	Nahida.Shaikh@brighton-hove.gov.uk
---------------	-------------	------------------------------------

External Prevent

The contact email for Prevent at Sussex Police is:

		Channel.Prevent@brighton-hove.gov.uk
--	--	--------------------------------------

This policy will be kept up to date, will be reviewed at least annually and is signed by Creative Process Digital's CEO.

Review Date:	25 th April 2025		
Signed:		Name:	Stephen Burkes CEO
Previous Date:	8 th April 2024		

Implementation and Maintenance Plan

No	Checklist Actions	ITSM Position	Actions Taken	Ongoing Activities
1	Are Directors aware of Prevent and of the duty now placed on the organisation?	Yes - There have been regular feeds of information related to Prevent included in the meetings.	Agreed key organizations to work with on Prevent	Maintaining contact (quarterly checks) Guidelines checked (quarterly)
2	Are Directors, senior leaders and managers actively engaged with external partners including police and local Prevent coordinators?	The Company works with three Prime contractors and links into their Prevent strategies and support. Strong links with local authority and Sussex Police Prevent Officer	Maintain active involvement in the three networks and ensure that information is disseminated to all staff and followed up. Hold annual meetings with the local authority safeguarding officer to keep abreast of local issues facing the community.	Six monthly updates on training and awareness
3	If the education and training organisation is deemed high risk, is there a single point of contact for Prevent?	The Company is not classed as high risk. The first point of contact for internal referrals is included in the Prevent policy.		Single point of contact in place
4	Does your organisation have regular contact with HE and FE Prevent coordinators?	Yes. Through the contacts with the three Prime contract holders and their Prevent Coordinators.	Hold regular meetings with the Prime Prevent Coordinators.	Maintained
5	Does your organisation have clear and visible policies in place covering staff, learners, learning and infrastructure (and use of premises), capable	Radicalization is included within the Prevent policy rather than a separate Policy. Prevent training is part of CPD and is completed annually.	All Staff are requested to complete Prevent Training for Support Staff (ETF) annually and invited to the annual	Maintained

	of identifying where staff or learners may be drawn into terrorism?		Prevent Workshop with external prevent channel coordinator for area	
6	Are your organisation's Prevent related policies in keeping with the Equality Act 2010 and do they cover learner welfare, including equality and diversity, the safety of learners and staff, and relationships with external bodies and community groups who may use premises, and/or work in partnership with the organisation?	Yes, radicalization is included within the Prevent Policy rather than a separate policy and is in keeping with the Equality Act 2010.	Through appropriate messaging, ensure increased activity related to Prevent does not impact negativity on equality and company culture.	Maintained
7	Does your organisation have clear and visible policies and procedures for managing whistle-blowing and complaints?	Yes, the Company has a complaints policy and a separate Whistle Blowing Policy.	Prevent to be included in Whistle Blowing Policy.	Reviewed on annual based as part of the overall policies within Creative Process Digital
8	Has your organisation contacted your relevant local Prevent FE coordinator or police Prevent officer to ensure you are carrying out the self-assessment and the creation of an action plan in the most effective way?	To ensure that we are effective in working with relevant Prevent coordinators we do this through the three Prime contractors to ensure that self-assessment is carried out in the most effective way.	Hold regular meetings with the Prime Prevent Coordinators.	Maintaining contact (quarterly checks) Guidelines checked (quarterly)
9	Does your organisation undertake	All staff are required to complete online safeguarding and	Staff to complete online training	Maintained

	appropriate training and development for Directors, leaders and staff?	prevent training.	annually.	
10	Does the organisation ensure that opportunities within Apprenticeships are used to promote British values of “democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs”?	Yes, the Company promotes values of respect, tolerance and inclusion. These values are embedded within the curriculum.	British Values are embedded within our culture, Respect Agreement, approach to Equality and Diversity, behaviour management, anti-bullying and learner voice,	<p>Induction training including classroom and online training (including certification)</p> <p>Part of progress reviews undertaken every 8-12 weeks with coach when assessment takes place and recorded on review (questions and answers assessment)</p> <p>SMART Sessions with look at Prevent scenarios that explore how to identify, be resilient to and protect against radicalizing influences.</p>
11	Do all your staff have an understanding of the factors that make people vulnerable to being drawn into terrorism?	Yes, through online training.	Staff to complete online training annually.	Maintained
12	Do staff have sufficient training to be able to recognise this vulnerability and be aware of what action to take in response?	Yes, through online training.	Staff to complete online training annually.	New staff received an overview of Prevent through induction and complete the ETF online training modules.
13	Has your organisation appointed a	Yes, the company has a designated safeguarding officer	second designated safeguarding	Maintained

	<p>specialist for Prevent training and if so do they understand the processes and policies in place when vulnerability has been identified? Do they know when to make referrals to the Channel programme and where to get additional advice and support?</p>		<p>officer appointed following appropriate training</p>	
14	<p>Does your organisation have robust procedures internally and externally for sharing information about vulnerable individuals? This should include information-sharing agreements where possible</p>	<p>Yes, the Company has a robust Safeguarding Policy and procedure in place. Radicalization is included as part of the Prevent policy and staff know who/how to refer concerns to the Safeguarding Team.</p> <p>There are also partnership agreements in place with Prime contract holders.</p>	<p>Policies in place (reviewed annually)</p> <p>Hold annual meetings with the prevent education officer to keep abreast of local issues facing the community. It will examine the various acts in place as well as how to identify changes in behaviour or type of action leading to radicalization.</p>	<p>Maintained</p>
15	<p>Are activities included within existing session structures which enhance learner resilience, for example, internet safety sessions and activities to improve critical thinking?</p>	<p>Yes, the company works with apprentices on this alongside their training coach.</p>		<p>ETF staying safe online training module (latest version)</p>
16	<p>Does your organisation raise awareness and confidence among tutors and engage colleagues about the</p>	<p>Yes, through observations of teaching and assessment</p>	<p>Embed into staff development.</p>	<p>Maintained through training and reviews</p>

	importance of critical thinking skills?			
17	Does your organisation have sufficient pastoral care and support for all learners, according to the needs of your particular organisation?	Yes, learners have access to pastoral support from their training coach and the programme manager.	There are formal reviews and assessments and well as informal open channels for all learners, employers and staff	Maintained and communicated
19	Does your organisation have policies and procedures in place for the management of events held on the premises? The policies should apply to all staff, learners and visitors and clearly set out what is required for any event to proceed.	External events are not held at the training centre.		
20	Does your organisation have advance notice of events taking place including an outline of the topics to be discussed and sight of any presentations or footage to be broadcast?	External events are not held at the training centre.		
21	Does your organisation have a system for assessing and rating risks associated with any planned events, providing evidence to suggest whether an event should proceed or be cancelled, or whether mitigating action is required?	External events are not held at the training centre.		

22	Does your organisation have a mechanism for managing incidents or instances where off-campus events of concern are promoted on campus?	Links with Police and Local Authorities.		Maintained
23	Does your organisation have policies relating to the use of IT on the premises? Do your policies on general usage contain specific reference to the duty or the misuse of computer equipment?	All learners undergo training as part of their induction to the programme.		Delivered as part of induction. Both in the classroom (part of lesson plan) and through online certified training
24	Does your organisation use filtering as a means of restricting access to harmful content and to prevent people from being drawn into terrorism?	Yes, the College has a filtering system in place on pcs to prevent access to sites which are unsuitable/harmful.	Security and software updates from registered providers	Maintained
25	Learners and staff use IT in the course of their learning. Does your organisation have clear policies in place to identify and address instances where online materials are accessed for curriculum purposes?	Yes – E-Communication Policy		Maintained