

Prevent Policy

1 Aim

Inspire recognises its responsibilities for tackling extremism in all forms and protecting its customers from exposure to all types of radicalisation, extremism and violent views.

Whilst working with its customers, and in particular young people and vulnerable adults, Inspire will endeavour to identify and respond to early signs of radicalisation and take appropriate action.

2 Scope

This policy and associated procedures apply to all Inspire staff, customers and volunteers and covers all service areas.

Prevent arrangements will be informed by local and national counter-terrorism risk assessments and reviewed in response to changes in the threat picture.

3 Definitions

3.1 Prevent/Prevent Duty

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. This includes countering terrorist ideology and challenging those who promote it, supporting individuals who are especially vulnerable to becoming radicalised, and working with other organisations where the risk of radicalisation is assessed to be high.

The objectives of Prevent are to:

- tackle the ideological causes of terrorism
- intervene early to support people susceptible to radicalization
- enable people who have already engaged in terrorism to disengage and rehabilitate.

3.2 Customer

For the purpose of this policy, the term 'customer' refers to any individual accessing any service provided by Inspire. This includes, but not limited to; library users, visitors to Archives, learners, those receiving instrumental music tuition, those attending Inspire Youth Arts sessions.

3.3 Child or Young Person

For the purpose of this policy, a child or young person is defined as a person who has not yet reached their 18th birthday.

3.4 Vulnerable Adults

A vulnerable adult is a person aged 18 years and over who is, or may be, in need of community care services by reason of mental or other disability, age or illness, as well as those who may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

3.5 Radicalisation

Radicalisation is the process by which a person comes to support terrorism and extremist ideologies and, in some cases, then participates in terrorist activities.

Inspire recognises that radicalisation can take place both online and offline and will support staff to identify and respond to concerns arising from digital activity, online content and social media.

3.6 Extremism

Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance that aims to negate or destroy the fundamental rights and freedoms of others or undermine democracy, the rule of law and mutual respect.

3.7 British Values

The government defines fundamental British Values as:

- Democracy
- Rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs

3.8 Channel programme

Channel is a confidential, voluntary multi-agency safeguarding programme that supports people who are identified as being vulnerable to radicalisation. The programme uses a multi-agency approach to protect individuals by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

3.9 Contest

Contest is the government's counter-terrorism strategy. The aim of the strategy is "to reduce the risk to the UK and its interests overseas from terrorism, so that people can go about their lives freely and with confidence."

There are four main themes to the strategy:

- Prevent
- Pursue
- Protect
- Prepare

4 Procedures

All incidents, disclosures or areas of concern relating to Prevent, radicalisation or extremism must be reported in line with Inspire's reporting procedures. **(See Appendix A)**

5 Responsibilities

All staff are responsible for undertaking training on preventing radicalisation and extremism, for making themselves aware of the procedures contained within this document and for promoting fundamental British values as part of their day-to-day activity if appropriate to their role.

The Designated Safeguarding Lead has responsibility for the implementation of this policy and for reporting concerns to external agencies as appropriate.

6 Training

The training needs for each role within Inspire regarding Prevent are defined (**see Appendix B**) and it is the responsibility of individuals to complete the required training and for line managers to review as part of their teams' Annual Reviews and supervisions. All training must be recorded on staff members' personal Learning Pool accounts.

7 Communication

The policy and procedures are approved by Inspire's Board. The Board receives a regular safeguarding and Prevent update from Inspire's Safeguarding and Prevent Group.

The policy and procedures are communicated to all staff through staff induction, Inspire's Learning Pool, meetings and various training resources.

Service areas within Inspire may have their own arrangements for communicating with staff regarding Prevent matters and monitoring incidents. (**See Appendix C**)

8 Related Policies

Related policies include:

- Anti-bullying
- Code of conduct
- Computer usage
- Data Protection
- Equality
- Hate Crime
- Health and Safety
- ICT
- Information Compliance
- Information Rights
- Information Security
- Inspire Safeguarding Policy
- Managing Violence and Aggression
- Child-on-child abuse
- Prevent
- Recruitment and Selection
- Safer Working with Children and Young People
- Social Media
- Substance Misuse
- Whistleblowing

9 Key Contacts

Key contacts relating to Prevent matters are found in **Appendix D**.

10 Further Guidance

Further guidance and information relating to Prevent matters can be found in ***Appendix E***.

V2 date approved: 22nd Sept 2020

Date amended: 21st Sept 2021

Date amended: 20th Sept 2022

Date amended: 20th Sept 2023

Date amended: 17th Sept 2024

Date amended: 16th Sept 2025

Date amended: 15th Sept 2026

Appendix A: Reporting procedures

A1 Reporting concerns

The reporting of Prevent-related concerns will follow the same protocol as safeguarding concerns. All staff who identify a concern through conversations, behaviour, appearance or actions, must discuss these concerns, in the first instance, with line managers as soon as possible. If at any point, there is an immediate risk of serious harm to the individual or others, contact should be made straight away to the police. Anybody can make such a contact.

To make a Prevent Referral, the Nottinghamshire Police's [Refer someone to the Prevent Team | Nottinghamshire Police](#) should be completed. A referral such as this does not assume criminal activity has taken place. The Police will investigate and if there are concerns, appropriate action will be taken. This may include a referral for support for an individual through the Channel programme.

The Inspire Safeguarding Group will monitor **all** reported Prevent concerns. The group meets twice a year and will review the concerns that have been raised, including the nature of the concern and what actions have been taken.

A2 Recording information

- Make some brief notes at the time or immediately afterwards; record the date, time, place and context of the concern, facts and not assumption or interpretation. Your name and role should be included.
- Note the non-verbal behaviour and the key words in the language used by the person (try not to translate into 'proper terms').
- It is important to keep these original notes and pass them on to the Designated Safeguarding Lead who may ask for a referral to be made.
- All details should be promptly recorded using the [Inspire Safeguarding and Prevent Referral Form](#). (See details on Inspire's Intranet.

Appendix B: Prevent training

Inspire staff can access Prevent training programmes on Inspire Learning Pool.

There are e-learning programmes available that are required training for Inspire staff:

- Action Counters Terrorism (ACT) (All staff)
- Prevent

Inspire Learning-Staff Training

Prevent training will form an integral part of the induction process for Inspire Learning staff. Full details of the training to be undertaken by staff in different roles, as well as timescales for completion, are set out in the Inspire Learning Safeguarding and Prevent Training Pathway (see below)

Safeguarding & Prevent Training Pathway – June 2025		Learning							Music & ELS		IYA				Inspire Board Culture Learning Libraries		All other staff	All other volunteers
Course	To be completed within:	Business Support Team	LSAs, LEOs, IAG	Tutors (Adult Learning)	Tutors (Inspire College)	Education Leaders & Managers	Designated Safeguarding Lead & Deputies	Volunteers	Service Manager	Music Tutors/ ELS Staff	Service Manager	Tutors/ Artists	Staff & Casual Youth Support Workers	Assistant CEO/DLMs	Inspire Board	Learning & Skills Committee		
Read Inspire Safeguarding Policy and Procedure	Induction (& annually for learning staff)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Introduction to Safeguarding Children	2 weeks	✓					✓		✓	✓	✓	✓	✓	✓			✓	✓
Safeguarding Vulnerable Adults	2 weeks	✓					✓	✓			✓	✓	✓	✓			✓	✓
Action Counters Terrorism (ACT)	2 weeks and every 2 years	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓			✓	
Read at least part 1 of Keeping children safe in education 2026 (comes into force from 1 September 2026)	2 weeks & when updated		✓	✓	✓	✓	✓		✓	✓								
Safeguarding in the Further Education & Skills Sector	1 month		✓	✓	✓	✓	✓											
Safer Recruitment in FE and Skills 2025/26 - eLearning	Before becoming a recruiting manager					✓	✓											
Prevent for the Further Education and Skills Sector 2025/26 Learning The Education and Training Foundation	2 months		✓	✓	✓	✓	✓											
Working Together to Safeguard Children (Complete pre-course learning then attend live session)	6 months				✓	✓	✓		✓		✓							
Child Protection: New Designated Safeguarding Lead Training	1 month						✓											
Designated Safeguarding Lead (Refresher)	Every 2 years						✓		✓		✓			✓				
Annual Internal Safeguarding Update	Annually	✓	✓	✓	✓	✓	✓			✓		✓	✓		✓	✓		
Board training - Safeguarding for Governors and Trustees (Core 2) 2025/26 Learning Education and Training Founda...	Induction														✓			

Appendix C: Specific service area arrangements

C1 Inspire Learning

Inspire Learning has a nominated member of the Management Team with accountability for Prevent who is responsible for policy, training and operational management of safeguarding arrangements. This person is the Designated Safeguarding Lead and, along with the Deputy Safeguarding Leads, they deal with day-to-day reporting and monitoring any Prevent concerns raised by staff. In doing so, they pay particular attention to the Education section of the [Prevent duty guidance](#) (2024).

A termly Inspire Learning Safeguarding Group meeting is held, led by the member of the Inspire Learning Management Team with responsibility for safeguarding and Prevent with representatives from across Inspire Learning's provision. The group reviews; reported concerns, policies and procedures, staff issues, staff development etc.

Safeguarding and Prevent information, literature and awareness raising resources are shared with staff, learners and other providers and stakeholders through a variety of means including posters which contain details of what extremism, radicalisation and British Values are, as well as the main contacts including Designated Safeguarding Lead and Deputy Lead.

Learners are taught about British Values, through induction, classroom activities, projects and competitions.

Inspire College sites are risk-assessed on annual basis, where lockdown/invacuation procedures are reviewed.

Adult Learning provision is risk-assessed according to the venue risk assessments.

Appendix D: Key contacts

Nottinghamshire Police

Telephone: 101 ext. 800 2963/2965 Email: prevent@nottinghamshire.pnn.police.uk

Inspire Learning-Designated Safeguarding Lead

Pippa Guthrie Telephone: 07867 151044 Email: pippa.guthrie@inspireculture.org.uk

Inspire Learning-Deputy Designated Safeguarding Leads

Adult Learning: Nicky Reed Telephone: 07468 354307 Email: nicky.reed@inspireculture.org.uk

College: Simon Cook Telephone: 07442 937020 Email: simon.cook@inspireculture.org.uk

Additional College deputies:

Tracey Spick: 07742 937044 Email: tracey.spick@inspireculture.org.uk

Tracy Leaper: 07742 936992 Email tracy.leaper@inspireculture.org.uk

Kelsey Patrick: 07742 936758 Email kelsey.patrick@inspireculture.org.uk

Jo Dring: 07742 937037 Email jo.dring@inspireculture.org.uk

The Designated Safeguarding Lead and Deputies can be contacted by emailing:
safeguarding.learning@inspireculture.org.uk

Appendix E: Further guidance and information

To support the work around tackling extremism and radicalisation, links to statutory, national and local guidance are below:

Nottinghamshire Police - Prevent
[Prevent | Nottinghamshire Police](#)

Department for Education: Prevent Duty Guidance
<https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible>

Counter-Terrorism and Security Act 2015
<http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

Pathway to Provision
<https://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-children-and-families-alliance/pathway-to-provision>

Multi-Agency Safeguarding Hub (MASH)
<https://www.nottinghamshire.gov.uk/MASH>