CALLYWITH COLLEGE
PREVENT RISK ASSESSMENT/ACTION PLAN

College Prevent Lead Officer	Jen Temple
Risk Assessment Date:	11/12/2025
Constructed By:	Jen Temple
Action Plan Re Assessment frequency:	Annually
Action Plan Review frequency:	Annually

This document sets out how Callywith College embeds Prevent within our organisation.

It provides the framework on how to assess and deal with prevent vulnerabilities at the college with due regard to the need to prevent students from being drawn into terrorism.

Background to Prevent

The Prevent strategy and duty (originally launched in June 2011) is an integral part of the Counter Terrorism Strategy (CONTEST).

Its aim is to stop individuals from becoming, or being drawn into, promoting or supporting terrorism. It is regularly revised and updated by the government.

The Counter Terrorism and Security Act introduced in 2015 includes provision to place the Prevent element of the National Counter Terrorism Strategy on a statutory footing. This has implications for colleges, schools, universities and councils.

Prevent addresses all forms of terrorism but continues to prioritise according to the threats posed to our national security.

Preventing terrorism will mean challenging extremist (and non-violent) ideas that are also part of a terrorist's ideology. Prevent also means intervening to try to stop people moving from extremist groups or extremism into terrorist-related activity.

The three Prevent objectives are:

- **Respond to the ideological challenge of terrorism and the threat we receive from those who promote it.**
  - ➢ By delivering teaching and learning which helps students and staff to develop the knowledge and skills to challenge extremist narratives and behaviours.

- **Prevent people from being drawn into terrorism by intervening to ensure they are given appropriate advice and support.**
  - ➢ Identifying how to prevent harm to students by individuals, groups or others who promote terrorism and violent extremism. Provide programmes or support to students who are vulnerable. That includes those who might be struggling with a sense of identity or belonging, those becoming distanced from their cultural or religious background and those having family issues or experiencing poor mental health or discrimination. It could also include those who have difficulty in interacting socially or who might be lacking in empathy.

- **Support Sectors and Institutions where there are risks of radicalisation.**
  - ➢ Increasing the resilience of our college community by encouraging engagement with management, staff and students through training and awareness.
  - ➢ Encourage staff training and use curriculum/tutorial opportunities for students which allow grievances to be aired & dealt with.
  - ➢ Ensure that college resources are not used by extremist groups.

How can schools and colleges help?

Colleges promote and facilitate the exchange of opinion and ideas and enable debate as well as learning. The Government has stated that it has no wish to limit or otherwise interfere with this free flow of ideas, and that it will be careful to balance the need to preserve national security with protecting civil liberties.

Although it is vital that colleges must protect academic freedom, it is a long-established principle that colleges also have a **duty of care** to their students. Colleges, college societies and student groups have a clear and unambiguous role to play in helping to safeguard vulnerable young people from radicalisation and recruitment by terrorist organisations.

Staff in colleges working in partnership with other local agencies are well placed to identify needs and support the welfare of individual students who may be particularly vulnerable.

What support is available for people at risk of becoming involved in extremism?

'Channel' offers help and guidance to people who may be at risk of becoming involved in extremism. Extremist organisations sometimes try to recruit people who are susceptible or vulnerable, in person or through the internet. If the early signs are spotted and acted upon, it safeguards the person concerned and helps protect us all.

Concerns that an individual may be vulnerable to radicalisation does not mean that you think the person is a terrorist; it means that you are concerned that they are prone to being exploited by others.

It is important that staff trust their professional judgement. If they are concerned that someone is at risk of getting involved in extremism, they should in the first instance contact the Safeguarding Lead (DSL or DDSL) who should if required contact their Channel Co-ordinator. They will, in partnership with other safeguarding professionals, investigate further to assess the nature and extent of the risk and the Channel Panel will develop the most appropriate support package for the individual concerned.

Channel is voluntary and people who are referred must give consent, via parent or guardian if they are under 18.

What training is available?

Training is available for staff whose work may bring them into contact with people who may be vulnerable to becoming involved in extremism.

The Workshop to Raise Awareness of Prevent **(WRAP)** is an introduction to Prevent and covers issues such as crime, normal social processes that are used to influence and manipulate, extreme right-wing and Al Qaida case studies, terrorist ideologies and factors which may contribute to an individual's susceptibility to a terrorist ideology.

All staff complete Safeguarding Tier 2 training as mandatory. There is also home office approved 'Prevent' training delivered (and online available) to all staff.

https://www.elearning.prevent.homeoffice.gov.uk/

Managing Risks and Responding to Events

The **risk assessment and action plan below** are designed to ensure that the college monitors risk and is ready to deal appropriately with issues which arise to achieve the following outcomes:

• Understanding the nature of the threat from extremism and how this may impact directly or indirectly on the college.

• Understanding and managing potential risks within the college and from external influences.

• Understanding the nature of the threat from extremism and how this may impact directly or indirectly on the college.

• Respond appropriately to events in local, national or international news that may impact on students and communities.

• Ensuring measures are in place to minimise the potential for acts of violent extremism.

• Ensuring plans are in place to respond appropriately to a threat or incident within the college.

The college Prevent Lead, when annually undertaking this risk assessment and disseminating with colleagues at the college, aims to raise awareness of the Prevent Strategy to enable the college to better safeguard its students and staff. Also;

➢ To assist in understanding and identifying vulnerability to radicalisation
➢ To outline the role the college can play
➢ To link 'Prevent' with safety, security vulnerability and safeguarding
➢ To inform about activities and resources available for use in colleges

The annual review/ inter-agency work with local organisations throughout the year aims to assess the following Prevent threats:

➢ Threat posed by local groups
➢ Past and present activity
➢ Recent high-profile terrorist and extremist cases
➢ How these groups target vulnerable people
➢ What do these groups want to achieve both locally and internationally
➢ The specific risks to the organisation

Annual review

No	Prevent Vulnerability	Action to Remove or Reduce Vulnerability	Action To be Led By	Timescale	Date Completed/ongoing updates
1	**Organisational Awareness** – Do the following groups of people understand prevent? ➢ Board of Trustees	➢ All new staff receive safeguarding & Prevent training. ➢ College has a Safeguarding and Prevent Lead/SPOC (DSL) ➢ College has its own Home Office trained Prevent Facilitators (2) to provide all staff with face to face Prevent training. Alongside the DSL/DDSL they also provide	Assistant Principal for Student Experience/ DSL/Prevent Lead.	Through induction as and when new employees are recruited.	Ongoing mandatory training/updates for new staff, SMT and trustees. All staff received Prevent face to face training in Aug/Sept 2025.

Callywith College Prevent Risk Assessment 2025

		ongoing support and guidance to staff outside of scheduled training sessions.	Student Services Lead/DDSL	All new college staff complete the TES online portal Prevent training and then receive face to face Prevent training within 6 months.	Safeguarding team, PTLs and all staff completed Prevent refresher on gov. platform. Channel update completed by safeguarding team and student services in either 2023 or 2024.
	➢ Senior Management Team ➢ Safeguarding Leads ➢ Staff	➢ Safeguarding is a standard agenda item on Senior Management Team meetings and Trust Meetings. ➢ The safeguarding team meet weekly and address Prevent concerns thoroughly. ➢ College policies and procedures are in place for embedding safeguarding and Prevent within the organisation. ➢ Additional support/ information available through safeguarding updates and gov. online training. ➢ Regular termly meetings with local police representative who joins our Team Around the School meetings. ➢ Key safeguarding staff (DDSL and Safeguarding Officer) meet at least monthly with local police representatives to discuss any students causing concern, including those where there is a Prevent concern which might not meet referral to Channel panel. They are also available to offer words of advice to students in this situation. ➢ DSL is on Prevent County Board.	Staff Development Coordinator	Southwest Prevent Forums attended by the college are held at regular prescribed intervals and coordinated by DFE.	DSL is Assistant Principal for Student Experience, so a member of SMT attends weekly safeguarding team meetings. SMT (monthly) and Trustee board meetings address safeguarding alongside sub-committee TLSE meetings. October 25- last safeguarding (including Prevent related issues) update given by JT to trustees. DDSL and two other staff members have completed their Prevent train the trainer course

					so we can deliver in-house training and updates. Frequent police meetings with safeguarding officer are ongoing. Trustees completed online training on safeguarding and Prevent in 2023/24.
		➢ Trustees safeguarding training included Prevent understanding and awareness.			
2	**Safeguarding** – Do safeguarding team members recognise Prevent vulnerabilities and know what to do if they suspect someone is being drawn into terrorism or extremist criminal activity? Do safeguarding policies incorporate Prevent vulnerabilities? Are Safeguarding leads aware of 'Channel'?	➢ College has a dedicated Safeguarding Officer and separate Prevent Lead (DSL and Assistant Principal for Student Experience). ➢ DDSL, Safeguarding Officer and team are well established and experienced in their roles and Safeguarding Officer seeks guidance from our local police colleagues re threshold for Prevent referrals when appropriate. ➢ All staff are aware of dedicated Prevent trainers, Safeguarding Officer, DDSL and DSL and how to contact/make a referral through college safeguarding induction and annual/ in-year updates.	Safeguarding Officer Assistant Principal for Student Experience/ DSL/Prevent Lead Student Services Lead/DDSL Safeguarding team	All staff are made aware at the start of every academic year as part of our internal annual safeguarding update and this year all staff received bespoke face to face Prevent training in - house. Staff and student induction covers campus	Well-established with ongoing monitoring and review. Covered with all staff at the start of every year through all staff safeguarding update. New staff and student health and safety induction. PTLs who make up most of the safeguarding team undertook Prevent update in either 2023 or 2024. All then received refresher face-to-face in Sept. 25/

				security.	
		➢ Prevent strategy is fully embedded within the college Safeguarding policy. ➢ Safeguarding team members along with other key staff such as premises, support staff and student services have received appropriate training. ➢ Safeguarding team have all completed their Channel training.		Appropriate timely updates undertaken by whole safeguarding team- dated records with Staff Development Coordinator. Safeguarding policy is revised annually in line with KCSIE, and all staff updated in annual September Safeguarding update.	Safeguarding team all undertook Channel update by 12/23.
3	**I/T Systems** - What filtering/firewall systems are in place to prevent individuals from accessing extremist websites? Have they been tested recently, are the filtering systems up to date? Do they alert you if someone tries to access extremist	➢ College have installed a unified threat management (UTM) firewall system to ensure college network security. ➢ College has a dedicated computer services team who can access, monitor and review I/T security. ➢ College has a publicity team who monitor social media sites attributed to the college and inappropriate content is removed and reported immediately	Safeguarding Officer DSL/DDSL Safeguarding team I/T Managers and Technicians	Ongoing Monitoring and Review	Firewall package installed with continued ongoing monitoring and review. **Sept 23:** following the filtering and monitoring update in KCSIE 2023, a full review of existing systems was undertaken. Decision made to add additional further monitoring

	sites, do you know what to do if someone does?	➤ All concerns for internet usage or inappropriate material is reported to safeguarding team members or DSL/DDSL via internal referral process. ➤ College monitoring software (Smoothwall) provides immediate alerts to DSL/DDSL if any student or staff member attempts to access sites or type words linked to terrorism/extremism in any way. All such alerts are followed up on the day they occur. ➤ Members of the safeguarding team are fully aware of the process for following up these alerts.	Publicity All Staff		system, Smoothwall, after a trial of two monitoring products. College has a clear procedure for following up Smoothwall alerts of a potentially Prevent based nature.
4	**Campus Security** Are students/staff challenged if they are not wearing ID? Are authorised Visitors well managed? How are unauthorised visitors stopped and challenged?	➤ All staff are required to wear ID badges and all students required to always wear college ID on a lanyard. ➤ Staff consistently challenge students who are not wearing ID or undertaking inappropriate behaviours. Wearing a lanyard is embedded in our student code of conduct. ➤ All visitors are directed to and sign in at reception and wear visitor badges with RED visitor lanyards. ➤ All contractors always sign in with premises team administrator or staff and wear contractor badges with YELLOW contractor lanyards.	Premises team Reception team All staff challenge unauthorised visitors: the wearing of lanyards is everyone's business at Callywith.	Ongoing Monitoring and Review	Established measures in place with ongoing monitoring and review. Reinforced at the start of Sept. 2025 to all staff in safeguarding update training, and in student induction. Furthermore, in December 2025 all students attended face-to-face Prevent training

	How is access to the college campuses controlled?	➢ A visitor's guide is available at reception desks highlighting the safeguarding and Prevent duty. ➢ All visitors to site are clearly instructed to sign in at reception and be issued with safeguarding information and a lanyard. ➢ Unauthorised visitors can be identified by the lack of a lanyard and are stopped and challenged by premises/ all staff. All staff are aware of their responsibility in this respect. ➢ There is a well-established lock up procedure in place. ➢ Premises and reception staff always carry walkie talkie radios.	Students are encouraged to report it to any staff member if they see someone on site without a lanyard. All students must wear a lanyard. Compliance with this is written into the code of conduct.		with our Prevent trained staff members. Staff remind students to wear lanyards daily- it the responsibility of all to do this. Posters around the college reinforce this. Contractor Procedure reviewed and updated summer term 2022.
5	**Literature/posters** Does permission have to be granted for people to distribute leaflets? Do people know who to contact if they come across extremist literature. Do they know what extremist literature looks like?	➢ The distribution of leaflets or posters by students is only undertaken with the approval of SMT via the reception team. There is an allocated student noticeboard. ➢ All staff are aware of the referral procedure and how to contact a member of the safeguarding or Senior Management Team through annual all staff safeguarding update and new staff induction.	Safeguarding Officer Assistant Principal for Student Experience/ DSL/Prevent Lead Student Services Lead/DDSL Safeguarding team	Ongoing Monitoring and Review	Established with ongoing monitoring and review Reinforced at start of every year in safeguarding update to all staff. Sept. 25 last updated. New staff informed through induction process.

	What happens if individuals are handing out leaflets outside the institution?	➤ Annual update includes reference to what extremist materials can look like/ extremist content in students' own work. ➤ In the case of those observed handing out literature or displaying extremist activities, they are asked to leave the area with Police called and the incident reported.	Campus engagement mentor and premises team SMT		
6	**Funding & resources**- Does the college fund any community/ voluntary student groups? How do you know that monies are not funding extremist activities? Do student/external groups book college rooms, how do you monitor if extremist activities are taking place? Do you have a booking form/policy that states extremist	➤ The college does not fund community or voluntary groups. ➤ Any community events and use of college facilities and equipment are undertaken through an established college lettings process and approved by the Business Manager. ➤ All events are risk assessed and lettings administrators ensure those using the facilities are aware of the college Safeguarding and Prevent requirements and that they submit copies of their safeguarding processes and procedures for checking.	Business Manager Lettings administrator	Ongoing monitoring and review	Established with ongoing monitoring and review. **Sept.2023-** update to procedure for letting in line with KCSIE 2023, those letting the premises must provide full and up to date safeguarding policies and procedures as part of letting approval.

	activities must not take place?				
7	**Safe place to discuss terrorism and extremism** – Are staff trained to facilitate discussions on terrorism and extremism? Are there opportunities available to do this i.e., do you run a programme of seminars? Can external speakers be invited to discuss Prevent?	➢ College has a dedicated Safeguarding Officer, DDSL, DSL /Prevent Lead, tutors and safeguarding team alongside other senior leaders who are always available to facilitate discussions of this nature with students. ➢ Prevent training is delivered to all staff. ➢ Sector Prevent regional FE/HE Lead is available for seminars and guidance. ➢ PDTs/Prevent trainer (personal development tutors) deliver Prevent tutorial sessions to all students. ➢ ➢ *British Values* are fully embedded in the tutorial programme and schemes of work where relevant. ➢ Local police can and do provide individual students (and parents/carers) and small groups of students with information, advice and guidance and a safe place to talk about terrorism or extremist ideas.	Safeguarding Officer Assistant Principal for Student Experience/ DSL/Prevent Lead Student Services Lead/DDSL Safeguarding team SMT Personal Development Tutors Personal Support Advisors College counsellor	Ongoing Monitoring and Review Staff training/ workshops and online training regularly provided to update staff with current Prevent risks and controls. Also reviewed in annual all staff safeguarding update.	All employees to date have completed their Prevent face to face/ online training- ongoing. Safeguarding team, PTLs and all staff completed Prevent refresher on gov. platform in either 2023 or 2024. All staff received face-to-face Prevent training in Sept. 25. Channel update completed by safeguarding team and student services staff in either 2023 or 2024. Assistant Principal/ Prevent Lead is on local Prevent board, attends termly meetings and can update on new trends/ local picture.

| 8 | **Policies & Procedures**

Do any policies need to change to incorporate Prevent (safeguarding, security & estate management, disciplinary, behaviour, room booking, external speakers) | ➤ A safeguarding policy is in place and our Prevent strategy is embedded within it.

➤ Lettings Policy is in place and reflects safeguarding duty legislative requirements.

➤ College behavioural and disciplinary policy.

➤ Student Code of Conduct states students must always wear lanyards. | SMT inc. Business Manager

Assistant Principal for Student Experience/ DSL/Prevent Lead

Assistant Principal Teaching & Learning

Safeguarding team

PTLs/DTLs | Ongoing Monitoring and Review | Established and in place with regular monitoring and review.

Safeguarding policy updated August 2025.

All events, bookings and lettings are approved through a well-established system and procedure with regular monitoring in place. Updated summer 24. |
| 9 | **Information Sharing**

Are there information sharing protocols in place with the Police and the college? Do the Police know who to contact for any issues?

Do the college know who to contact at the Police? | ➤ College have Safeguarding and Data Protection policies in place.

➤ College has a dedicated 'SPOC' who has a list of contacts within local authority and relevant supporting organisations.

➤ College switchboard staff are informed to direct calls from police to Senior Management Team, Student Services Lead or Safeguarding Officer. | Safeguarding Officer

Assistant Principal for Student Experience/ DSL/Prevent Lead

Student Services Lead/DDSL | Ongoing Monitoring and Review

All information sharing requests go through Assistant Principal (AJ) for approval- Data Protection Lead. | Established with ongoing monitoring and review. |

	Do other staff members know who the Prevent lead is at the college?	➤ Safeguarding officer and DDSL have a very close working relationship with the local police who are on site every month and always available on the telephone. ➤ Website clearly identifies Prevent Lead details. As does the visitor's leaflet. ➤ Safeguarding and Prevent Lead is established and made aware to staff through induction, organisational posters, college Intranet, website, safeguarding bulletins and start of year address to all staff.	Safeguarding team Switchboard team SMT		
10	**Local Prevent Structures** Is the college linked in with the local Prevent Board or regional Prevent FE/HE groups? Does the college know who the local authority Prevent Coordinator is? Is there awareness of key Police and	➤ DSL/ Assistant Principal for Student Experience/Prevent lead is linked in with the local Prevent board. ➤ DSL/ Assistant Principal for Student Experience/Prevent lead is aware of the local authority prevent coordinator, key local police and regional lead. ➤ College representatives will attend any Regional Prevent Forums put on by the DFE.	Safeguarding Officer Assistant Principal for Student Experience/ DSL/Prevent Lead Student Services Lead/DDSL	Established links currently in place with regional forums attended regularly and nationally where offered.	Established links are in place with DSL/DDSL attending DFE led FE specific forums and local safeguarding prevent board meetings. **Autumn term 25**: We continue to benefit from a close working relationship with our locality police team who offer ongoing advice and guidance and visit site frequently.

					Continue to monitor and review.
	regional HE/FE lead?				
11	**Tensions** Are the college aware of tensions in your student body? How are the college dealing with these tensions? Have these tensions been exploited by any group? What cohesion issues does the college have?	➢ Assistant Principal/DSL/Prevent Lead regularly meets with groups of students (every term) to gather learner voice and ensure any matters raised are dealt with appropriately. This includes a specific focus on SEND/ more vulnerable learners. PTLs also gather termly learner voice, as do the Student Executive ➢ Learner Voice, Student Executive, and involvement in cross-college activities encourage students to contribute democratically with staff and managers to the shape and direction of the College and minimise tensions. ➢ Students can anonymously report any safeguarding concerns using a QR code and the student services team are available to discuss concerns students may have. Any tensions are addressed immediately, and the appropriate guidance sought from external agencies where necessary. ➢ Weekly safeguarding meetings with the full safeguarding team provide the opportunity to raise, discuss and swiftly address any	Safeguarding Officer Assistant Principal for Student Experience/ DSL/Prevent Lead Student Services Lead/DDSL Safeguarding team Personal Development Tutors Personal Support Advisors College counsellor College EDI advisor	Ongoing monitor and review. Termly meetings between DSL and student groups. Termly meetings between PTLs and student groups.	Regularly monitored and reviewed. Any concerns are dealt with swiftly with ongoing monitoring and self - assessment in place- logged via CPOMS and reviewed in weekly safeguarding meetings. In response to students sharing potentially harmful views regarding current media content linked to misogyny, additional tutorial content in place.

| | | issues in this respect. Weekly tutor meetings offer the same opportunity and are led by the DDSL/ student services lead.

➢ College internal EDI advisor leads activities and works with student body to promote positive education and discussion around gender, race, religion, disability and discrimination. This offers a pro-active approach to minimising potential tensions.

➢ Smoothwall monitoring service will flag any discriminatory language or areas of tension where college systems are used to research or discuss this. Any alerts of this nature are dealt with swiftly and in line with the college behaviour policy and procedures. | | | |
|---|---|---|---|---|---|
| 12 | **Prevent Messaging**

How can Prevent be communicated better?
I.e., posters, newsletters, intranet, student and staff handbooks, staff induction, internal literature. | ➢ Safeguarding posters are placed throughout college buildings.
➢ Prevent posters/literature and guidance are in staff work rooms.

➢ College SharePoint for Safeguarding is updated regularly.

➢ Safeguarding/Prevent Lead and DDSL speak to all staff in start of | Assistant Principal for Student Experience/ DSL/Prevent Lead

Student Services Lead /DDSL | All staff receive start of year address by Safeguarding Lead and DDSL.

Prevent training completed by all staff within 6 | Regular monitoring and review.

Annual safeguarding update.

All staff received face-to-face Prevent training in Sept. 2025/ |

		➢ New staff induction. ➢ Prevent training completed by all staff and trustees. ➢ All safeguarding team complete Channel training. ➢ PDTS (Personal Development Tutors) see their tutees weekly and share any new materials in a guided manner with students. ➢ Scheduled session on Prevent for all students with one of our home office trained Prevent trainers in the Autumn term.	Personal Development Tutors Staff Development Officer Marketing Officer College Prevent trainers	months of starting work. Online TES Prevent completed as part of induction. All poster and advertising requests go through SMT for approval.	
13	**Engagement with Student Council** Does the council have an awareness of Prevent? Are they aware of the risks? Does the college have a student support service?	➢ Student Executive take part in an induction discussion which helps to ensure awareness of risk, and that strong links are forged. ➢ Our comprehensive student support service provides a thorough support offer in this respect. An outreach youth worker alongside our team of personal support advisers, DDSL, safeguarding officer, lead counsellor and team of volunteer counsellors offer up to date IAG	Assistant Principal for Student Experience/ DSL/Prevent Lead Student Services Lead/DDSL Personal Support Assistants	On appointment of each new student executive, safeguarding and prevent discussion will take place.	Ongoing monitor and review.

		from a Trauma Informed Approach. ➤ Students can engage with the service both online and in person. ➤ The student services team, work in collaboration with local service providers (Team Around the School) including the police, to offer comprehensive support.	College counselling team		
14	**Freedom of Speech and External Speakers** Have the college revised and enhanced Codes of Practice on Freedom of Speech? Developed clearer guidelines on balancing freedom of speech with the need to protect vulnerable individuals? Does the college have a framework for dealing with requests for external speakers on campus?	➤ Staff encourage freedom of thought whilst respecting the rights of others. Managers and staff are accountable for ensuring personal beliefs are not expressed in ways which might offend or exploit vulnerability. ➤ Any events and use of college facilities and equipment are undertaken through an established college lettings process and approved by the Business Manager. ➤ All events are risk assessed, and lettings administrators ensure those using the facilities are aware of the college safeguarding and Prevent requirements. ➤ Lettings Policy Agreement has been updated to include a statement on our Safeguarding duties under the Prevent agenda.	Business Manager and lettings administrators SMT/PTLs All lecturers, tutors and the student services team.	College events currently booked through lettings procedure and includes check for radicalism and extremist content. All visiting speakers/ events go through PTL/ SMT for approval.	Ongoing monitor and review. PTLs reminded of procedure at start of year, Sept 25.

15	**Dangerous Substances** Is the college aware of and comply with all relevant legislation in the storage and handling of dangerous substances including chemicals, bacteria, viruses and toxins?	➤ Visiting speakers are asked to complete a form prior to their visit outlining the content of their talk/presentation/event to check for radicalism and extremist content. These are reviewed/approved by PTLs, in conjunction with SMT where necessary.			
		➤ College undertake annual COSHH audits. ➤ College has a Health and Safety Officer to ensure legislative requirements are met. ➤ Health and Safety Officer provides ongoing training and awareness to staff where necessary. ➤ Health and Safety Policy is in place. ➤ Storage is supplied and dangerous substance well controlled. ➤ College employs competent and well-trained staff to manage subject specific areas and manage risk ➤ External chemical store means substances are only brought into the building in small quantities.	SMT Health and Safety Officer PTLs/DTLs/ course leads Students receive Health and Safety induction with supervision and instruction in place.	Annual COSHH audits are conducted by Health and Safety Officer who regularly patrols buildings to ensure storage is in place and well controlled. COSHH risk assessments are to be completed for all hazardous materials. PTLs/DTLs and technicians ensure areas containing	All currently in place with constant monitoring and review. Annual COSHH audits take place.

		hazardous materials are well managed.	

| 16 | **Dealing with an incident**
Does your emergency management plan identify a lead person to deal with terrorist related issues?

How will the college communicate with and reassure local communities, staff and students?

Who will deal with the Press?

How will the college communicate with other FE/HE institutions locally?

How will the college identify what partnership support may be required? | ➢ College emergency action plan is in place and reviewed regularly.

➢

➢ Lead person is identified, as is someone who would deputise in their absence.

➢ Senior managers will attend regional and national College forums and benchmarking meetings.

Multi Agency links are well established with all Emergency Services.

➢ Local police officers attend the college on a regular basis to liaise with key members of safeguarding staff on Prevent alongside other safeguarding matters. The police liaison officer is also a member of our local multi-agency 'team around the school'.

➢ SMT will deal with any press releases with approval from the principal and liaise with the local community through already established channels of communication. | Principal

Senior Management Team

DSL/Prevent lead

Health and Safety Officer | Regular attendance with local groups and other college establishments.

Plan for large emergency: Emergency Action Plan sets out key personnel with specific roles to play in the event of a major incident. | Emergency Action Plan is embedded in the Health and Safety Policy – Reviewed Annually.
A separate Lock Down policy (reviewed Sept. 24) details plans/responsibilities in the event of a lock down requirement.

Prevent forums attended by college representatives.

Lock down practice with students and staff on site undertaken in Autumn Term 2025 following whole staff and student briefings. |

Definitions

- An ideology is a set of beliefs.
- Radicalisation is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- Safeguarding is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism-related activity.
- Terrorism is an action that endangers or causes serious violence damage or disruption and is intended to influence the Government or to intimidate the public and is made with the intention of advancing a political, religious or ideological cause.
- Vulnerability describes factors and characteristics associated with being susceptible to radicalisation.
- Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Calls for the death of British armed forces is also included.

Useful Links

National Prevent Strategy https://www.elearning.prevent.homeoffice.gov.uk/

Intranet – Official College Documents and forms//safeguarding

Action Plan Annual Review

Review Date:	Reviewed By:	Position:	Comments:
09/02/2017	Simon Grant	Health and Safety Officer/Prevent Facilitator TPC	HSO and Assistant Principal attended latest FE Forum facilitated by DFE Southwest Prevent Co-Ordinator. Updates fed back to Safeguarding team and policy and risk assessment reviewed. Emergency incident procedures reviewed January 2017 and Project Argus booked to test procedures on 7th April 2017.
08/02/2018	Lucy Maggs Simon Grant	Senior Manager and Safeguarding and Prevent Lead/Health and Safety Officer	Document reviewed and amended to update current position. Additional college trainers now in place and recent forums attended. HE/FE group now established in Southwest which is attended termly by Prevent lead. Full review of Lettings procedure and risk assessment documents undertaken. Visiting Speaker Policy constructed and adopted by the college.
07/11/2019	Lucy Maggs	Senior Manager and Safeguarding	Document reviewed. DSL now on Prevent County Board.

	Kayley-Ann Raymond	and Prevent Lead/Health and Safety Advisor	
7/11/2020	Jen Temple Kayley-Ann Raymond	Senior Manager and Safeguarding and Prevent Lead/Health and Safety Advisor	Document reviewed and amended to update current position. New DSL (Assistant Principal) has joined the Prevent County Board for local updates and sharing best practice
7/11/21	Jen Temple Kayley-Ann Raymond	Senior Manager and Safeguarding and Prevent Lead/Health and Safety Advisor	Document reviewed. The college have become part of a 'Team around the school' and host termly meetings to share best practice. A local police representative is part of the team and can support with queries and advise accordingly.
25/11/22	Jen Temple Kayley-Ann Raymond	SMT Safeguarding and Prevent Lead/Health and Safety Advisor	Document reviewed and updated.
11/12/23	Jen Temple	Assistant Principal, DSL and Prevent Lead.	Document reviewed and updated. DDSL is awaiting train the trainer course to deliver on-site Prevent/WRAP (Webinar to Raise Awareness of Prevent). training. Until

	Kayley-Ann Raymond	Health and Safety Officer	this training is complete, we will continue to engage with TPC to provide this service. All staff who hadn't updated their Prevent training since 2021 have now done so with a refresher course online via the government website.
	Rachel Houghton	Staff Development Officer	All new staff complete the TES platform Prevent training. Prevent update is included in the whole college annual safeguarding update, September 2023 with a particular focus on new filtering and monitoring standards/requirements in line with KCSIE 2023. In line with KCSIE 2023, new filtering and monitoring systems have been trialled this term, and the decision made that a new/additional monitoring system will be installed, Smoothwall. All staff in the safeguarding team will have updated their Channel training by end Dec. 23.
10.12.24	Jen Temple	Assistant Principal, DSL and Prevent Lead.	Document reviewed and updated. DDSL is still awaiting train the trainer course to deliver on-site Prevent/WRAP (Webinar to Raise Awareness of Prevent) training. Until this training is complete, we will continue to engage with TPC to provide this service.
	Kayley-Ann Raymond	Health and Safety Officer	
	Rachel Houghton	Staff Development Officer	
	Rae Loom	Business Manager	

11/12/25	Jen Temple	Assistant Principal, DSL and Prevent Lead.	Document reviewed and updated.
			DDSL and two other members of staff have now completed the train the trainer Prevent course.
	Kayley-Ann Raymond	Health and Safety Officer	
	Rachel Houghton	Staff Development Officer	
	Rae Loom	Business Manager	