Prevent: Guidance for Vacational Studies staff

(Trained Designated Safeguarding Leads are Ian Mucklejohn, Paddy Douglass and Tom Goodwin and are the first to be informed of concerns)

Notes

This national Prevent strategy is designed to reduce the number of serious incidents and to catch anyone, especially vulnerable people before they enter the criminal justice system. Some English language teaching (ELT) organisations/ departments have already had to deal with some Prevent-related incidents, some very serious.

The Channel Process, (mentioned in 4) is a multi-agency strategy to try and divert anyone on the fringes of radicalisation/ extremist behaviour. It would be implemented by the local police after reviewing evidence. It is unlikely to be needed by ELT providers as it exists to deal with local residents rather than visitors to UK.

Involving		
Statement Vacational Studies understands its responsibilities under the Counter Terrorism & Security Act 2015 to prevent people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations in the ways shown below, after setting the context.	Everyone	Everyone
Context • Vacational Studies accepts students aged 10-19] for 27 days in the summer from mainly Europe. • In its busiest weeks it may have 150 students and 24 staff. • Vacational Studies has always promoted a multi-cultural environment where respect for and tolerance of others' beliefs is required • Vacational Studies is located just outside Newbury, Berkshire which has a predominantly Caucasian local population.	Everyone	Everyone
Strong Leadership • Responsibility for ensuring Prevent Duty is met lies with the Managing Director, Ian Mucklejohn, and Director, Paddy Douglass. • Responsibility for the Prevent risk assessment / action plan (see point 4 below) and policy lies with the Managing Director, Ian Mucklejohn and Director, Paddy Douglass. • Their duties are to ensure delivery of an effective risk assessment/ action plan and policy as outlined here.	Lead person for Prevent	Lead person for Prevent

Risk Assessment of current situation and Action Plan for future • A risk assessment / action plan has been produced showing what is already being done and what still needs to be done; it will be reviewed and updated at least annually	Lead person	
NB: As all Vacational Studies students come from known backgrounds and have a letter of recommendation from their school before they come, the risk is considered LOW.		

Meeting your Prevent duties

Vacational Studies policy: meeting our Prevent duties

No	Policy item	Involving
	Understanding terminology • Radicalisation: act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of mind • Extremism*: holding extreme political or religious views which may deny right to any group or individual. Can be expressed in vocal or active opposition to • Core British values: including (i) democracy (ii) the rule of law (iii) individual liberty (iv) respectful tolerance of different faiths or beliefs. *NB: extremism can refer to a range of views, e.g. racism, homophobia, right-wing ideology, as well as any religious extremism.	To be transmitted to staff and students
	Understanding risk of extremism • Staff, students and other adults may arrive at Vacational Studies already holding extremist views. Or, whilst attending they may be influenced by a range of factors: global events, peer pressure, media, family views, extremist materials (hardcopy or online), inspirational speakers, friends or relatives being harmed, social networks, and more • People who are vulnerable are more likely to be influenced. • Their vulnerability could stem from a range of causes, including: loss of identity or sense of belonging, isolation, exclusion, mental health problems, sense of injustice, personal crisis, victim of hate crime or discrimination, and bereavement.	To be transmitted to staff

	Ways to counteract risks • Promote a safe and supportive international environment via clear expectations of accepted behaviours and those, including radicalisation and extremism, that will not be tolerated. • Promote core British values through documents given to students, notices around the School, via stand-alone classes on British culture and traditions on arrival and via the curriculum. Approach is to educate that this is how things are in UK; although it may be different from your country. • Where possible, develop critical awareness and thought to counter accepting extremism without question, especially of online material • Challenge radical or extremist views in any context (formal or informal) via stated procedures. In most situations this would require an immediate response, referring to international environment of Vacational Studies and tolerance expected. When reporting concerns (see section 10) • Be ready to react when world or local events (e.g. Paris attacks) cause upset and the likelihood of conflicting feelings being expressed. Prevent lead to take initiative in these situations. • *Our students do not have unrestricted access to the internet while with us.* • *Our students have minimal access to their mobile phones.* • *We do not have any visiting speakers/ presenters.* • Staff should get to know students, their home circumstances and friendship groups, making it easier to spot changes in behaviour. • Staff are to be observant and vigilant in noticing any signs of radical or extremist behaviour. • Staff should identify any students considered vulnerable.	Lead person to ensure: a) training for all staff, students so that b) delivery is effective

	Training *is provided in the online Safeguarding/Prevent course all staff are required to take.* f) signs to notice that may cause concern know the lead Prevent person and procedures for communicating concerns know the importance of their own behaviour and professionalism in being exemplars of British values, and not discussing inflammatory subjects with students. • Students and staff must be made aware of key parts of the policy: a) understanding terminology b) importance of maintaining a supportive and tolerant society on the Course c) what core British values are and why they are considered important d) any changes to rules, particularly those regarding IT e) that they must report concerns/ incidents and understand the procedure to do so	Lead person to prepare materials to suit each group being trained: a) all staff (including cleaners, caterers, drivers, etc) b) students
	Signs that may cause concern • Students talking about exposure to extremist materials or views • Changes in behaviour, e.g. becoming isolated • Fall in standard of work, poor attendance, disengagement • Changes in attitude, e.g. intolerant of differences/ having closed mind • Asking questions about certain topics (e.g. connected to extremism) • Offering opinions that appear to have come from extremist ideologies • Attempts to impose own views/ beliefs on others • Use of extremist vocabulary to exclude others or incite violence • Accessing extremist material online or via social network sites • Overt new religious practices • Drawings or posters (e.g. in accommodation) showing extremist ideology/ views/ symbols • Students voicing concerns about anyone NB: Any concerns relating to a person under 18 are safeguarding issues and should be dealt with by safeguarding staff (if different from Prevent staff) and, where necessary, the LSCB contacted. Details are in 'Safeguarding Policy.	Lead person to ensure all other adults are aware of signs

Prevent duties: risk assessment and action plan template

No	Policy item	Involving

	How and when to react to concerns • Everyone given name of who to contact (lead person/persons), how to contact them (email, phone etc) and contact details • Confidentiality assured for the person reporting a concern • Everyone told to report any concern or incident, however small. • Reassurance that all will be dealt with sensitively and carefully	Lead person to ensure everyone has necessary information
	Policy preparation and review Policy prepared by Ian Mucklejohn on 28.04.2026. Policy will be reviewed after 12 months or earlier if there are changes in relevant legislation or in response to any significant incidents or changes in circumstances	Lead person(s)

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