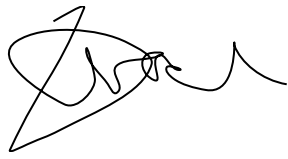




Document Title	Prevent Policy
Identifier	PP 001
Issue Number	9
Policy Reviewed	07-10-2026
Policy effective from	08-10-2026
Policy due for review	07-10-2027
Policy Owner	Kirstie Grace
Signature	
Position	Apprenticeship Liaison Officer and DSL

Policy Statement

Rebus Training Ltd is committed to safeguarding and promoting the welfare of all its apprentices and staff. As part of this commitment, we fully comply with the Prevent Duty as set out in the Counter Terrorism and Security Act 2015. We recognise our responsibility to prevent individuals from being drawn into terrorism and to support those who may be susceptible to extremist ideologies.

This policy applies to:

- All staff (including part time staff, contractors and any future volunteers)
- All apprentices and learners engaged in training and education with us.
- Visitors working with our learners.

We aim to:

- Raise awareness of the Prevent Duty across the organisation.
- Equip staff and apprentices to recognise signs of radicalisation and extremism.
- Provide clear procedures for reporting concerns.

Radicalisation refers to the process by which a person comes to support terrorism or extremist ideologies. Extremism is defined as vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect for others.

Staff and apprentices should be aware of indicators, such as:

- Withdrawal or isolation from others.
- Expressing extremist views.
- Viewing extremist content online or increased time spent online.
- Sudden changes in behaviour or identity/ alterations in dress or appearance.
- Changes in a person's social circle.
- A need for belonging and identity

Designated Prevent Lead/s:

Kirstie Grace, and Jon Grocock are the main points of contact for all concerns related to extremism and radicalisation.

All staff:

- Complete mandatory Prevent training.
- Understand the referral process.
- Report any concerns to the Prevent Leads immediately.

Apprentices:

- Encouraged to report concerns about themselves or others
- Take part in sessions promoting British Values and online safety.

Managing Security Threats

As part of our Prevent Duty and safeguarding responsibilities, Rebus Training Ltd, is prepared to respond to a range of potential security threats. It is worth noting that the Terrorism Act 2025 (Protection of Premises) (also commonly known as Martyn's

Law) received Royal Assent on 3rd April 2025 and following this, premises will now implement measures to reduce vulnerability to terrorist attacks. The Act aims to improve protective security and preparedness across the UK, based on tiers. The standard tier applies to premises with a capacity of 200 - 799 people and the enhanced tier applies to 800+ people. At this time, Rebus Training Ltd does not fall under any of the specified tiers in terms of capacity, we have less stringent requirements but as good practice, we will plan and prepare for additional security measures, as detailed below:

1.1 Vehicle as a weapon - Staff and apprentices are advised to be alert to the possibility of vehicles being used to intentionally cause harm. Measures to include:

- Encourage the use of the car parks available and cars not parked along the roadside.
- Encouraging vigilance near entrances and exits of the building.
- Reporting any suspicious vehicles or behaviours immediately to any senior members of staff.

1.2 Chemical, Biological or Radiological Threats - In the unlikely event of a chemical or biological incident:

- Close doors and windows promptly.
- Start an evacuation procedure
- Avoid contact with any suspicious looking substances.
- Wait on emergency services instructions.
- Maintain a calm and safe environment for staff and apprentices, ensuring everyone is accounted for.

1.3 Marauding Terrorist Attacks - A marauding attacker may use knives, firearms or any other weapon to cause harm. In any such situation, we will adopt the "Run, Hide, Tell" principle:

- Run if there is a safe route away from the danger.
- Hide if an escape is not possible, restricting and barricading entry points, with all staff and apprentices putting their phones on silent.
- Tell the police when it is safe to do so.

1.4 Improvised Explosive Devices (IEDs) - Suspicious packages or any signs of explosive devices must be reported immediately. Staff should then:

- Not touch or approach the item.
- Evacuate the area, calmly, when instructed to do so.
- Wait for further guidance from the emergency services.

1.5 Fire as a Weapon - Fire may be used deliberately as a form of attack. In all fire situations, measures include:

- Activate the fire alarm
- Evacuate using designated fire exits
- Do not re-enter the building until instructed it is safe to do so.

1.6 Cyber attacks and online threats - Cybersecurity is integral to the Prevent Duty due to the risks of online radicalisation. Measures include:

- Firewalls and anti-virus systems
- Restricted access for apprentices to access our network.

- Apprentice sessions on online safety as well as in house safeguarding and prevent staff training.

1.7 Lockdown procedures - In some instances, a full lockdown may be necessary:

- All individuals remain indoors, away from doors and windows.
- All entry points are locked and blinds to be closed.
- Mobile phones should be put on silent, and everyone must keep calm.

1.8 Communication during emergencies - During any incidents, internal communication will be co-ordinated by senior members of the team and may include:

- Internal announcements
- Email updates where it is safe to do so.

External communication, for example, with emergency services, parents of apprentices, will be managed by the designated safeguarding lead or deputies.

Promoting British Values

We embed British Values throughout the delivery of our qualification and daily interactions with staff, apprentices and visitors. British Values are linked to our Rebus core values and these are displayed throughout the centre. This includes:

- Democracy - Via learner voice surveys, staff feedback surveys/clear policies in place/ opportunities to develop skills.
- Rule of Law - Clear behavioural expectations in place as well as policies.
- Individual Liberty - Encouraging confidence, self expression, independent thinking.
- Mutual Respect and Tolerance - promoting an inclusive learning environment/listening to others.

Referral Process

If a member of Rebus Training Ltd suspects that an apprentice, learner, or colleague is at risk of radicalisation or extremist influence:

1. **Internal Reporting:** Report the concern immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
2. **Information Gathering & Assessment:** The DSL (or Deputy) will assess the concern. This assessment is guided by current UK government initiatives, aligning with recognised vulnerability assessment frameworks—such as the **ERG 22+ (Extremist Risk Guidance)** factors—to evaluate the individual's engagement, intent, and capability. [Extremist Risk Guidelines.pdf](#)
3. **Consultation & Referral:** DSL will consult with the local authority safeguarding hub or the local Police Prevent Team for early-stage advice if necessary.

If a formal intervention is deemed appropriate, the DSL will submit a **Prevent/Channel Referral** to safeguard the individual. *Channel* is a voluntary, multi-agency programme designed to provide early, tailored support to individuals at risk of being drawn into terrorism.

4. **Immediate Risk:** If there is an immediate threat to life or safety, dial **999** or contact the Counter-Terrorism Hotline.

Training and Awareness

All Rebus Training staff complete a Prevent awareness online course and will participate in refresher training as set by the DSL. Apprentices receive Prevent education through embedded curriculum content and wider element sessions periodically throughout their training.

Contact Name and Numbers

- Safeguarding Lead - Kirstie Grace - 07591 201968
- Safeguarding Deputy - Jon Grocock - 01782 976555
- Counter Terrorism - 0800 789 321
- National Police Prevent advice line - 0800 011 3764
- Staffordshire Police Prevent Team: 01785 232054/01785 233109
- Staffordshire Police - 999 (emergency) 101 (non emergency - Crimestoppers)
0800 555 111 (by phone)
- Local Children's Safeguarding (MASH/Front Door) - 0300 111 8033 (Option 1)
Out of Hours Number - 0345 604 2886
Out of Hours Email: eds.team.manager@staffordshire.gov.uk
- Local Adult's Safeguarding - 0345 604 2719
Out of Hours Emergency Duty Service: 0345 604 2886
Email for Out of Hours - VAStaffordshire@staffordshire.gov.uk