

Prevent Policy

Introduction

The purpose of this policy is to ensure that staff and visitors (associates) are safe whilst on the premises. The policy will identify who is responsible and what responsibilities certain individuals will have.

Everyone has a 'duty of care' staff will have a greater understanding of the level of terrorism that we face in our workplace based upon the governments' findings and guidelines.

Responsible persons

Steven Boyd, MD has the overall responsibility for the implementation and review of this policy. Steven Boyd, MD has the responsibility to ensure that all staff members are up to date with this policy and have a full understanding.

All staff members and associates have the responsibility to be observant at all times and inform Management/Police of any suspicious activity.

Due to the severity of this policy 'terrorism' will be monitored and be an agenda item at Team and Management meetings under the heading 'Equality and Diversity Including Prevent Issues'

General Policy and Guidelines

- Excell for Training Ltd does not permit nor condone any form of Terrorism or facilitation of Terrorism.
- We will endeavour to carry out all of our obligations under the Anti-Terrorism Legislation that may be in force in a prompt and efficient manner.
- All staff and associates will fully comply with this policy and report any activity that may seem to be suspicious.
- Staff and associates who represent Excell for Training will take care not to pursue any activity that may give 'others' concerns which may lead to an investigation on the company and/or to those as an individual. All individuals must conduct themselves in a manner that ensures that Excell for Trainings reputation remains intact and is not damaged.

Governance Accountability and Transparency

- While fully respecting individual privacy rights, Excell for Training shall maintain records of all staff and associates, identifying information regarding individuals email address, home address and citizenship status.

Reporting

- If any Staff or Associates of Excell for Training becomes aware, whether personally or through a third party complaint or allegation of a connection to Terrorism or a Proscribed Entity of any program they must report this to the Management and/or the Police/ local Prevent Co-ordinator immediately . The 'Prevent Strategy' enables individuals to report any kind of terrorism at any level or potential people being drawn into radicalisation. The Prevent co-ordinator/police will determine the severity and risk of such allegations and act accordingly. The 'Channel' programme may be used if deemed necessary for individuals who have become radicalised and agree to such measures.

Please note:

Nothing in this policy shall derogate from or supersede the rights or obligations of the person initiating the complaint to make any other report to the relevant authorities pursuant to applicable Anti-Terrorism Legislation

This policy is in line with following legislations but is not limited to:-

Terrorism Act 2000, 2000 c. 11;
Anti-Terrorism, Crime and Security Act 2001, 2001 c 24;
Prevention of Terrorism Act 2005, 2005 c.2;
Terrorism Act 2006, 2006 c. 11;

Drafted by: Rachel Priest

03/12/2019

Agreed & Signed by: Steven Boyd

03/12/2019