



Hills Road Sixth Form College Cambridge

HILLS ROAD SIXTH FORM COLLEGE

Prevent Policy

Date reviewed by the Principal:

July 2017

Post of member of staff responsible:

Associate Principal,
Student Services and Support

1.0 Purpose

It is a fundamental aim of Hills Road Sixth Form College that all members of the community feel safe and secure at all times and can go about their study and work routines without fear of any form of intimidation or inappropriate behaviour.

1.1 Our College is founded on core values which uphold the importance of a tolerant and democratic society committed to working together. We believe in supporting and nurturing our students to achieve the highest academic standards but also to enable them to leave us as purposeful, wholesome members of society able confidently to make their way in life. We want them to embody and uphold the values of democracy; the rule of law; individual liberty; mutual respect and tolerance of those of different faiths and beliefs and those of none.

2.0 Lead Responsibilities

Our Safeguarding procedures are robust and carefully monitored by the Assistant Principal (Resources) and the Associate Principal, Student Services and Support, who is the Designated Safeguarding Lead. New staff receive induction training and, every three years, all staff receive refresher training on this important aspect of College life. In addition there is a general update given to staff during the Summer term to ensure that everyone is aware of the current procedures and legislation. A Safeguarding Report is presented annually to the Corporation, this includes reporting on Prevent and any activity under Prevent.

3.0 The Statutory Context

The Counter Terrorism and Security Act 2015 was published on 12th March 2015. Section 26 of the Act places a duty on schools and Colleges in England (and Wales) to prevent people being drawn into terrorism. This duty applies to all schools, whether publicly-funded or independent. School and College leaders (including governors) must:



Hills Road Sixth Form College Cambridge

- establish or use existing mechanisms for understanding the risk of extremism
- ensure staff understand the risk and build capabilities to deal with it
- communicate and promote the importance of the duty
- ensure staff implement the duty effectively

Other duties on schools and Colleges include:

- effective partnership working with other local agencies, eg. LSCB, police, health, etc.
- information sharing
- maintaining appropriate records
- assessing local risk of extremism (including Far Right extremism)
- demonstrating they are protecting children
- developing clear protocols for visiting speakers
- safeguarding policies that take account of LSCB policies and procedures
- training staff to give them knowledge and confidence
- ensuring there are robust ICT protocols that filter out extremist materials
- school buildings must not be used to give a platform to extremists

Ofsted are responsible for monitoring how well schools are implementing this duty.

4.0 College Prevent Policy

This policy has been written to ensure the College's compliance with the Counter Terrorism and Security Act 2015. The key features of our compliance are recorded under the following headings:

- i. Identification of Risk.
- ii. Faith and the Education of Tolerance
- iii. Curriculum
- iv. Pastoral
- v. Use of College Premises/Lettings
- vi. Visitors

4.1 Identification of Risk

The College has policies on Equality and Diversity, Health and Safety and Safeguarding and these are reviewed annually and this policy will join that annual review cycle. All members of the College community take very seriously the need to ensure we do all we can to prevent young men and women being drawn into terrorist cells or becoming radicalised.



Hills Road Sixth Form College Cambridge

4.1.1 The student body is drawn from a large geographical area and they are an ambitious and motivated group. All students are supported by a personal tutor who meets weekly with all of their tutees and provides a safe forum for discussion and sharing of any concerns. This is supplemented throughout the year by one to one sessions which again provide an opportunity for students to talk openly and honestly about their academic progress and any personal/pastoral/spiritual concerns they might be experiencing. Tutors meet regularly with their line managers and this forum is open for specific discussions on students who may be causing concern.

4.1.2 Relevant senior managers of the College are aware of the *Prevent* and *Channel* programmes in order to protect the welfare of the whole College community in relation to the issues that are linked to radicalisation and the dangers of terrorism.

4.1.3 The Director of Student Support meets regularly with our local police liaison officer and the Associate Principal, Student Services and Support, is the Prevent Liaison Officer. She has the contacts of the regional FE and HE Prevent Coordinator.

4.1.4 All staff at Hills Road are routinely reminded of their duty to be vigilant whilst working in College and to report anything that they would consider to be unusual behaviour to their line manager or to one of the designated safeguarding team for immediate investigation.

4.1.5 Appropriate records about any Prevent-related concerns are made and securely kept by the safeguarding team. The Associate Principal, Student Services and Support takes the lead on reporting on Prevent to CST and governors and any Prevent activity is recorded in the annual Safeguarding report to governors.

4.2 Faith and the Education of Tolerance

All students have the opportunity to celebrate appropriately their own significant religious festivals. These are highlighted throughout the year in the student planner and in the diversity diary in each base room. In addition, religious festivals and culturally important occasions are highlighted through the monthly equality and diversity newsletter which goes to all staff and through the digital and physical posters around the College which signpost these key occasions for students. Students are permitted two authorised absences per year for religious observance. Staff members are also permitted leave for religious observance.



Hills Road Sixth Form College Cambridge

4.2.1 The College has a silent prayer room which is located in the porter's lodge. Students wishing to use the prayer room, which is kept locked, are asked to collect a key from reception for which they need to sign, so that we are aware of who is using the room. Use of the prayer room typically remains very low amongst the student body, with fewer than five students requesting its use in any given year.

All students receive a whole cohort assembly on equality and diversity within their first year tutorial programme which highlights the importance to all faith traditions of tolerance and mutual respect.

4.2.3 All tutorial and teaching staff are expected to be vigilant, to observe their classes carefully and to report anything that is a cause for concern to the safeguarding team.

4.3 Curriculum

The Curriculum at Hills Road is almost exclusively A level with only a very small amount of level two GCSE re-sit maths and English. All schemes of work are expected to contain clearly signposted opportunities to celebrate diversity and to emphasise the importance of respect and tolerance towards one another. Teachers ensure that these important areas are carefully integrated into schemes of work and lesson plans.

Teaching staff who observe anything untoward during a lesson are expected to report it to their line manager or to the Associate Principal, Student Services and Support.

4.4 Pastoral

Hills Road has an effective pastoral structure that supports the varied needs of our student body. The Guidance Team comprises an experienced team of individuals led by the Associate Principal, Student Services and Support.

4.4.1 A strength of the Guidance Team at Hills Road is their in-depth knowledge of each individual student which enables them to intervene quickly and effectively when problems or concerns arise. All staff, pastoral and academic, receive training on contributory factors that make young people vulnerable to being drawn into extremism. Students receive a whole cohort information session on the appropriate use of the internet, and safeguarding against terrorist/extremist material on-line. Staff also understand how to challenge extremist ideas which are used by terrorist groups and purport to legitimise terrorism. Staff continue to have training, as appropriate, to develop their ability to identify students who are vulnerable or at risk of radicalisation.



Hills Road Sixth Form College Cambridge

4.5 Use of College Premises/Lettings

The College has a number of external lettings and these are carefully vetted in advance by the Estates Manager. The procedure for this vetting is outlined in Appendix 3.

4.6 Visitors to the College

All visitors must report to reception in advance of any meeting. They are greeted by the receptionist and asked to sign the visitors' book. Those that are coming to the College for a longer period of time and who have contact with students must have appropriate checks and hold an enhanced DBS check. We request that any individual visiting the College as a speaker addressing students is checked in advance of their arrival to ensure that the content of their speech is appropriate. This procedure is detailed in Appendix 2 *External Speaker Guidelines*

5.0 Linked Policies and Procedures:

- Single Equality Scheme
- Health and Safety
- Lettings and Hire of Facilities
- Prayer Room Guidelines
- External Speaker Guidelines
- Staff Development
- Safeguarding

Appendix 1 – Prayer Room Guidelines

Appendix 2 – External Speaker Guidelines

Appendix 3 – Lettings and Hire of Facilities



HILLS ROAD SIXTH FORM COLLEGE

Guidelines for use of the Quiet Room/Prayer Room

1. Background and context

Hills Road Sixth Form College celebrates and values diversity and seeks to create an environment that is open and accessible, where diversity and individual choice are respected, thus enabling every member of our community to participate fully in College life.

As part of this commitment the College has made available to all staff and students a space for quiet contemplation and prayer.

2. Guidelines and protocols for the use of the prayer/quiet room

The Quiet Room/Prayer Room is a neutral space which can be used by staff and students of all religions, faiths and beliefs and none. It may be used as a quiet space for prayer, contemplation or somewhere to take a short while to de-stress or recover from a life event (e.g. a bereavement).

The room provided is small and is only appropriate for use by individuals or small groups at any one time (maximum capacity of 5 persons). The room is unfurnished, carpeted and contains a small washbasin. There are no posters, pictures, texts or other iconography in the room in order to maintain the room as a neutral space for all users.

Any individual may take personal items into the room to support their prayers/contemplation, however, these must be removed on vacating the room. The use of electronic equipment (e.g. tablets, laptops, mobile phones) is not permitted in order to ensure that the room remains a quiet space for all users at all times.

All users must behave reasonably and considerately towards others who use the room and leave the room clean and tidy for the next person

2.1 Personal use by students

Any student(s) wishing to use the prayer room must:

- Sign in at Reception and collect the key (access is through the rear of the building, via the staff cycle store; the code for the security pad is available from Reception)
- Return the key after use and sign out.

Small groups are permitted to use the room for prayer/quiet reflection on the understanding that:

- Every student must sign in/sign out at Reception



Hills Road Sixth Form College Cambridge

- The maximum number of students permitted at any one time is 5
- In the interests of the safeguarding of our students no external guests are permitted to join a prayer/contemplation group in the room at any time.

2.2 Personal use by staff

Staff may use the prayer/quiet room at any time; access can be through either of the two available entrances.

3. Linked Statements, Policies and Procedures

- Student Code of Conduct
- Code of Conduct - staff
- Safeguarding
- Single Equality Scheme
- Prevent Strategy
- Inappropriate and Serious Misconduct – f/t students

4. Further Guidance

- Equality and Diversity Officer – Heidi Gjertsen
- Director of Quality – Kerry Caldicott
- Associate Principal, Student Services and Support – Lucy Edevane
- Reception Staff



Hills Road Sixth Form College

Guidelines for the Engagement of External Speakers

External speakers play a key role in introducing our students to a range of different beliefs, ideas and information. External speakers allow students to experience new concepts, to challenge other people's views, to widen their knowledge and to further define their own opinions. For all these reasons, we encourage and welcome visits from outside contributors.

This set of guidelines exists to provide clear guidance and procedures for both staff and students to follow in the engagement of external speakers. It will help to ensure that, whilst allowing freedom of speech and expression and the debating of potentially controversial topics, the College remains within the law and all students and staff remain in a safe environment.

- **All** external speakers, their topic, title and outline content must be approved in advance by an appropriate member of staff – in the case of speakers invited by student-led groups and societies this will need to be the nominated member of staff who oversees the group
- Students should notify the member of staff 'overseeing' their society of planned speakers at least 2 weeks prior to the event
- Students must not engage an external speaker without the prior consent of the member of staff; speakers who have not been approved may be asked to leave the premises
- Students and staff should:
 - Obtain relevant background information of the proposed speaker through one or more of the following ways
 - Perform a Google search on the name – read at least three varied entries where possible
 - Ask if they have given speeches previously – if so, where? Can you verify this?
 - Check the validity of their organisation (if they represent one)
 - Determine an overview of the content of the talk/workshop and its suitability
 - Where appropriate request a précis of the content of any talk/speech (e.g. where there is the potential for extremist views, possibility of placing students under unacceptable pressure to 'comply/agree')
 - Ensure there will be adequate opportunity for open debate/discussion, particularly when the content of the talk is controversial
 - If in any doubt, refer on to one of the following people for another viewpoint:
 - Head of Department
 - Curriculum Director
 - Equality and Diversity Officer
 - Designated Safeguarding Lead
 - Deputy Principal / Associate Principal Student Services and Support
- If the topic has the potential to be controversial, a member of staff should remain in the room for the duration of the talk.
- If necessary in an extreme situation where, despite all the above checks being made, a speaker is using language that is offensive, discriminatory or illegal in some way (e.g. if the talk is advocating actions that would break the law; inciting hatred and violence; promoting or glorifying terrorism; refusing to allow students to challenge and ask questions or offer alternative opinions), the staff member should stop the talk and escort the speaker off the premises or seek help to do so.



Hills Road Sixth Form College Cambridge

For further advice on any of the above, please refer to any of the following:

- Head of Extended Curriculum (responsibility for student societies)
- Equality and Diversity Officer
- Director of Quality (responsibility for Equality and Diversity)
- Associate Principal, Student Services and Support (responsibility for Prevent and Safeguarding)



Hills Road Sixth Form College Cambridge

Appendix 3

Hills Road Sixth Form College

Guidelines for Letting College Facilities

1. The letting of College facilities, which is generally outside the main college day and during the holidays, is an important income stream which is used to support teaching and learning. The majority of the organisations that use college facilities are well known having been using the College over many years.
2. This set of guidelines exists to provide guidance to ensure that staff involved with the letting of facilities, are proactive in considering how hirers intend to use the facilities, that in particular the facilities will be used for a lawful purpose and that the hirers are not seeking a venue for the purposes of radicalisation of any group, or other terrorist related activity.
3. All external hirers must be considered in advance by the Estates Administrator, seeking advice and guidance from the Estates Manager as necessary, to establish:
 - the reason for the hire of the facilities
 - the nature of the event(s)/activities and outline programme/content where applicable
 - who will be attending
 - what publicity material will be issued through which media/social media outlets
 - how the event will be managed and monitored.

It may be necessary to interview the organisation prior to accepting the booking so that the College can more fully understand the purpose of the hire.

4. Should any suspicions be aroused then a background search is to be performed:
 - Google the organisation reading at least three varied entries if possible
 - Check that the organisation making the booking is not on the Home Office's proscribed organisation list :
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417888/Proscription-20150327.pdf
 - Liaise with local police forces to ensure the College has access to the latest local intelligence
5. If reasonable grounds exist for believing that an organisation or persons involved in the hire will incite those attending to carry out an illegal activity or is in direct support of an organisation which itself is unlawful then the hiring is to be refused. Before doing so counter - terrorism police are to be informed. They can be contacted on 101 or 0800 789 321.