

PREVENT (EXTREMISM & RADICALISATION)
WORK INSTRUCTION
Devonport Royal Dockyard Limited

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1. Scope

This document instructs Babcock International Group (BIG) at Devonport Royal Dockyard Ltd (DRDL) adherence to the Government work policy supporting Prevent (Extremism and Radicalisation).

The document and associated procedures set out in this document applies solely to the Babcock International Group's site at Devonport Royal Dockyard, Plymouth, Devon, UK.

This work instruction and procedures apply to all staff, apprentices, visitors, contractors, volunteers, and staff from partner organisations working on our sites, including those organisations using or hiring sites or facilities.

2. Purpose

The purpose of this document is to provide instruction on aligning with Government work policy and keep children and vulnerable adults safe by providing a framework to ensure a safe environment for them to learn and work, whilst contributing to the prevention of harm related to hate incidents, exploitation, extremism, and radicalisation.

This document provides a framework to ensure a safe environment for all Babcock employees to work and for those employees involved in education, to also have a safe environment in which to learn, whilst contributing to the prevention of harm, hate related incidents, extremism, and radicalisation. The protection of those individuals who are identified as being at risk is absolutely paramount, whether at work, in college, at home or in the wider community.

Everyone has the right to be protected against risk of exploitation, extremism, radicalisation and hate crime. Everyone has the responsibility to safeguard others against such risks.

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This document should be read alongside the [Safeguarding Procedure](#) HR(DRDL)-WI-001 ([Ref 1](#)) as both are inextricably linked.

Further guidance on the use or interpretation of this document may be obtained from the responsible post holder.

3. Legislator / Regulatory Compliance

Compliance with relevant current Health and Safety legislation, Data Protection Act and other legislation / regulations named within the body of the document.

4. Work Instruction

BIG has a statutory duty under Section 175 of the Education Act (2002) to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of children, young people and adults who may be vulnerable in line with the definition set out in The Care Act (2014).

This work instruction considers, amongst others, the following publications, including recent / relevant guidance and legislation in this area:

- 4.1.1. Keeping Children Safe in Education (KCSIE): Statutory guidance for schools and colleges. (Department for Education, September 2023) [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- 4.1.2. Counter Terrorism and Security Act 2015: Part 5, Chapter 1, Section 26 <http://www.legislation.gov.uk/ukpga/2015/6/section/26/enacted>
- 4.1.3. Revised Prevent Duty Guidance: for England and Wales which is the statutory guidance issued under Section 26 of the Counter-Terrorism and Security Act 2015. (Home Office, July 2015) [Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/prevent-duty-guidance-for-england-and-wales)
- 4.1.4. The Prevent duty: Departmental advice for schools and childcare providers. (Department of Education, June 2015) [Protecting children from radicalisation: the prevent duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)
- 4.2. This work instruction and procedures are also in accordance with those set out on the Southwest Child Protection website and the guidance issued by the local Children's and Adults' Safeguarding Boards in Cornwall, Devon and Bristol and the Prevent Southwest Education forum.
- 4.3. **Key staff role abbreviations**
 - 4.3.1. SPOC (Single Point of Contact) – the single point of contact has overall responsibility for prevent.
 - 4.3.2. DSL (Designated Safeguarding Lead) – The Designated Safeguarding Lead has overall responsibility for Safeguarding with Prevent
 - 4.3.3. DDSL (Designated Deputy Safeguarding Lead) – Locality or specialist area-based lead for Safeguarding with Prevent.

5. Principles

- 5.1. In addition to the key principles stated in the Safeguarding policy, BIG will also ensure that:
 - 5.1.1. All suspicions, allegations, or disclosures of exploitation, hate related incidents, extremism or radicalisation will be taken seriously and responded to swiftly and appropriately, with due regard to appropriate levels of privacy and the dignity of those concerned.
 - 5.1.2. All staff will be made aware of the key principles and practice related to Prevent through appropriate training. They are required to fully engage and be vigilant towards exploitation, extremism, radicalisation and hate related incidents, reporting any disclosures, concerns, or allegations in line with our safeguarding and child protection procedures.

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- 5.1.3. The group works in a proactive way, in partnership with other key statutory and voluntary sector organisations to share information and good practice to improve safeguarding and fulfil our duty to prevent exploitation, hate related incidents, extremism and radicalisation within our communities.

6. British Values

- 6.1. BIG will promote values of openness, tolerance, and free debate by ensuring that the British Values of "democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs" are encapsulated and exemplified in all that we do through:
- Staff and awareness raising and training.
 - Core topics within the tutorial curriculum and embedded throughout all teaching and learning through subcontract delivery partners.
 - The BIG codes of conduct and disciplinary procedure.
 - Internal literature such as posters and apprentice's handbook.
 - Access to this work instruction with links to other information through the website.

7. Responsibilities

The Safeguarding Management Group (SMG) of BIG is responsible for ensuring that:

- 8.1.1. BIG has a Prevent work instruction and procedures in place that are in accordance with statutory requirements and local authority guidance and that these are published and reviewed annually. Where required, any changes, deficiencies or weaknesses regarding arrangements are remedied without delay.
- 8.1.2. All staff familiarise themselves with Annex A of the statutory guidance Keeping Children Safe in Education (2023) and the Prevent duty.
- 8.1.3. Training is in place for all staff, appropriate to their roles.
- 8.1.4. The SMG receives and considers regular safeguarding update reports that include reference to the Prevent duty and Channel referral.
- 8.1.5. A member of the SMG is nominated to take a lead on Prevent and undertakes appropriate training in this.
- 8.1.6. A senior manager is designated to take the lead responsibility across BIG DRDL for Prevent – to be referred to as the Single Point of Contact (SPOC).

8.2. The Single Point of Contact (SPOC) for Prevent is responsible for ensuring:

- 8.2.1. Publication and correct implementation of the work instruction and procedures and reviewing the effectiveness of them annually in a written report to the board.
- 8.2.2. Prevent training, appropriate to role, is in place for all staff and is delivered in line with national and local guidance.
- 8.2.3. the completion of external and internal audits or reports relating to the effectiveness of Prevent and Channel.
- 8.2.4. the recording and passing on to external agencies, where appropriate, any concerns, where required.
- 8.2.5. the appointment of Designated Deputy Safeguarding Leads (DDSL) who are appropriately trained and supported in Prevent.
- 8.2.6. documents relating to Prevent are managed and secured in accordance with statutory guidance and legislation.
- 8.2.7. effective liaison with the Local Safeguarding Children's Boards and the Safeguarding Adult's Boards (Cornwall, Devon, and Bristol), together with

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- the Southwest Regional Coordinator for Prevent in Education, the Prevent Sub-Group, and the Police.
- 8.2.8. that robust risk assessment processes are in place where individuals pose a risk to themselves or others.
 - 8.2.9. the undertaking of their own regular update training to inform policy, procedure and practice and completing statutory refresher training every two years.
 - 8.2.10. those who use our premises or provide site-based service to our apprentices/students are aware of our Safeguarding and Prevent work instruction and procedures.
 - 8.2.11. providing senior management, information on incidents and trend analysis for service development and reporting.
- 8.3. **Designated Deputy Safeguarding Leads (DDSL) are responsible for:**
- 8.3.1. receiving, recording, and passing on to external agencies, where appropriate, disclosures concerning exploitation, extremism, radicalisation or hate related incidents, in accordance with safeguarding and child protection procedures and local authority process (see Appendix C)
 - 8.3.2. liaising with the SPOC / DSL, as appropriate.
 - 8.3.3. delivering or contributing to Prevent awareness training for all staff.
 - 8.3.4. working with colleagues to raise the awareness of Prevent, extremism, radicalisation, terrorism, hate crime and the British values amongst the student body, encouraging concerns to be reported.
 - 8.3.5. attending Tier 3 Safeguarding training every two years and other Safeguarding or Prevent related continuous professional development to keep up to date with policy and best practice developments.
 - 8.3.6. supporting and advising colleagues with potential concerns relating to Prevent, extremism, radicalisation, terrorism and hate related incidents.
 - 8.3.7. effective and secure record keeping in respect of files, allegations, and referrals.
- 8.4. **All staff members are responsible for:**
- 8.4.1. reading and familiarising themselves with BIG's Prevent work instruction and procedures via the website.
 - 8.4.2. promoting awareness of Prevent, extremism, radicalisation, terrorism, hate crime and the British values amongst staff and colleagues through the embedding of these topics wherever possible.
 - 8.4.3. attending Prevent training as required and dependent on role, in accordance with guidelines (on induction and as a refresher at least once every 3 years).
 - 8.4.4. reporting to a Safeguarding Lead any suspicion, allegation or disclosure relating to a child, young person or adult who may be subject to a hate related incident, extremism, or radicalisation, in accordance with the safeguarding and child protection procedure and local authority process (see Appendix C)
 - 8.4.5. reporting to the HR Manager/Advisers/Designated Safeguarding Lead any potential criminal charges or personal issues that may have a bearing on their on-going 'suitability' to work in an educational environment with young people and vulnerable adults.

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- 8.4.6. reporting to the relevant line manager, HR Adviser or Designated Safeguarding Lead, any concerns they may have about the conduct of colleagues in relation to Safeguarding, Prevent, extremism, radicalisation, terrorism, hate crime and the British values, together with our Staff Code of Conduct.
- 8.5. **Apprentices are responsible for:**
 - 8.5.1. completing all core sessions relating to Prevent, extremism, radicalisation, terrorism, hate crime and the British values as directed by the Training Provider.
 - 8.5.2. maintaining vigilance and a pro-active approach to the safety and welfare of themselves, their peers, and others on site.
 - 8.5.3. reporting any concerns to either a Safeguarding Lead or any other trusted member of staff with whom they feel comfortable discussing these concerns.
 - 8.5.4. abiding by BIG Code of Conduct which is designed to safeguard all those on our sites or using our facilities, including our IT network.
- 8.6. **Other individuals working on BIG sites/provision must:**
 - 8.6.1. be aware of our duty to prevent extremism, radicalisation, terrorism and hate crime.
 - 8.6.2. report to a Safeguarding Lead any suspicion, allegation or disclosure relating to a child, young person or adult who may be subject to a hate related incident, extremism, or radicalisation.

9. Channel

Channel is a process developed to support people at risk of being drawn towards terrorism or violent extremism.

It is important that staff follow the safeguarding and child protection procedure and are familiar with the local authority referral process outlined in Appendix C, so that they may make a direct referral if required.

10. Hate Incident / Hate Crime

- 10.1. It is important that all staff are familiar with the definition of hate incidents and hate crime described in Section 16.
- 10.2. It is important that all hate incidents are reported to the police.

11. Prevent Work Instruction and Procedure Updates

- 11.1. This work instruction will be reviewed, updated, and approved by SMG on an annual basis or more frequently if there are changes to national or local guidance.
- 11.2. Procedures and supporting guidance will be reviewed on a regular basis, at least annually and as part of national/local case reviews and "learning lessons" data and in the light of feedback from staff.

12. Confidentiality

- 12.1. All suspicions, allegations and investigations will be kept confidential and shared only with those who need to know in accordance with General Data Protection Regulations (2018) and the Data Protection Act (2018)

13. Equality and Diversity

- 13.1. Equality, Diversity, and Inclusion are taken into consideration with regards to all BIG policies and procedures.

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14. Record Retention

There are no records generated as part of this artefact.

15. Website Resources

<https://educateagainsthate.com/>

<https://www.et-foundation.co.uk/professional-development/safeguarding-prevent/safeguarding-and-prevent-training/>

<https://www.preventforfeandtraining.org.uk>

<https://www.officeforstudents.org.uk/advice-and-guidance/student-wellbeing-and-protection/counter-terrorism-the-prevent-duty/>

<https://actearly.uk/>

<https://www.gov.uk/government/publications/hate-crime-action-plan-2016>

<https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/>

16. Definitions

Term	Definition
BIG	Babcock International Group
DDSL	Designated Deputy Safeguarding Lead
DRDL	Devonport Royal Dockyard Limited
DSL	Designated Safeguarding Lead
KCSIE	Keeping Children Safe in Education
SMG	Safeguarding Management Group
SPOC	Single Point of Contact
Extremism	The holding of extreme political or religious views The vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty, and respect and tolerance for different faiths and beliefs. (Source: Counter Extremism Strategy, October 2015)
Hate Crime	Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender. (Source: The Association of Chief Police Officers) Prevent (E&R) Policy and Procedure
Hate Incident	A Hate Incident is any incident which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender. (Source: http://www.cps.gov.uk/northeast/victims_and_witnesses/hate_crime/)
Radicalisation	The 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 the mind. The process by which a person comes to support terrorism and forms of extremism leading to terrorism. (Source: Prevent Strategy, June 2011) Terrorism is defined as: An action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause. (Source: Terrorism Act 2000)

Table 1: Table of Definitions

17. References

Ref	Document number	Title
1	HR(DRDL)-WI-001	Safeguarding Procedure
2	HR(R)-PM-022	Disciplinary Process

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3	SHE(DRDL)-POL-0001	Health and Safety Policy
4	HR(D)-POL-004	Devonport Personal Conduct Policy
5	HR(DRDL)-GD-0501	Devonport Dignity at Work - Anti-Bullying and Harassment
6	HR(MT)-POL-003	Data Protection Policy

Table 2: Table of References

Appendix A – Signs of Extremism or Radicalisation

Much like other forms of exploitation, the signs of extremism or radicalisation can be many and varied but can also be innocent indications of a transition to adult life. However, they shall always be considered as potential causes for concern and followed up/monitored in a sensitive way, with appropriate records dated and kept securely.

Radicalisation can be really difficult to spot. Signs that may indicate a child or young person is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views.
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

Other possible indicators include:

- Sudden changes in behaviour, e.g., becoming very withdrawn or aggressive.
- Changes in attendance patterns at college
- Sudden changes of living circumstances, e.g., moving out of home to live elsewhere.
- Expression of radicalised views to others – racism, extreme political views, animal rights, religious ideology etc.
- Expression of Interest in weapons, explosives etc.
- Talking about travelling abroad to conflict zones such as Syria Prevent

Appendix B – Designation and Contacts – Internal and External Key Internal Contacts

- Gareth Kenward: gareth.kenward@babcockinternational.com 07542 863803
- Sarah Blazey: sarah.blazey@babcockinternational.com 07860 757174
- Nicola Monger: nicola.monger@babcockinternational.com 07858 369053
- Kerry Cardew: Kerry.cardew@babcockinternational.com

DESIGNATED POSITIONS:

Safeguarding Management Group Members (SMG):

- Gareth Kenward, Sarah Blazey, Nicola Monger, Kerry Cardew

SPOC / Designated Safeguarding Lead (DSL):

- Gareth Kenward

Deputy Designated Safeguarding Leads (DDSL):

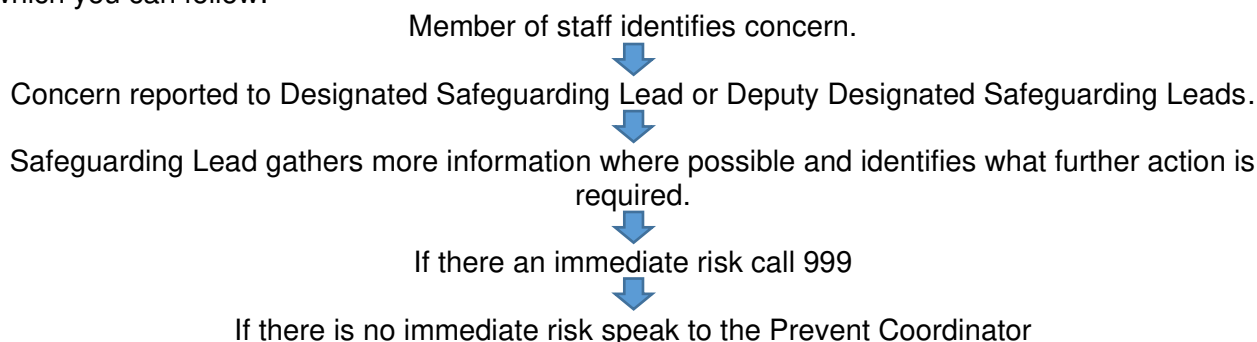
- Sarah Blazey and Nicola Monger

Key External Contacts

Local Authority arrangements may vary when referring allegations of abuse or general safeguarding concerns about young people under the age of 18 years or in the case of adults at risk of harm under the definition of the Care Act 2014. Refer to the Local Authority Multi-Agency Safeguarding Unit, Local Safeguarding Children Partnerships (SCP) or Boards (SCB) or Safeguarding Adults Board (SAB) for contact details, advice, and the referral process.

Appendix C - Prevent and Channel - Process Map for Reporting a Concern of a Vulnerable Individual

It is important for you as a member of staff to know where to go if you have a concern that someone may be on the route to radicalisation. Below is a flow chart which aims to show the process as to which you can follow:



Regional further education (FE) and higher education (HE) Prevent co-ordinators - GOV.UK (www.gov.uk)

Other options are...

- Call 101 and ask for Local Policing Team.
- Contact your regional Police Prevent and Channel Lead prevent@devon.gov.uk or channelsw@devonandcornwall.pnn.police.uk