Futureworks

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Futureworks

1 Prevent Policy

1.1 Purpose

1.1.1 Futureworks is committed to safeguarding students, staff, and visitors by setting out how we identify and mitigate risks of radicalisation, support individuals who may be at risk (including proportionate referrals), and meet our legal Prevent Duty obligations while upholding academic freedom and freedom of speech.

1.1.2 In the case of an emergency, or when an individual is at immediate risk of harm, you must call the emergency services on Tel. 999.

1.2 Scope

1.2.1 This policy applies to:

- All students
- All staff
- Visiting speakers and external partners
- Events and activities held on campus or under the Futureworks name

1.3 Our commitment

1.3.1 Futureworks is committed to:

- Protecting the safety and wellbeing of students and staff
- Promoting freedom of speech and academic freedom within the law
- Applying Prevent in a proportionate and risk-based way
- Complying with the Equality Act and the Human Rights Act
- Ensuring Prevent applies to **all forms of terrorism** and does not target any specific group

1.4 Academic freedom and freedom of speech

1.4.1 Futureworks recognises that open debate and the exploration of challenging ideas are essential to education. Events, teaching, and discussion will be supported wherever they are lawful.

1.4.2 Prevent considerations will be balanced against academic freedom and freedom of speech, and Futureworks will always seek to allow events to proceed where possible.

1.5 Safeguarding and support

1.5.1 Prevent concerns are managed through existing safeguarding structures. Most concerns raised are related to general wellbeing or support needs and are handled sensitively and confidentially.

1.5.2 Where Prevent support is appropriate, individuals will be fully involved in decisions and any support offered will be voluntary.

1.6 Information sharing

1.6.1 Personal information will be shared only where necessary and proportionate. Consent will be sought wherever possible. Information may be shared without consent only in rare cases where there is a serious risk to the individual or others.

1.7 Governance

1.7.1 Futureworks has clear governance arrangements in place to ensure that the Prevent duty is implemented effectively, lawfully, and proportionately, while safeguarding academic freedom and freedom of speech.

1.7.2 Overall responsibility for compliance with the Prevent duty sits with the **Board of Directors**, which provides strategic oversight and assurance. The Board ensures that its decisions and actions reinforce the principles of this Policy and that Prevent considerations are embedded into institutional governance and risk management processes.

1.7.3 The Board will:

- Receive assurance that Futureworks is meeting its Prevent obligations
- Be kept informed of relevant Prevent-related risks, developments, and changes in legislation or guidance
- Receive updates on any significant Prevent compliance issues and the outcomes of investigations or reviews
- Consider Prevent implications as part of strategic and operational decision-making

1.7.4 Day-to-day operational oversight of Prevent is delegated to the **Operations Team**, which is responsible for ensuring that this Policy and associated procedures are implemented consistently across the institution.

1.7.5 The Operations Team will:

- Oversee the implementation and ongoing operation of the Prevent Policy and Procedure
- Monitor compliance with Prevent requirements and relevant safeguarding legislation
- Ensure the Policy is reviewed regularly and updated in line with changes to legislation, government guidance, or institutional risk
- Ensure that appropriate resources, systems, and training are in place to support compliance
- Provide assurance and reporting to senior leadership and governance bodies as required

1.8 Roles & Responsibilities

1.8.1 The Head of Student Services **is the designated Prevent Lead** and has institutional responsibility for coordinating Prevent activity and acting as the primary point of contact with external Prevent partners.

1.8.2 The Prevent Lead is responsible for the strategic and operational leadership of Prevent at Futureworks.

1.8.3 The Prevent Lead will:

- Implement and promote this Policy and associated procedures
- Ensure that the Prevent duty is applied as a safeguarding measure and is balanced against academic freedom, freedom of speech, and equality and human rights legislation
- Act as the named contact for regulatory bodies, local authorities, and external Prevent partners
- Contribute to safeguarding and panels as appropriate
- Ensure that Prevent-related concerns are assessed fairly, proportionately, and sensitively
- Provide assurance to senior leadership and governance bodies that Prevent obligations are being met

1.8.4 Senior and line managers have responsibility for ensuring that Prevent is understood and applied consistently within their areas of responsibility.

1.8.5 Senior and line managers will:

- Ensure staff are aware of this Policy and know how to follow the Prevent Procedure
- Support staff to attend Prevent training and access relevant guidance
- Ensure that concerns are reported promptly through appropriate channels
- Promote a culture of safeguarding, inclusion, and respect for freedom of speech
- Support staff and students involved in Prevent-related processes

1.8.6 All staff share responsibility for safeguarding and for contributing to a safe and inclusive learning environment.

1.8.7 All staff will:

- Promote freedom of speech and academic freedom within the law
- Be alert to safeguarding concerns, including those related to Prevent
- Follow reporting procedures if they have a concern about a student, colleague, or visitor
- Participate in Prevent and safeguarding training as required
- Act in a professional, respectful, and proportionate manner at all times

1.8.8 Students are not expected to monitor or assess risk, but they play an important role in keeping the community safe.

1.8.9 Students are expected to:

- Treat others with respect and uphold Futureworks' values
- Raise concerns about safety or wellbeing by speaking to a member of staff
- Engage appropriately with safeguarding or support processes if involved
- Participate in learning activities in a lawful and respectful manner

1.9 Staff Training

1.9.1 Futureworks ensures all staff understand their responsibilities under the Prevent Duty by mandating Prevent Duty awareness training for every member of staff every two years, with the same training completed by all new starters as part of induction.

1.9.2 The training covers recognising early indicators of vulnerability to radicalisation, how to respond proportionately, safeguarding pathways (including the internal escalation route to the Prevent Lead and, where appropriate, referrals to Channel), and the importance of respectful, open academic discussion.

1.9.3 Completion is tracked by centrally, with prompts for refreshers issued, and content is reviewed regularly to reflect current statutory guidance.

2 Prevent Procedure

2.1.1 Below you can find the key steps in relation to reporting a Prevent concern. You can find a flow chart of the Procedure in Appendix 1.

2.1.2 In the case of an emergency, or when an individual is at immediate risk of harm, you must call the emergency services on Tel. 999.

2.2 Recognising a concern

2.2.1 A concern may arise when you notice:

- Significant changes in behaviour, wellbeing, or engagement
- Signs of isolation, distress, or vulnerability
- Expressions that suggest someone may be at risk of harm
- Anything that causes you to feel concerned, even if you are unsure

2.2.2 You do not need evidence and you do not need to decide whether something is a Prevent issue.

2.3 Reporting a concern

2.3.1 What to do

- **Students:** speak to a member of staff you trust
- **Staff:** speak to your line manager or a senior colleague
- Concerns may also be raised directly in writing with the **Prevent Lead**

2.3.2 Concerns should be reported as soon as possible.

2.3.3 What not to do

- Do not confront or challenge the individual
- Do not investigate or assess the risk yourself
- Do not promise confidentiality if safety may be at risk

2.4 After a concern is reported

- The concern is logged and reviewed by the Prevent Lead
- The situation is considered sensitively and on a case-by-case basis
- The Prevent Lead may need to speak to relevant staff and students
- In many cases, concerns are addressed through wellbeing or pastoral support.
- Where relevant, Prevent support options are explored

2.5 Prevent support and Channel

2.5.1 If a concern is assessed as a Prevent issue the Prevent Lead may decide to make a Prevent referral.

2.5.2 Students may be offered support by Channel, which is a non-criminal, voluntary programme providing tailored support such as mentoring, education, employment guidance, or positive activities. Referral to Channel does **not** result in a criminal record.

2.6 Events and external speakers

2.6.1 Event organisers must follow the External Speaker & Events process.

2.6.2 Where Prevent concerns arise:

- Events will be reviewed internally
- Conditions may be applied to manage risk
- Events will be allowed to proceed wherever lawful

2.7 Recording and confidentiality

2.7.1 All Prevent-related concerns and actions are recorded securely and handled in line with data protection requirements.

2.7.2 Information is shared only on a need-to-know basis.

2.8 Advice and support

2.8.1 If you are unsure whether to raise a concern, seek advice from:

- A member of staff
- Your line manager
- Student Services
- Prevent Lead

2.8.2 Raising a concern does not mean someone is “in trouble” — it is about ensuring support and safety.

3 Monitoring and Review

3.1 Monitoring

3.1.1 The implementation and effectiveness of the Prevent Policy and associated procedures are **monitored on an ongoing basis** through institutional safeguarding and governance arrangements. This includes regular consideration of Prevent-related activity, emerging risks, and compliance requirements.

3.1.2 Monitoring activity includes:

- Oversight of Prevent-related concerns and referrals through the Operations Team
- Review of anonymised data and trends relating to safeguarding and Prevent concerns
- Monitoring staff awareness and completion of Prevent training
- Review of external speaker and event approvals where Prevent considerations have been applied
- Consideration of feedback from students, staff, and The Open University where appropriate

3.1.3 The **Prevent Lead**, supported by the Operations Team, is responsible for coordinating monitoring activity and providing assurance to senior management and governance bodies that Prevent obligations are being met.

3.2 Review

3.2.1 Futureworks is committed to ensuring that this Prevent Policy remains effective, proportionate, and aligned with current legislation and statutory guidance.

3.2.2 This Policy will be formally reviewed every 2 years**,** or sooner where:

- There are changes to Prevent legislation or government guidance
- There are significant changes to institutional risk or operating context
- Issues are identified through monitoring, audit, or incident review

3.2.3 Any amendments to the Policy will be approved by the Operations Team and communicated to staff and students in a timely manner.

3.2.4 Futureworks will use learning from monitoring and review to support continuous improvement in safeguarding practice.

4 Appendix 1: Reporting Prevent Concerns

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