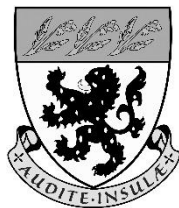


MARYVALE INSTITUTE



Safeguarding and PREVENT Policy

Contents

Important Contacts	2
Definitions	3
Institute Policy	4
Safeguarding Flowchart	6
Procedures	8
Receiving Concerns	8
Reporting a Safeguarding Concern Form	11
Record Keeping	13
Staff Training	13
Safer Recruitment	14
PREVENT	15
Appendix 1 Visit Risk Assessment Template	18
Appendix 2 Employer Health and Safety Checklist	19

Name of policy/procedure/document:			Safeguarding and PREVENT policy
Document owner:			Institute Safeguarding Contact (ISC)
Date Originally Created:			08/2019
Last reviewed:			02/22
Reviewed by:			Alan Hassall Diocesan Head of Safeguarding, with Tony Brown (ICT Manager) and Sr Maris Stella Igwe (Registry Assistant)
Audited by:			Maryvale Council
Date of Audit:			June 2021
Date of next review: (annually unless otherwise agreed)			02/23
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)			Reporting a safeguarding concern form
Version Control			
Version	Author [name]	Date	Brief summary of changes
V2	Rita Bannister	June 2020	Policy significantly expanded to comply with Admin Audit feedback from 30 th Oct 2019.

			<p>Section 1 – addition of definitions of roles and responsibilities</p> <p>2.2 – clarification of reporting process</p> <p>Revised reporting flowchart</p> <p>3.1 to 3.13 Clarified order of reporting flow and response</p> <p>3.9 Introduction of “Reporting a Safeguarding Concern” form</p> <p>Removal of reference to consent</p> <p>5 Clarification of training process</p>
V3	Rita Bannister	April 2021	Revised section 6
V4	Tony Brown, Sr Maris Stella Igwe, Alan Hassall	February 2022	<p>p.3 contacts and link updated, Reference to Catholic Safeguarding Advisory Services (CSAS) changed to Catholic Safeguarding Standards Agency (CSSA).</p> <p>1.2 - Updated Staff changes from three social workers to two social workers and a former police officer.</p> <p>1.3 - Reference to Diocesan Safeguarding Commission (DSC) changed to Diocesan Trustees Safeguarding Sub-Committee - DTSS)</p> <p>1.4 – Updated part of the role of the LST.</p> <p>p.5 link updated</p> <p>2.3 – Footnote information changed.</p> <p>p.8 contacts updated</p> <p>7.3.3 – link updated</p>

Important contacts

Institute Safeguarding Contact – Academic Registrar, 0121 325 2410,
registry@maryvale.ac.uk

Diocesan Head of Safeguarding – 0121 230 6240,
safeguarding@rcaob.org.uk

Adults and Communities Access Point (ACAP) – 0121 303 1234

Childrens’ Advice and Support Services (CASS) – 0121 303 1888

Local Police – 0345 113 5000, 101 or 999

As part of the Archdiocese of Birmingham, Maryvale Institute is committed to the ‘one church’ approach to safeguarding as set out nationally, for the safeguard of vulnerable adults, children and young people. The Catholic Safeguarding Standards Agency (CSSA) provides procedures and guidance for dioceses and Catholic organisations in England and Wales and these can be found at [Practice guidance - cssa\(catholicsafeguarding.org.uk\)](https://cssa(catholicsafeguarding.org.uk)). As part of the Archdiocese of Birmingham, Maryvale Institute is required to have safeguarding procedures that adhere to those provided by CSSA, this policy incorporates CSSA policies into an Institute specific document. The primary relationship for the Institute is with the Diocesan Head of Safeguarding (HoS) and the Lead Safeguarding Trustee for the Archdiocese. CSSA provides national guidance and support to Diocesan Trusts, their Safeguarding Commissions and Safeguarding teams to support a consistency of approach and standards.

This policy is for the use of all Institute staff to ensure that the above responsibilities to protect both children and adults are met.

1. Definitions

- 1.1 Institute Safeguarding Contact (ISC) – the individual working within Maryvale with responsibility for safeguarding for the institute. This individual is the first point of contact for raising concerns and either completes the “Reporting a Safeguarding Concern” form (see page 10), or receives completed forms from other members of staff. The ISC will provide an initial response to any identified safeguarding concerns and will also be responsible for ensuring that day-to-day safeguarding is effective across the Institute’s activities. The ISC receives annual training from the diocesan Head of Safeguarding.
- 1.2 Diocesan Head of Safeguarding (HoS) – responsible for the development, implementation and reporting of safeguarding policies and activities across the Birmingham Catholic Archdiocese (BCA). The HoS is a qualified Social Worker, with experience of working the Local Authority and the NSPCC. The HoS has a team of three Safeguarding Advisors (two social workers and one former police officer), supporting work across the Archdiocese.
- 1.3 Diocesan Trustees Safeguarding Sub-Committee (DTSS) – oversees the work of the Safeguarding Team. Representatives from Statutory agencies attend this subcommittee.
- 1.4 Lead Safeguarding Trustee (LST) – member of the Birmingham diocesan board or trustees with specific responsibility for safeguarding issues. This individual reports on safeguarding activities in the Institute to the diocesan board of trustees at each meeting. The LST also chairs the DTSS.
- 1.5 Statutory safeguarding duties apply to an adult who meets the following criteria:
 - 1.5.1 Has needs for care and support (whether or not a local authority is meeting any of these needs);
 - 1.5.2 Is experiencing, or is at risk of, abuse or neglect¹; and

¹ Physical abuse, domestic violence, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect, self-neglect.

- 1.5.3 As a result of these care and support needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

2. Institute Policy

- 2.1. The Institute Safeguarding Contact (ISC) is the Academic Registrar, with a direct link to the diocesan Safeguarding team. In the absence of the Registrar, the contact would be the Academic Dean, as another member of the Senior Management Board.
- 2.2. As well as immediate contact in the case of advice needed, the ISC provides a monthly update to the diocesan HoS (including nil reports); and to the LST, who then updates the board of trustees at each meeting.
- 2.3. In delivering its programmes the Institute works with “a presumption of capacity” as set out in the CSSA procedures manual.²
- 2.4. The Institute will adhere to local safeguarding reporting responsibilities further to the Children Act, 1989, Working Together to Safeguard Children, 2018 and The Care Act 2014. It is to be noted, however, that the Institute does not offer programmes or activities specifically for children or for vulnerable adults (as defined in point 1.5 above).
- 2.5. During the course of all Institute activities safeguarding concerns may be identified in respect of either adults or children, this may relate to students, staff, those visiting the site or information disclosed about another individual that might indicate risk of harm. In all instances safeguarding procedures must be followed as outlined in this policy. Guidance is provided to staff on how to respond to safeguarding disclosures – see below.
- 2.6. If a competent adult explicitly refuses the making of a referral, the matter must be immediately referred to the diocesan HoS for advice. If urgent, and in the absence of the HoS, the matter should be referred to Children’s or Adult services – contact details are below in the safeguarding flow chart. In an emergency the police should be contacted.
- 2.7. If the student, or someone they have identified, is considered to be at immediate risk of harm then a referral will be made directly to the Police, informing the Safeguarding Contact as soon as possible afterwards.
- 2.8. If there is no immediate risk of harm the person receiving the information must discuss the matter with the ISC, who will make a decision on the action required, in consultation with the diocesan HoS as soon as possible (within one working day).
- 2.10 Maryvale Institute does not accept students under the age of 18.
- 2.11 Institute policy states that children aged 2 to 18 are not allowed to accompany parents to residentials or study days at Maryvale. Under 2s are allowed *only* if they are under 24 hour care from a parent or carer. if any member of staff identifies any concern about the welfare of a child or concern about the care provided this will be immediately reported to the ISC or the police/Children’s Services in an emergency
- 2.12 Children visiting with families for events such as the graduation ceremony or open lectures remain the responsibility of their family members with whom they are visiting. A risk assessment is

² Practice Guidance: Management of Concerns and Allegations, Section 4 Mental Capacity

completed by a member of the Maryvale Senior Management Board (SMB) before each event, covering health and safety and safeguarding (see template appendix 1).

- 2.13 On the rare occasions that local schools make arrangements for their pupils to visit the historic and religious areas of the building they must remain under the control of the school staff at all times. As in 2.12 above, before each visit a member of the SMB will complete a risk assessment.
- 2.14 Students delivering activities in parishes or in youth environments as part of their voluntary role or employment are bound by the policies and procedures in place in that environment (all Parishes and youth centres are required to have their own Safeguarding and Risk Assessment policies and procedures in place).
- 2.14 Students on the Youth Ministry and School Chaplaincy (YMSC) programme are already in an employed or voluntary role when they embark on the programme and will have had a Disclosure and Barring Service (DBS) check. The programme administrative team requires sight of the resultant certificate before enrolment and a record is taken of their certificate number. Any concerns arising from the DBS process will be flagged to the Institute Safeguarding Contact (ISC) and thence referred to the diocesan Head of Safeguarding (HoS) for advice. In the event that it is identified that there is any safeguarding concern that has not been addressed by the setting where the student is undertaking their role this should be raised with the ISC. The ISC will report the concern to the HoS and Lead Safeguarding Trustee (LST) and a response can be agreed in liaison with the relevant setting to ensure that the matter is responded to effectively.
- 2.15 All employers of students on the YMSC programme are asked to complete a checklist to confirm that they have the necessary safeguarding policies in place – see appendix 2.

Maryvale Institute

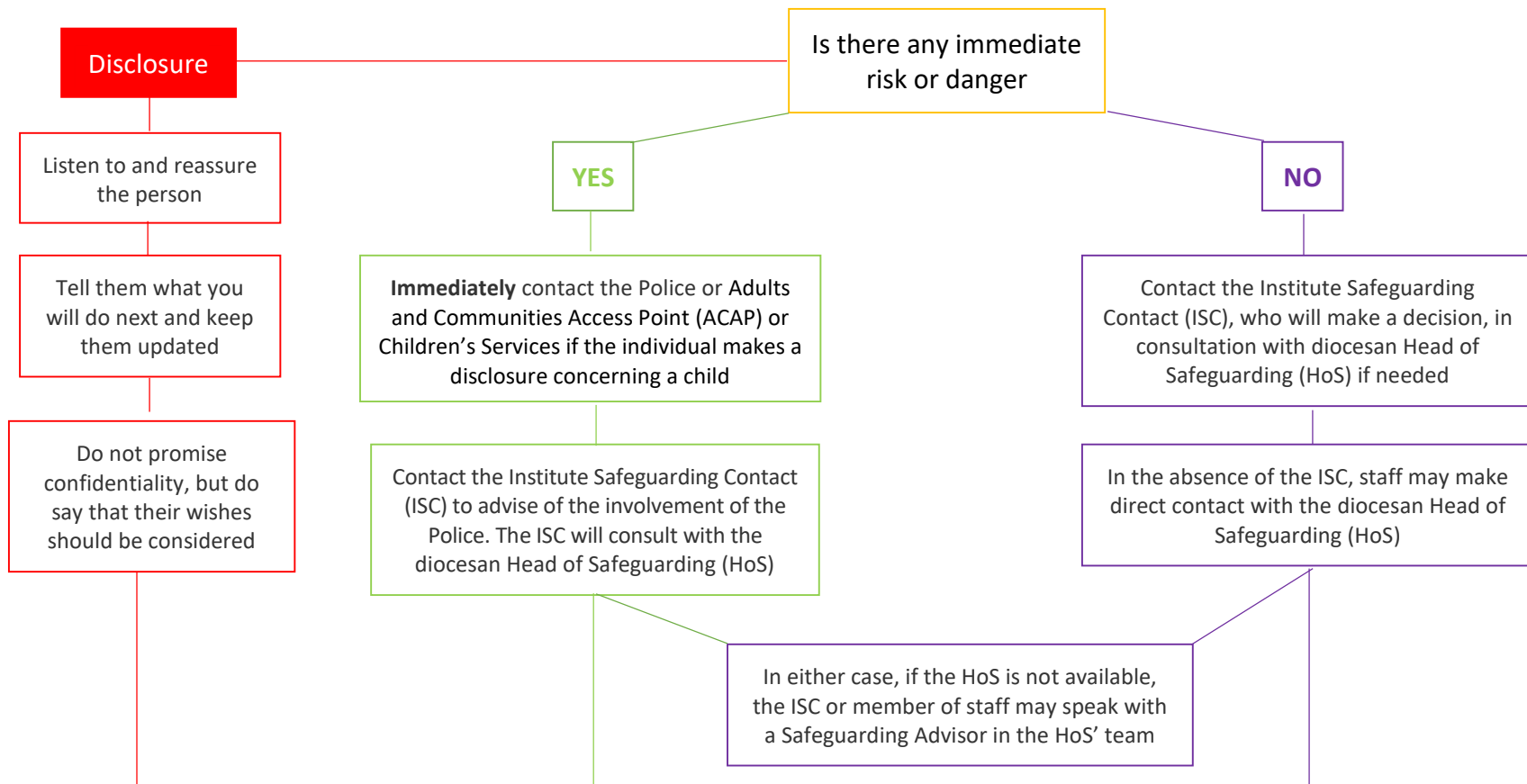


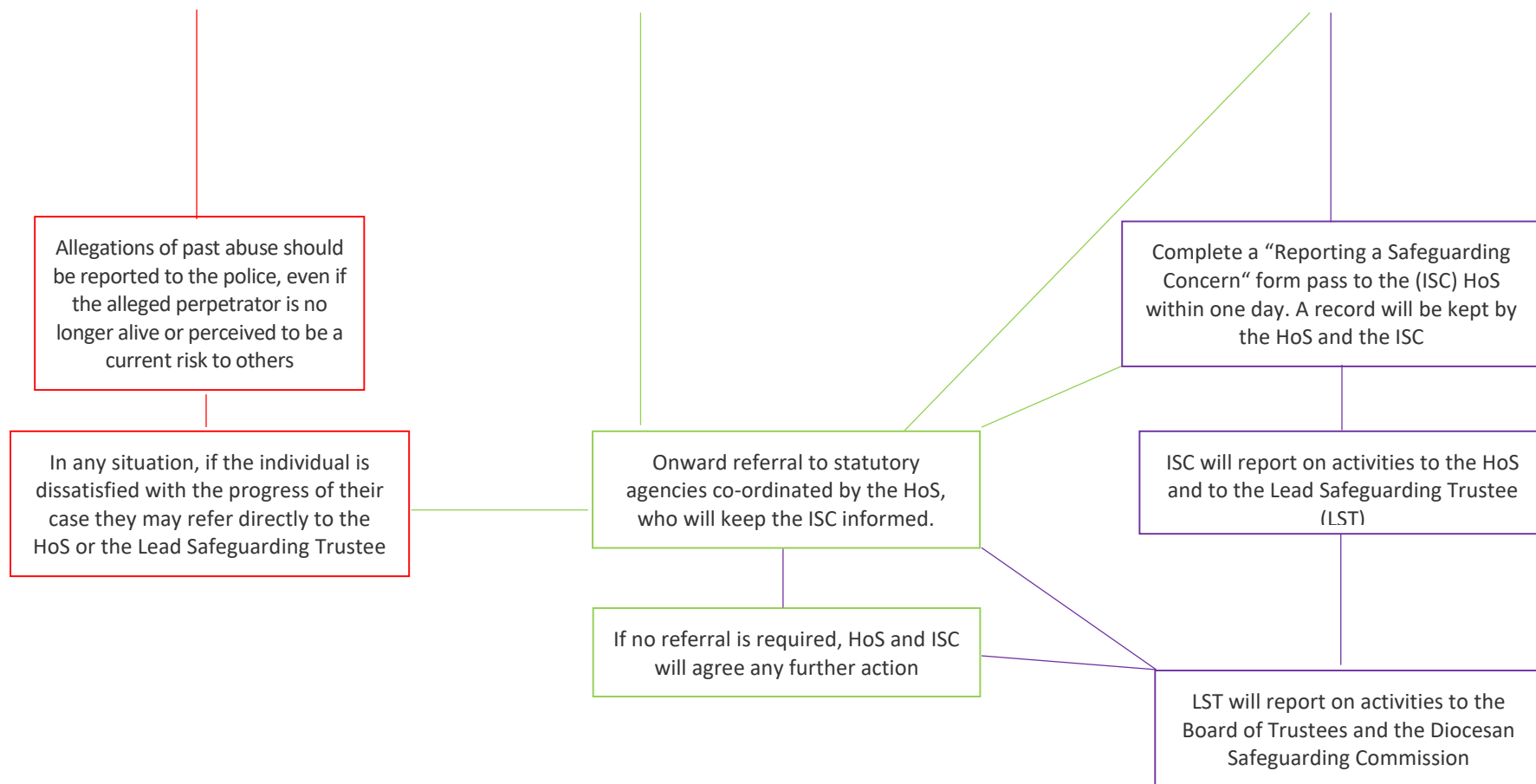
Safeguarding Flowchart

The Catholic Church of England and Wales is committed to safeguarding as an integral part of the life and ministry of the Church and affirm a 'One Church' approach to safeguarding children, young people and adults at risk through the promotion of a sustained culture of constant vigilance.

Allegations of abuse are always reported to the statutory agencies in accordance with national procedures to ensure that they are dealt with promptly and properly, and where appropriate, perpetrators are held to account. The Church will act in an open, transparent and accountable way in working in partnership with social care services, the Police, health agencies, probation services and other relevant agencies to safeguard children and adults at risk and assist in bringing to justice anyone who has committed an offence against a child or adult.

All adults acting in the name of the Catholic Church in England and Wales have a responsibility to act and intervene when it appears that children or adults need to be made safe from risk of abuse or maltreatment.





Institute Safeguarding Contact - Registrar - 0121 325 2410, registry@maryvale.ac.uk
Diocesan Head of Safeguarding - 0121 230 6240 safeguarding@rcaob.org.uk
Birmingham CASS - Children's Advice and Support Services 0121 303 1888.
Lead Safeguarding Trustee deirdre.kelly@rcaob.org.uk
Local police 0345 113 5000, 101 or 999
Adults and Communities Access Point (ACAP) - 0121 303 1234

3. Safeguarding procedures

- 3.1. Should a student or member of staff present a safeguarding concern or appear to be a cause of concern, the matter should be referred to the Institute Safeguarding Contact (ISC), who will decide on a course of action and/or refer to the diocesan Head of Safeguarding (HoS) for advice. The LST will be advised of the concern identified.
- 3.2. Those receiving the concern should refer to the advice given in point 4 below.
- 3.3. It is not within the remit of any Institute employee to investigate allegations or suspicions of abuse. Where the diocesan Head of Safeguarding believes it is appropriate the concerns will be reported to the Police or Social Services.
- 3.4. In the absence of the ISC, the member of staff may contact the HoS directly. If the HoS is unavailable a member of his team will be able to offer advice.
- 3.5. If an individual is considered to be at immediate risk of harm the police must be contacted immediately and the (ISC) HoS advised as soon as possible afterwards.
- 3.6. If an individual is not considered to be at immediate risk of harm the details must be recorded on the "Reporting a Safeguarding Concern" form and discussed with the HoS as soon as possible (within one working day).
- 3.7. If onward referral to statutory agencies is required this is co-ordinated by the HoS, who keeps the ISC informed.
- 3.8. If no onward referral is required the HoS and the ISC will agree any further action. Further discussion and case management will be undertaken by the HoS and ISC regularly and in line with relevant legislation dependent upon the nature of the case.
- 3.9. If the individual is unhappy with the progress of his/her case, he/she may make direct contact with the HoS or the Lead Safeguarding Trustee (LST).
- 3.10. The ISC provides a monthly update of safeguarding activities to the HoS and to the LST (including nil reports). The LST will then update the board of Trustees and the Safeguarding Commission.

4. Receiving concerns

- 4.1. Anybody at or in contact with the Institute may raise a safeguarding concern, or concerns might be identified about either adults or children during the course of Institute activities. It is important that staff are aware that these concerns might not relate directly to a member of the Institute community itself, but could relate to information or concerns for those in their families or wider networks. This would include both children and adults and staff should be aware that any behavior, comments or disclosures that indicate potential harm to individuals, whether they are part of the Institute or not, but must in all cases be acted upon.
- 4.2. If a concern is raised by the adult themselves, the person receiving the information should observe the following practice:
 - 4.2.1. Listen and acknowledge what is being said without passing judgement or minimising the information;
 - 4.2.2. Be reassuring and calm;

- 4.2.3. Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language and communication skills and disability;
- 4.2.4. Do not promise full confidentiality;
- 4.2.5. Always be clear that information will only be shared on a need-to-know basis with relevant others, within the confines of the General Data Protection Regulation 2016 and the Data Protection Act 2018. However, if concerns are such that there are reasonable grounds to suspect that harm may come to any individual, there is a statutory duty to share these concerns with the authorities
- 4.2.6. Ask their consent to take up their concerns;
- 4.2.7. Make a comprehensive record of what is said and done as soon as possible after speaking to the individual (and before leaving work for the day). Keep all original notes, as they may be needed as evidence. The record should include:
 - A verbatim record of what the individual says has occurred, in their own words. This record may be needed later in any criminal trial and should therefore be as accurate as possible;
 - Details of the allegation or concern;
 - A description of any injury. Note, however, that you must not remove a person's clothing to inspect any injuries;
 - Dates, times and places, and any other information that may be helpful in investigating the allegation.
- 4.2.8. Explain what you will do next;
- 4.2.9. If they do not agree advise them that you will need to consult with your Safeguarding Contact, but state that, where risk is identified actions may have to be taken to protect individuals and consent and/or agreement may not be required dependent upon the circumstances;
- 4.2.10. Try to encourage and support them to share their information;
- 4.2.11. Give them your contact details and those of the Safeguarding Contact;
- 4.2.12. Give them a timescale for when and how you or the Safeguarding Contact will contact them again Never leave an adult to wait to hear from someone, e.g. a Police officer or social worker, without any idea of timescale or place;
- 4.2.13. Do not contact the adult about whom the allegation or concerns are being raised to tell them about the information, you could be putting an adult in danger, e.g. where there is domestic violence taking place, and/or prejudice any investigation.
- 4.2.14. If the concerns or allegations are raised by another person or follow from observations made by a member of the Institute staff, make notes of the information and contact the ISC immediately for consultation about what action to take. The ISC may need to refer to the diocesan HoS for advice.
- 4.2.15. If a member of the Institute staff is given information by an individual indicating that they (the individual) may themselves be harming or presenting a risk of harm to someone else, the member of staff who receives the information must make it clear to the individual that the information must be passed to the Safeguarding Contact and/or the diocesan Head of Safeguarding for consultation and further action to be taken.

Maryvale Institute



Reporting a Safeguarding Concern

This form should be used to record safeguarding concerns. In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Institute Safeguarding Contact (ISC) within one working day or the next working day if it's a weekend. The form should be completed at the time or immediately following the event or disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

The contents of this form will be shared with the diocesan Head of Safeguarding as soon as possible after submission to the ISC.

Date and time of event or disclosure	Date	Time

We may need to contact you for more information, please include your contact information

Name		Role	
Telephone		email	

Details of person affected

Name		Address	
Telephone		email	

Details of event or disclosure

(Please describe in detail, using only the facts and actual words used if possible)

Witnesses to event (if any)

1.

2.

Name and contact details

Describe initial actions taken

Date and time referred to diocesan Head of
Safeguarding

Details of advice received

Additional information if required

I have completed this form providing factual information only, without views or opinion

Signed

Date

Please submit this completed form to the Institute Safeguarding Contact via
registry@maryvale.ac.uk, Maryvale House, Old Oscott Hill, Kingstanding, Birmingham B44 9AG. If
you need to discuss your concerns, or the contact of this form please contact (0121 325 2410)

Date and time of submission to Institutional Safeguarding Contact (if not completed by the ISC)	Date	Time
Date and time form copied to diocesan Head of Safeguarding	Date	Time

This form can be downloaded from our website www.maryvale.ac.uk, under Regulations and Policies

5. Recording and record keeping

- 5.1. The person receiving the information about the allegation must make a detailed written record of what they have been told and by whom, using the Institute “Reporting a Safeguarding Concern” form.
- 5.2. This completed form must be given, or emailed, to the ISC and provided to the HoS as quickly as possible, no longer than one working day.
- 5.3. Minutes of meetings or discussions held in relation to a case which will be shared with those present within 10 working days. Any discrepancies are to be noted and an agreed record placed on the safeguarding file (hard copy and electronic).
- 5.4. Paper records must be kept securely in a locked filing cabinet in the Registry and shared only with people who are entitled to have the information, in accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018. Electronic records are kept in a secure area of the Institute’s network, accessible only by the ISC and the Dean. These records should be kept separate to the students’ personal files and retained for six years after the student has completed his/her study with the Institute.
- 5.5. If the disclosure relates to an allegation against a member of Institute permanent or associate staff, the ISC will create a case file in the name of the person against whom the allegation has been made and store this in a locked and confidential place and on a secure area of the network. If allegations against a staff are proven the details are kept on their staff record for 25 years after his/her employment ceases.
- 5.6. If allegations are unproven a record is kept on his/her personnel file for one year after the closure of the case.

6. Staff Training

- 6.1. Staff training is co-ordinated by the ISC, in collaboration with the HoS.
- 6.2. The ISC and deputy (Dean) complete online Educare modules biennially.
- 6.3. In addition to the Educare modules, the ISC and deputy receive bespoke ½ day training from the HoS, looking at Institute specific scenarios. This training is refreshed biennially.
- 6.4. All permanent and associate staff participate in annual Maryvale Safeguarding training, by following the online module on *Moodle*. Engagement with this module is monitored by the ISC and reminders issued where necessary.
- 6.5. The online module includes Maryvale specific scenarios, to put the legislation into context; and will be updated as and when needed to ensure it continues to relate to updated legislation.
- 6.6. The online module concludes with a quiz, which requires a minimum pass mark of 80%. Less than 80% will require the individual to repeat the module.
- 6.7. Each year all staff (permanent and associate) are issued with a safeguarding update, which includes the newest revision of the Institute policy and the Key Points note. Attention is drawn to any changes in legislation or policy and they are reminded of their role in safeguarding.

7. Safer Recruitment

7.1. Policy statement

As part of its commitment in seeking to ensure that those who work at the Institute are safe individuals and to deter those who may present a risk of harm, Maryvale follows the policies set out by CSSA for the Catholic Church in England and Wales, in applying robust selection and appointment processes to anybody who is applying to work or volunteer within the Institute. Reliance on a practice of untested trust is insufficient and we aim to adhere to the highest standards of practice and public accountability, while continuing to foster a spirit of trust and openness that reflects the values of the Church.

The safer recruitment process is only the beginning in ensuring Institute staff are effective and can practice safely. This is supplemented by training and induction which promotes safeguarding as well as an Institute wide culture where the importance of safeguarding is recognised and all staff have appropriate knowledge and skills to respond effectively and a culture of vigilance is the norm.

7.2 The application form

- 7.2.1 An application form must be completed by all those seeking to work for the Institute. The Institute uses a standard form, which is reviewed before each recruitment.
- 7.2.2 The application form will request the names and contact details of two referees, one of which must be the current or most recent employer. References from relatives or generic references addressed "To whom it may concern" are not acceptable.
- 7.2.3 The applicant must seek the permission of their referees before their contact details are included on the form.
- 7.2.4 Applicants will be asked if referees can be contacted before any interview is arranged.
- 7.2.5 Those leading the appointment process are responsible for satisfying themselves that references are authentic and should follow up with the referee by telephone or face to face discussion where:
 - There are negative or ambiguous statements;
 - There are gaps in information in the reference and further information is required;
 - There is inconsistent information in the reference that you consider requires clarification;
 - There are doubts about the authenticity of the reference.

7.3 DBS disclosure

- 7.3.1 Applicants invited for interview will be asked to complete a Safeguarding Self Declaration Form.
- 7.3.2 The completed form will be handed to the ISC in a sealed envelope and thence submitted (unopened) to the HoS. The HoS will offer advice to the Institute based on the content of the form. Appointments will not be confirmed until receipt of a satisfactory report from the HoS.

- 7.3.3 If, in the case of a new role, the HoS has advised that a DBS Disclosure will be required the applicant will be directed to the CSSA Policy Statement on the Recruitment of Ex-Offenders <https://www.catholicsafeguarding.org.uk/wp-content/uploads/2021/09/Policy-Statement-on-the-recruitment-of-ex-offenders.docx>. The applicant will be asked to complete the DBS check process following a provisional offer of employment. Approval to appoint following this process will be provided by the HoS once satisfactory checks have been confirmed. Any blemished disclosures are considered by the HoS and Safeguarding Commission further to CSSA procedures and a recommendation regarding appointment will result.

7.4 Interviews

- 7.4.1 The selection process will include a measurement of each applicant against the essential requirements of the role.
- 7.4.2 For paid posts appropriate applicants will be invited for an interview; those seeking voluntary roles will be invited for a formal discussion.
- 7.4.3 Applicants attending interviews will be asked to bring with them the completed Self Declaration Form, plus original photographic proof of identity and, if not a British national, proof of leave to remain and/or work permit. These will be photocopied and, if the application is unsuccessful, the copies will be destroyed at the end of the recruitment process. If the application is successful, the copies will be retained as part of the individual's personnel file.
- 7.4.4 Safeguarding issues will be explored through the interview process, through the use of robust and appropriate questioning.

8. Protecting people from radicalisation and PREVENT

- 8.1 Radicalisation simply means the process where someone is led to adopt extreme political, social and religious ideals and aspirations. This can lead to people supporting terrorism or getting involved in extremist activity.
- 8.2 The Institute has duties under the Counter Terrorism and Security Act 2015, or the Prevent Duty, to prevent individuals within its community from being drawn into terrorism.
- 8.3 As part of induction all new staff are expected to complete the Home Office provided online training <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>
- 8.4 This training is supplemented by a bespoke session delivered by the HoS and ISC to put the online training into context.
- 8.5 A log of completion of this training is kept by the ISC and shared with the HoS,
- 8.6 This is followed up by annual refresher training.

8.7 Possible Outward Behaviours

- Becoming increasingly argumentative and domineering in their viewpoint
- Ignoring views that contradict their own
- Refusing to listen to different points of view
- Unwilling to engage with people who are different
- Becoming abusive to people who are different
- Embracing conspiracy theories
- Feeling persecuted
- Changing friends and appearance
- Distancing themselves from old friends
- No longer doing things they used to enjoy
- Converting to a new religion
- Being secretive and reluctant to discuss their whereabouts
- Expressing feelings of an 'us and them' mentality
- Making travel plans and being vague about their arrangements

If you have concerns about any individual within the Institute community please raise them with the Institute Safeguarding Contact or, if there is a risk of immediate danger, contact the police.

Radicalisation can happen anywhere, by anyone, however one of the biggest platforms where it takes place is on social media.

8.8 Online Behaviour

- Being increasingly secretive with online activities
- Changing on line identity
- Having more than one online identity
- Spending a lot of time online or on the phone
- Accessing extremist online content
- Joining or trying to join an extremist organisation

Acts of violent extremism and hate crimes are committed by a small minority of people and are not representative of the public. However, people who may be vulnerable to radicalisation may be easily influenced by radical behaviour or extremist ideology.

8.9 Who may be vulnerable?

- Those in a transitional period in their lives. This may be as a result of a bereavement, family unit change or moving home;
- People suffering with poor mental health;
- Those seeking an identity or belonging;
- People with low self-esteem or confidence;
- Victims of bullying or race / hate crime;
- People who have undergone a recent religious conversion;
- Being rejected by peer, faith social groups or family;
- People who are in regular contact with others who have extremist views.

8.10 PREVENT

PREVENT is part of the Government's counter terrorism strategy that aims to stop people supporting terrorism or getting involved in extremist activity.

PREVENT works with partner agencies to provide practical help to prevent people from being drawn into terrorism and ensures they are given appropriate advice and support. It works in a similar way to programmes designed to safeguard people from gangs, drug abuse, and physical and sexual abuse. It aims to provide early intervention, before a person gets drawn into terrorism, extremism and related criminal activity.

If you are worried about Radicalisation, terrorism or extremism don't wait until you are certain. Contact any of the following if you have concerns:

Institute Safeguarding Contact – registry@maryvale.ac.uk

Anti-Terrorist Hotline 0800 789 321 and a confidential online form which can be found at <https://www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/>

Counter Terrorism Police <https://www.counterterrorism.police.uk/>

What happens when I contact the police?

When you make a report about suspicious activity or behaviour specially trained officers and police staff will take the details and pass these on for further checks. The information you provide will be kept secure and your identity will be protected. Your call is not recorded and you do not need to give your name. Don't be concerned about wasting police time

For more support or information you can contact the following:

NSPCC Helpline 0808 800 5000 or help@nspcc.org.uk

Educate Against Hate <https://educateagainsthate.com/>

Let's talk about it – <https://www.ltai.info/>

UK Safer Internet Centre - <https://www.saferinternet.org.uk/>

Your own local authority who coordinate PREVENT

PREVENT duty guidance <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

APPENDIX 1

Maryvale Institute



Visits Risk Assessment

Event				
Date of Event				
Potential hazards				
Risk Rating	Likelihood 1-5	Severity 1-5	Total rating 1-25	'net' risk High/Medium/Low (H/M/L)
1.				
2.				
3.				
4.				
Who is at risk				
What control measures are in place to reduce the above risk				
1.				
2.				
3.				
4.				
Who implements control measures				
Review required				
RA Completed by				
Date				