

Prevent Policy

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1.0 Introduction

The Chartered Institute of Building (CIOB) strongly believes in, and adheres, to the Government's Prevent strategy laid out in the 2015 Counter Terrorism and Security Act and the duty it places on training providers. This is as per paragraph 114 of the Counter-terrorism strategy (CONTEST) 2018. Not only do we have a statutory duty to ensure that we protect children, young people and vulnerable adults at risk of radicalisation, but also a moral duty. We recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. This policy and procedure focuses on how we:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support and work with sectors and institutions where there are risks of radicalisation which we need to address.

This policy is applicable to all staff, members, learners, visitors, contractors, volunteers, service providers and subcontractors who may be working with:

- children (those under 16)
- young people (those aged 16-24)
- individuals who have an existing Education, Health and Care Plan (EHCP) in place
- vulnerable adults at risk of harm (as defined in section 59 of the Safeguarding Vulnerable Groups Act 2006 and/or those persons aged 18 and over who, by reason of mental or any other disability, age or illness, are or may be unable to look after themselves or are or maybe unable to protect themselves against harm or exploitation).

It applies to all those individuals identified above whom CIOB encounters through any of their programmes or events.

The Board of Trustees has the legal responsibility for the Institute and therefore has the responsibility to ensure that it is current and to consider any amends proposed in the timely manner.

2.0 Aims of the Policy

The aims of this Policy are to:

- Identify the expectations of staff in relation to Prevent.
- Ensure relevant and effective Prevent practices are in place.
- Ensure that the fundamental rights and needs of our apprentices and applicants are observed.
- Ensure staff act professionally.
- Reject at interview stage anyone where we have doubts about suitability.
- Prevent the risk of radicalisation by ensuring procedures and standards are in place.

3.0 Reference

Throughout this policy and procedure, reference is made to 'children and young people'. This term is used to mean those under the age of 18. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care

- keeping action to enable all children to have the best outcomes (Keeping Children Safe in Education 2026).

Reference is made throughout to 'vulnerable adults at risk of harm'. Adults who are at risk of harm are defined as people aged 18 years or over who may need, or receive, community care services by reason of mental health or other disability, age or illness and who may be unable to take care of themselves or protect themselves against significant harm or exploitation (No Secrets, Department of Health. March 2000). The procedure will be applied, with appropriate adaptations, to all learners.

This policy has been created with reference to the Counterterrorism and Security Act (2015), Prevent Duty Guidance (2023), Working Together to Safeguard Children (2026), the Online Safety Act (2023), Keeping Children Safe in Education (2026) and CONTEST (2023).

4.0 Objectives of the Policy

At CIOB, all employees are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The principal objectives of this Policy are that:

- All CIOB staff will understand what radicalisation and extremism are and why we need to be vigilant.
- All staff and learners will know that CIOB has policies in place to keep them safe from harm and that CIOB regularly reviews its systems to ensure they are appropriate and effective.
- CIOB staff promote respect, tolerance, and diversity.
- Staff and learners are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others. It is recognised that learners or staff with low aspirations are more vulnerable to radicalisation, therefore we strive to equip our staff and learners with confidence, self-belief, respect, and tolerance as well as setting high standards and expectations for themselves.
- Staff and learners are briefed during their Induction and as part of ongoing standardisation and training about how to stay safe when using the Internet and are encouraged to recognise that people are not always who they say they are online. They are taught to seek help if they are upset or concerned about anything they read or see on the Internet.
- Inappropriate websites are banned and cannot be accessed from CIOB premises. Relevant staff members of CIOB, contractors, associates, and volunteers undertake appropriate training to ensure that they are clear about their role and the parameters of their responsibilities including their statutory safeguarding duties. Through various training opportunities within CIOB, we ensure that our staff are fully aware of the threats, risks and vulnerabilities that are linked to radicalisation; are aware of the process of radicalisation and how this might be identified early on.

CIOB will:

- Provide a safe environment for children, young people, and vulnerable adults at risk of harm to learn in.
- Identify those who are suffering or who are at risk of radicalisation.
- Have a system for identifying concerns in relation to the radicalisation of children, young people and vulnerable adults at risk of harm and effective methods of responding to disclosures.

- Refer concerns that a child, young person or vulnerable adult at risk of harm, or might be at risk, of radicalisation to the appropriate agencies.
- Work effectively with others as required by Working Together to Safeguard Children (2026).

CIOB will approve and review policies and procedures:

- Ensuring systems are in place and effective in relation to the identification of children, young people and vulnerable adults at risk or harm of radicalisation and procedures for reporting concerns are widely known.
- Ensuring effective procedures for reporting and dealing with allegations of radicalisation by members of staff or others who come into contact with learners.
- Ensuring safe recruitment of staff, ensuring staff are appropriately trained to discharge their duties in relation to Prevent.
- In developing policies and procedures, CIOB will take account of guidance issued by the Home Office, Department for Education, Ofsted and other relevant bodies and groups including the Local Safeguarding Children Board.

5.0 CONTEST

CONTEST is the Government's Counter Terrorism Strategy, originally published in July 2006 and re-published in September 2023. The aim of the strategy is 'to reduce the risk from terrorism to the UK, its citizens and the interests overseas, so that people can go about their lives freely and with confidence.' The success of this strategy is not linked to total elimination of the terrorist threat, but in reducing the threat sufficiently to allow people a normal life free from fear.

CONTEST has four strands, often known as the four Ps. The aims of the 4 Ps are:

- PREVENT – to stop people becoming terrorists or supporting violent extremism
- PURSUE – to stop terrorist attacks through disruption, investigation and detection
- PREPARE – where an attack cannot be stopped, to mitigate its impact
- PROTECT – to strengthen against terrorist attack, including borders, utilities, transport infrastructure and crowded places.

6.0 Prevent

Prevent is a national programme, the overriding objective is to stop people from becoming terrorists or supporting terrorism before any terror-related crime is committed. The aims of Prevent are to:

- tackle the ideological causes of terrorism
- intervene early to support people susceptible to radicalisation
- enable people who have already engaged in terrorism to disengage and rehabilitate.

It provides early intervention to support people before they go too far down a road towards violence and criminal activity. Prevent helps to acknowledge and address the causes of radicalisation using existing schemes in communities before those who might be vulnerable to radicalisation commit any related crime.

A key element Prevent was the introduction of the British Values in 2014 (see 7.0 for further information).

All learners engaging with CIOB in any way will undertake an induction session which is to include, but not exclusively; health and safety in the workplace, awareness of safeguarding and Prevent and British values. It is our aim to set core values that are for all stakeholders

and the Management Team have our set parameters embedded into our expectations for staff.

Leaders and managers champion Prevent, leading strongly on ensuring that this is discussed in a variety of forums and relevant communication and promotions are a regular feature. We actively promote all forms of equality and foster greater understanding of, and respect for, people of all faiths (or those of no faith), races, genders, ages, disabilities and sexual orientations.

6.1 Radicalisation

Radicalisation is the process by which an individual comes to adopt extremist views. It's defined as 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. People can be drawn into violence or they can be exposed to the messages of extremist groups by many means.

Some children, young people and vulnerable adults at risk of harm may be susceptible to radicalisation for the purpose of violent extremism. Concerns regarding radicalisation will be referred to Channel which is a multi-agency panel who will offer guidance and support with the aim of preventing activity which could be deemed as criminal. Further information relating to Channel can be found in 8.0.

The risk of radicalisation is the product of a number of factors and identifying this risk requires that staff exercise their professional judgement, seeking further advice as necessary. It may be combined with other vulnerabilities or may be the only risk identified. Potential indicators include:

- use of inappropriate language
- possession of violent extremist literature
- behavioural changes
- the expression of extremist views
- advocating violent actions and means
- association with known extremists
- seeking to recruit others to an extremist ideology.

There is no single profile or indication of a person who is likely to become involved in terrorist-related activity. The factors surrounding radicalisation are many and they are unique for each person.

Radicalisation can increasingly occur through online environments, including social media platforms, forums, gaming communities, encrypted messaging applications and emerging technologies.

Learners may be exposed to extremist narratives through misinformation, disinformation, conspiracy theories, artificially generated content, deepfake videos or other manipulated media designed to influence beliefs, behaviours or perceptions.

Staff should remain vigilant to the use of technology as a vehicle for radicalisation and report concerns through established safeguarding and Prevent procedures.

6.2 Extremism

The UK Government has defined extremism as 'the promotion or advancement of an ideology based on violence, hatred or intolerance that aims to:

- negate or destroy the fundamental rights and freedoms of others; or

- undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
- intentionally create a permissive environment for others to achieve the results in either point.

Extremists can be individuals, groups or organisations, where there is evidence of behaviour conducted to further any of the three aims set out in the definition'.

Extremism is the holding of extreme political or religious views, often advocating illegal, violent or other forms of extreme behaviour. It's the vocal or active opposition to conventional values and is often fuelled by a narrow belief which can steer an individual into terrorism.

Extremist narratives may seek to promote hatred, violence, discrimination or intolerance towards individuals or groups. This can include content that promotes racism, religious hatred, antisemitism, misogyny, hostility towards women and girls, homophobia or other forms of prejudice.

CIOB recognises that such narratives may create vulnerabilities to radicalisation and should be considered when assessing Prevent concerns.

6.3 Terrorism

Terrorism in the UK is defined as a violent action that:

- endangers a person's life, other than that of the person committing the action
- involves serious violence against a person
- causes serious damage to property
- creates a serious risk to the public's health and safety
- interferes with or seriously disrupts an electronic system.

The use of 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.

There are different forms of terrorism and extremism and Prevent seeks to address all forms of radicalisation and vulnerability. Current terrorist threats may arise from a range of ideological influences. These include, but are not limited to:

- Islamist extremism
- Extreme Right-Wing extremism
- mixed, unstable or unclear ideologies
- emerging extremist movements and online communities
- conspiracy-driven extremist narratives.

CIOB recognises that terrorist and extremist ideologies continue to evolve. Vulnerability to radicalisation is not limited to any single ideology, faith, ethnicity, gender or background. All concerns will be assessed on an individual basis, taking account of the person's circumstances, behaviours, vulnerabilities and potential safeguarding risks.

Terrorism has a devastating impact on victims, their families and as well as wider communities.

7.0 British Values

British values are fundamental, shared principles that form the basis of society and identity in the UK. They serve as the pillars of British society, influencing how individuals interact with each other and the state.

7.1 Democracy

Democracy empowers people to exercise control over the form and functions of their government. Britain is a democratic society, and through the voting process, helps guide decision making, laws and policy within the government.

7.2 The Rule of Law

The UK is governed by laws and rules, all of which are in place to protect British citizens. Taking accountability and having a respect towards laws and the rules of institutions enables everyone to feel safe and protected.

7.3 Individual Liberty

British citizens have the freedom to make choices regarding the elements of our lives that are outside of government control. Things such as freedom of speech and the right to make choices about our lifestyles are examples of individual liberty.

7.4 Mutual Respect and Tolerance of Those of Different Faiths and Beliefs

Recognising the differences of others and respecting their individual liberty is important within society. Even if individuals do not share other's choices, lifestyles and beliefs, it is important to respect others.

We live in a society where there are many different faiths and beliefs. Everyone should have the right to practice their religion or hold their own beliefs free from prejudice or discrimination.

The UK has various laws and policies in place to combat discrimination and promote equality, emphasising the importance of respecting and tolerating differences. Educational settings and workplaces are particularly focused on teaching and embodying these values, fostering environments where diversity is not only accepted but celebrated. This includes not discriminating against those with protected characteristics (Equality Act 2010), namely:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion and belief
- sex
- sexual orientation.

CIOB view British values of paramount importance, underpinning what it is to be a citizen in a modern and diverse Great Britain. As well as actively promoting these values to our staff and learners, we embed our strategy across the full learner journey; staff promote it through their delivery and embed safeguarding naturally with learners.

8.0 Channel

Channel is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour. Channel works in a similar way to existing safeguarding partnerships aimed at protecting vulnerable people. Channel is designed to work with individuals of any age who are at risk of being exploited by extremist or terrorist ideologies.

The process is shaped around the circumstances of each person and can provide support for any form of radicalisation or personal vulnerabilities. Each Channel Panel is chaired by a Local Authority and brings together a range of multi-agency partners to collectively assess the risk and can decide whether a support package is needed. The group may include statutory and non-statutory partners, as well as lead safeguarding professionals.

If the group feels the person would be suitable for Channel, it will look to develop a package of support that is bespoke to the person. The partnership approach ensures those with specific knowledge and expertise around the vulnerabilities of those at risk are able to work together to provide the best support. Channel interventions are delivered through local partners and specialist agencies.

The support may focus on a person's vulnerabilities around health, education, employment or housing, as well as specialist mentoring or faith guidance and broader diversionary activities such as sport. Each support package is tailored to the person and their particular circumstances. A person will always be informed first if it's felt that they would benefit from Channel support. The process is voluntary, and their consent would be needed before taking part in the process. This process is managed carefully by the Channel Panel. Anyone can make a referral. Referrals come from a wide range of partners including education, health, youth offending teams, police and social services. This policy relates to all Staff and Apprentices and Stakeholders.

At CIOB, we are fully committed to safeguarding and promoting the welfare of all apprentices and staff.

9.0 Roles and Responsibilities

To ensure the policy is effectively maintained, CIOB have a variety of roles with specific responsibilities.

9.1 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) and is fully supported by our experienced safeguarding team (detailed on page 9) who are also available to support all individuals experiencing Prevent concerns.

The DSL has a key duty to take lead responsibility for raising awareness across all employees relating to the welfare of children, young people and vulnerable adults at risk of harm in the company and of overseeing the referral of cases of Prevent concern.

Employees must remain vigilant at all times of the risk to learners of coercive behaviour from different sources including members of their family, other learners and employees. Any suspicion, allegation or incident of matters that relate to Prevent from employees must be referred to a line manager (or another manager if appropriate) for full investigation.

If the alleged perpetrator of inappropriate behaviour relating to Prevent is another employee, the circumstances will be investigated fully under the Institute's Disciplinary Procedure. If the alleged perpetrator of inappropriate behaviour relating to Prevent is a member, the circumstances will be investigated fully under the Institute's Disciplinary Regulations. If it is agreed to be a Prevent matter a written record of the date and time of the report will be made including the name of the person to whom the matter is reported and sent to the DSL within 24 hours.

If necessary, the Institute will refer details of the circumstances to the relevant authority with jurisdiction within this area.

- Concerns for the safety and well-being of children, young persons or vulnerable adults at risk of harm could arise in a variety of ways and in a range of different settings. For example, a child may report or display signs of radicalisation or abuse, someone may hint that a child is at risk or that a colleague is demonstrating signs of coercion or an abuser, an individual may witness or hear about coercion or abuse in another organisation. It is essential to act quickly and professionally in all cases of suspected radicalisation or abuse.
- Any allegation by a child, young person or vulnerable adult at risk of harm against a member of staff, another learner or volunteer should be reported immediately to the DSL who has responsibility under this policy. In dealing with such allegations, CIOB has a duty of care to the individual and staff member, learner, or volunteer against whom the allegation has been made.

9.2 CIOB Team with a Responsibility for Prevent

The following details are to be used for any enquires relating to Prevent from the Apprenticeship Delivery perspective:

Name	Role	Contact
Steve Conopo	Designated Safeguarding Lead	E: sconopo@ciob.org.uk T: +44 (0)1344 630818
Rachel Shareef	Deputy Designated Safeguarding Lead	E: rshareef@ciob.org.uk T: +44 (0)1344 630715
Simran Dhaliwal-Sangha	Deputy Designated Safeguarding Lead	E: ssangha@ciob.org.uk T: +44 (0)1344 630845
Christina Lattimore	Deputy Designated Safeguarding Lead	E: clattimore@ciob.org.uk T: +44 (0)1344 630821

9.3 Responsibilities of the Team

The team are responsible for the following areas:

- Ensuring Prevent concerns are recorded using the Prevent National Referral Form.
- Ensuring cases of suspected Prevent concerns or allegations relating to an individual are appropriately referred to relevant agencies.
- Providing advice and support to staff, consultants and trainers on issues relating to Prevent.
- Ensuring staff receive appropriate updates regarding emerging radicalisation risks, including online radicalisation, misinformation, disinformation, conspiracy theories, deepfakes, AI-generated content and extremist narratives.

- Ensuring all records of any Prevent referral, complaint or concern is kept, (even where that concern does not lead to a referral) on the Safeguarding Log.
- Ensuring all staff, consultants, trainers and apprentices have access to the Safeguarding and Prevent Policies.
- Ensuring safer recruitment practices are in place.
- Ensuring safer recruitment guidelines are applied to learners applying to courses which give access to working with children, young people and vulnerable adults at risk of harm
- Ensuring identification badges are issued to staff, consultants and trainers.

10.0 Managing Prevent Concerns

All staff, consultants, trainers, (whether directly employed within CIOB or contracted) and learners have a responsibility for identifying potential instances of individuals who may be at risk of radicalisation. Prevent sits alongside safeguarding duties designed to protect children, young persons and vulnerable adults at risk of harm from a range of other harms such as abuse, involvement in gangs and physical and sexual exploitation.

CIOB apply the Prevent guidelines provided by the UK government which focus on:

- **Notice:** recognising the signs of someone being radicalised into terrorism by noticing a change in their behaviour. This could include the individual:
 - spending more time on-line accessing extremist online content or downloading propaganda material
 - becoming increasingly argumentative in their viewpoints or being abusive to others
 - demonstrating increasingly antisocial behaviour or changing their associations with others
- **Check:** establishing with one, or more, of the following people that they agree it is a cause for concern:
 - a colleague
 - line manager
 - the Designated Safeguarding Lead (DSL)
- **Share:** the sharing of concerns and information with the relevant agencies whilst ensuring GDPR protocols are followed.

11.0 Responding to Disclosure

Children, young people and vulnerable adults at risk of harm who may be susceptible of being radicalised are more likely to disclose details of the themes covered under Prevent to someone they trust and whom they feel safe with. By listening and taking seriously what the child, young person or vulnerable adult at risk of harm is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

11.1 Actions to be Taken by the Person Being Disclosed to

- React calmly so as not to frighten them.
- Avoid asking direct questions other than those seeking to clarify your understanding of what the individual has said, they may be formally interviewed by the correct authority, and they should not have to repeat their account on several occasions. Inappropriate and excessive questioning at an early stage may also impede the conduct of a criminal investigation should this be actioned.
- Take what the individual is saying seriously, recognising the difficulties inherent in interpreting what is being said by a person who has a speech impairment or differences in language.
- Tell them they were not to blame, and they were right to tell someone.

- Reassure the child, young person or vulnerable adult at risk of harm but do not make promises of confidentiality which will not be feasible in the light of the developments. Explain to them that you will have to share your concerns with the Designated Safeguarding Lead who has the authority to act.
- Record in writing on the Prevent National Referral Form all the details that you are aware of and what was said using the child, young person or vulnerable adult at risk of harm own words immediately.

11.2 How to Deal with Suspicions/Concerns of Prevent Themes

Key things to remember if a child, young person or vulnerable adult at risk of harm tells you about possible matters relating to the Prevent themes:

- Never promise confidentiality you will have to break it, and with it the individual's trust in you. Listen carefully and stay calm; you need to listen without making assumptions or judgements.
- Do not interview a child, young person or vulnerable adult at risk of harm. Question normally and without pressure and only to be sure that you understand what you have heard. Never ask leading questions or act as an investigator. Do not put words into their mouth.
- Reassure them that by telling you, they have done the right thing. Inform them that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- Find out what the child, young person or vulnerable adult at risk of harm would like to happen but make them aware that you may have to act against their wishes (e.g. they may ask you not to disclose to anyone else). For those under the age of 18; wishes regarding action to be taken will be noted, where possible. However, the individual will be made aware that this will not affect the final decision to make a referral.
- Note the main points carefully.
- Use the Prevent National Referral Form to gather key information and as a record of your discussion.
- Do not investigate concerns or allegations yourself but report them immediately to a Designated Safeguarding Lead.
- Adult learners have the right to make their own choices where they are capable of doing so.

11.3 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned in matters relating to Prevent for those children, young people and vulnerable adults at risk of harm who may be affected. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- a Designated Child/Adult Safeguarding Lead
- the parents or carers of the person who is alleged to have been affected by any of the Prevent themes
- Police/Social Care Services
- Senior Management where appropriate
- the person making the allegation
- the alleged influencer (and parents or carers if the influencer is a child or young person or vulnerable adult at risk of harm).

11.4 Concerns about Individuals Who Are Not Learners with CIOB

For young people and vulnerable adults at risk of harm who are not learners of CIOB, the referral must go back to the head of the organisation to which they are attached. The contact can be made direct or via one of the Designated Safeguarding Leads.

Where there is no organisational contact available, the referral will be made direct to Channel. If there is a concern about a workplace this should be recorded on a Safeguarding and Wellbeing Form and reported immediately to the Designated Safeguarding Lead.

11.5 Reporting and Dealing with Allegations Against Members of Staff

The procedures apply to all staff, consultants, and trainers whether teaching, administrative, management or support. Allegations of abuse against a member of staff can be defined as when a person has:

- behaved in a way that has influenced a child, young person or vulnerable adult at risk of harm
- possibly committed a criminal offence against or related to a child, young person or vulnerable adult at risk of harm
- behaved towards a child, young person or vulnerable adult at risk of harm in a way that indicates she/he is unsuitable to work with children, young people or vulnerable adults at risk of harm.

Following an allegation against a staff member, member, consultant or trainer, the Designated Safeguarding Lead will inform the appropriate authority (Channel, Police, etc). The staff member, member, consultant or trainer will either be suspended or not offered any further work until the outcome of the allegation is confirmed.

Tutors must inform a DSL if a learner does not show up to a session, 1-2-1 or review that they have booked, immediately. The DSL will then contact the learner and obtain reasoning for their absence. The DSL will make contact within 30 minutes of the report – if unsuccessful in contacting the learner, their emergency contact will be contacted to ensure the safety and wellbeing of the learner.

12.0 Recruitment and Selection

CIOB aims to recruit and develop skilled and motivated staff who will deliver an outstanding service. An effective recruitment and selection process is a major contributor to this aim. CIOB are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults at risk of harm and expects its staff to share this commitment.

12.1 The Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) was introduced on 1 December 2012, through the Safeguarding Vulnerable Groups Act 2006 and Protection of Freedom Act 2012. Its purpose is to reduce the risk of harm to children and vulnerable adults.

All staff, members, consultants and trainers employed within or volunteers for CIOB where their primary role is focused on working in settings with children, young people or vulnerable adults at risk of harm present must have a current Enhanced DBS (within 3 years) and submit a copy to the HR Department. All staff, members, consultants and trainers employed within CIOB where their primary role is focused on working in settings with children, young people or vulnerable adults at risk of harm present must have completed Prevent training in the last year. This will be checked as part of occupational competency.

12.2 Recruitment and Vetting Checks Records

The Safeguarding Children and Safer Recruitment in Education guidance which came into force on 1st January 2011, recommends that, in addition to the various staff records which

are kept as part of normal business, CIOB will keep and maintain a single central record of recruitment and vetting checks (last updated 26 April 2012).

CIOB will apply principles of Safer Recruitment to staff working with children, young people and vulnerable adults at risk of harm. It is CIOB's responsibility to ensure that their staff and volunteers have the relevant DBS disclosures. CIOB will not undertake DBS checks for learners. All staff who participate in the recruitment process are required to undergo recruitment and selection process training. In addition, every interview panel must have at least one member who has received Safer Recruitment training.

Whilst it is a criminal offence to knowingly employ someone who is barred from working with children, young people or vulnerable adults at risk of harm in regulated activity, it is possible to allow such a person to work in controlled activity, subject to specific safeguards being in place. The decision whether to employ in controlled activity someone who is barred from working with children, young people or vulnerable adults at risk of harm in regulated activity will be made by the Directors of CIOB. CIOB reserve the right to take up references for all members of staff, consultants or trainers. All members of staff, consultants and trainers working in settings with children, young people, or vulnerable adults at risk of harm present on site must have two references.

See Safer Recruitment Policy for more detail.

13.0 Websites

The following websites can be viewed in association with this policy.

13.1 Legal Acts

1. Counter Terrorism and Security Act 2015

[Counter-Terrorism and Security Act 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2015/22/contents)

2. Safeguarding Vulnerable Groups Act 2006

[Safeguarding Vulnerable Groups Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2006/16/contents)

3. Criminal Justice and Courts Act 2015

[Criminal Justice and Courts Act 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2015/2/contents)

4. Serious Crime Act 2015

[Serious Crime Act 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2015/52/contents)

5. Protection of Freedoms Act 2012

[Protection of Freedoms Act 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2012/27/contents)

13.2 Government Departments and Statutory Guidance

1. Counter Terrorism Strategy (CONTEST) 2023

[Counter-terrorism strategy \(CONTEST\) 2023 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115111/Counter-terrorism_strategy_(CONTEST)_2023_-_GOV.UK)

2. Keeping Children Safe in Education

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115111/Keeping_children_safe_in_education_-_GOV.UK)

3. No Secrets

[No Secrets: guidance on protecting vulnerable adults in care - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115111/No_Secrets_guidance_on_protecting_vulnerable_adults_in_care_-_GOV.UK)

4. Working Together to Safeguard Children

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-safeguard-children)

5. Prevent Guidance

[Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/prevent-duty-guidance-england-and-wales-2023)

6. Prevent Strategy

[Prevent strategy 2011 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/prevent-strategy-2011)

7. The Prevent Duty

[The Prevent duty: an introduction for those with safeguarding responsibilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/the-prevent-duty-an-introduction-for-those-with-safeguarding-responsibilities)

8. The Department for Education

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9. Channel

[Channel and Prevent Multi-Agency Panel \(PMAP\) guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/channel-and-prevent-multi-agency-panel-pmap-guidance)

10. British Values

[Promoting fundamental British values through SMSC - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/promoting-fundamental-british-values-through-sm-sc)

11. The Disclosure and Barring Service

[Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/disclosure-and-barring-service)

12. Safeguarding Children and Safer Recruitment in Education

[Safeguarding children and safer recruitment in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/safeguarding-children-and-safer-recruitment-in-education)

13. Information Sharing

[Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/information-sharing-advice-for-safeguarding-practitioners)