

The Education & Training Foundation

Business support staff and the Prevent duty

This brief guide is to help you as business support staff understand the responsibilities around the Prevent duty and who to contact to get help if you are worried or unsure about anything.

Complying with the Prevent duty includes promoting and exemplifying British values: i.e. democracy, rule of law, individual liberty, tolerance and mutual respect and different faiths and beliefs. This includes not discriminating against the following nine groups as set out in the Equality Act 2010:

This includes complying with the Equality Act 2010 and preventing discrimination against those with protected characteristics:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.¹

All staff and volunteers must attend Safeguarding and Prevent duty training as identified or provided by your institution.

All staff and volunteers must report any Safeguarding and Prevent concerns to the named staff responsible.

All staff and volunteers are expected to uphold the values embedded within the Equality Act 2010 at all times. They should use any relevant opportunities to promote the British values of: democracy, rule of law, individual liberty, tolerance and mutual respect for different faiths and beliefs².

If you have concerns then always refer them to the appropriate Prevent (normally the Safeguarding) team internally.

As business support staff you may access information or see or hear things that other staff are not aware of. You should use your professional judgement to decide when concerns should be referred to the Safeguarding team.

This might include admissions teams raising concerns regarding behaviour, attitude to questions, answers to specific questions or other information; finance staff raising concerns about vulnerability

¹ Equality Act, 2010: <http://www.legislation.gov.uk/ukpga/2010/15/section/4>

² <https://www.gov.uk/government/publications/prevent-duty-guidance>

and personal circumstances or their awareness of issues surrounding their work with partner organisations. HR raising concerns regarding DBS issues or those relating to staff or volunteers.

As business support staff, whether or not you have regular direct contact with students, you may have access to information or see things that other staff do not see and which might on occasion give you cause for concern

Identification of concerns might include the following, although this list is not exhaustive:

Admissions teams might identify concerns as students go through the admissions process.

Finance staff might raise concerns about vulnerability and personal circumstances

HR may identify issues relating to DBS applications or to staff behaviour

Careers and IAG staff may raise concerns from information shared in one to one meetings with students

- Expression of views which are discriminatory against protected groups or individuals
- Third party reports of concerns about behaviour e.g. plans to travel abroad or extremist activities
- Direct disclosure of vulnerability
- Evidence of discriminatory treatment of other groups or individuals
- Evidence of bullying behaviour or harassment
- Evidence of non-compliance with the institution's expectations of behaviour
- Possessing, accessing extremist materials.
- Expression of extremist views including on Facebook.
- Use of extremist language
- Threats of violence

If you have further questions or have a Prevent or Safeguarding concern then talk to a member of the Prevent (normally Safeguarding) team. They are there to help and support you.

**For further support and links go to The Education and Training Foundation Prevent website:
<http://www.preventforfeandtraining.org.uk>**