

The Education & Training Foundation

Prevent duty for reception staff

What is your Prevent duty?

This brief guide is to help you as reception 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 reception staff you may take phone calls which impart information which needs to be passed on and may witness non-college or provider activities and behaviours in in the area around the premises in particular near the entrance. You should use your professional judgement to decide when concerns should be referred to the Safeguarding team.

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

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

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

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

- People from outside the college or provider accessing the entrance in a way that raises concerns
- Attempts to enter the institution which give you concern.
- Non college or college members distributing leaflets or other materials promoting extremism
- Information by telephone or email which raise concern
- Materials including waste which gives cause for concern
- Expression of views which are discriminately against protected groups or individuals
- Third party reports of concerns about behaviour e.g. plans to travel abroad or extremist activities
- Expression of extremist views including on Facebook
- Evidence of discriminately treatment of other groups or individuals
- Evidence of bullying behaviour or harassment
- Evidence of non-compliance with the providers expectations of behaviour
- Possessing, accessing extremist materials.
- Use of extremist language
- Threats of violence

If your professional experience gives you concerns about the behaviour of individuals then discuss this with a member of the Safeguarding team.

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