

# THE CAMBRIDGE PRIMARY SCHOOL

## PREVENT DUTY POLICY

**2023**

**Part 1: Preventing Extremism and Radicalisation Safeguarding Guidance**  
**Part 2: Preventing Extremism and Radicalisation Risk Assessment and Action Plan**



<b>Date of Approval:</b>	September 2023
Reviewed and updated: (with regard to the 2023 Prevent duty guidance)	December 2023

**The Cambridge Primary School**  
**Part 1: Preventing Extremism and Radicalisation Safeguarding Guidance**

The aim of the PREVENT Strategy (2023) is 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.

When considering The Prevent Duty and the wider safeguarding duties, The Cambridge Primary School accepts the UK Governmental definition of extremism, radicalisation and terrorism which are:

Extremism *‘the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.’*

Radicalisation *‘the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.’*

Terrorism *‘an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or 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.’*

In order for The Cambridge Primary School to fulfil the Prevent duty, it is essential that staff are able to identify children who may be susceptible to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of our schools’ wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. As a school, we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and are addressed as a safeguarding concern.

There is no place for extremist views of any kind in The Cambridge Primary School, whether from internal or external sources. We are aware that children can be exposed to extremist influences or prejudiced views from an early age which emanate from a variety of sources and, at times, children may themselves reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language. Any prejudice, discrimination or extremist views, including derogatory language, displayed by pupils or staff will always be challenged and where appropriate dealt with in line with our Code of Conduct for staff. We recognise that if we fail to challenge extremist views, we are failing to protect our pupils.

The Cambridge Primary School aims to build children’s resilience to radicalisation by promoting fundamental British values; enabling children to challenge extremist views. It is important to emphasise that the Prevent duty is not intended to stop children debating controversial issues. On the contrary, The Cambridge aims to provide an environment and curriculum which provides a safe space in which children and staff can understand the risks associated with terrorism. Education is a powerful tool; equipping young people with the knowledge, skills and critical thinking, to challenge and debate in an informed way. We provide a broad and balanced curriculum, so that our pupils are enriched, understand and become tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalized.

As part of our wider safeguarding responsibilities, all Cambridge Primary School staff will be alert to:

- disclosures by pupils of their exposure to the extremist actions;
- views or materials of others outside of school, such as in their homes or community groups, especially where pupils have not actively sought these out;
- Graffiti symbols, writing or art work promoting extremist messages or images;
- Pupils accessing extremist material online, including social networking sites;
- Parental reports of changes in behaviour, friendship or actions;
- Requests for assistance partner schools, local authority services, and police reports of issues affecting pupils in other schools or settings;
- Pupils voicing opinions drawn from extremist ideologies and narratives use of extremist or 'hate' terms to exclude others or incite violence;
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture.

The Cambridge Primary School will closely follow any agreed procedures, as set out by Hampshire's Safeguarding Children Partnership. See Appendix for further documentation.

In the event of concerns about a person becoming radicalised, the local Safeguarding team should be contacted:

Children: **0300 555 1384** Adults: **0300 555 1386**

Online Prevent National referral: [Prevent National referral form](#)

Online report to UK police: [Report suspected terrorist activity](#)

Information and advice is also available from:

Anti-Terrorist Hotline: **0800 789 321**

Crime Stoppers: **0800 555 111**

If you suspect terrorism or violent extremism is being promoted or related activity is taking place, contact the police on **101** or in an emergency call **999**.

If you have found material online which is illegal or of an extremist nature, as well as making a referral in any of the above ways, you can [report it anonymously](#).

The key National advice is: *'If you have any information about activity or behaviour that doesn't feel right, please report it. Use our secure online form at [gov.uk/ACT](https://gov.uk/ACT)'*

*If you get caught up in the rare event of a weapons attack we urge you to follow the [Run, Hide, Tell](#) advice.'*

We encourage the use of external agencies or speakers to enrich the experiences of our pupils, however, we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils. To do this we will use Hampshire Safeguarding and HM Government guidance for engagement with external agencies. Vetting is to ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to our Cambridge School values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum, so we need to ensure that this work is of benefit to all pupils.

The Cambridge Primary School will attempt to ensure that any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.

The messages do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.

Activities are matched to the needs of pupils. Activities are carefully evaluated by school to ensure that they are effective. We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. By delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help pupils develop the critical thinking skills needed to engage in informed debate.

Where there are concerns of extremism or radicalisation, pupils and staff will be encouraged to make use of our internal systems to Whistle Blow or raise any issue in confidence, the procedures are within the Cambridge School Whistle Blowing Policy. Staff at The Cambridge Primary School will be alert to the fact that whilst extremism and radicalisation is broadly a safeguarding issue there may be some instances where a child or children may be at direct risk of harm or neglect. For example; this could be due to a child displaying behaviours in terms of the activities they are involved in or the groups they are associated with or staff may be aware of information about a child's family that may equally place a child at risk of harm. Therefore, all staff working at The Cambridge Primary School (including visiting staff, volunteers' contractors, and students on placement) are required to report instances where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Lead or Headteacher. The Designated Safeguarding Lead works in line with the responsibilities as set out the Hampshire Safeguarding guidance and DfE Guidance 'Keeping Children Safe in Education'. The Designated Safeguarding Lead (and/or deputy DSL's) and Headteacher are the focal contacts for those who may have concerns about an individual child's safety or well-being including responsibilities of the PREVENT strand of the Government's counter-terrorism strategy.

If a child or young person is identified as being vulnerable to being drawn into radicalisation, they will be referred to Hampshire children's social care using the [Prevent National referral form](#) and concerns will be considered in the MASH process. The police prevent officer could pass the referral on to a multi-agency Channel panel for support, if they consider the information indicates a level of risk. Channel is a voluntary, confidential support programme which is entirely voluntary at all stages.

In line with the statutory guidance on the Prevent duty, The Cambridge Primary School, with the support of Hampshire Prevent Partnership Board, has put in place measures to fulfil the prevent duty under four general themes: risk assessment, working in partnership, staff training and IT policies.

### **Risk Assessment**

As part of our commitment to safeguarding children at The Cambridge Primary School, we assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This demonstrates both a general understanding of the risks affecting children given the local context and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff are alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. School staff use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

### **Working in Partnership**

The Cambridge Primary School is aware of the importance of communication with both the local authority and local police, to provide contextual information to us understand the risks in the local area.

Hampshire Prevent Partnership Board are responsible for co-ordinating what is done by local agencies for the purposes of safeguarding and promoting the welfare of children in their local area. The Cambridge Primary School use their guidance and resources to support our procedures and training.

The Cambridge also understands the importance of effective engagement with parents and the family is also important as they are in a key position to spot signs of radicalisation. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

### **Staff Training**

Whole school in-service training on Safeguarding and Child Protection will be organised for staff and the Local Advisory Committee annually and will comply with the prevailing arrangements agreed by Hampshire Prevent Partnership Board.

Additional, specific training, regarding the Prevent Duty (including extremism and radicalisation and its safeguarding implications), will be organised annually for the DSL team and as part of a two year 'hot topics' cycle for all staff.

In addition to this, we will apply safer recruitment best practice principles and sound employment practice in general and in doing so will deny opportunities for inappropriate recruitment or advancement. Checks, prior to recruitment, will be completed, including, but not limited to, DBS checks at the appropriate level, references received and checked and thorough interview process.

### **IT Policies**

The statutory guidance makes clear the need for schools to ensure that children are safe from terrorist and extremist material when accessing the internet in schools. The Cambridge Primary has strong filtering and monitoring systems in place to protect children from accessing extremist material and alerts should children search for inappropriate content.

The Cambridge Primary School also has a clear understanding of the important role we play in equipping children and young people to stay safe online, both in school and outside. Internet safety is an integral part of the Computing curriculum and can is also embedded in the PSHE and SRE curriculum.

### **Further Information**

Hampshire Prevent guidance: <https://www.hants.gov.uk/community/prevent>


Keeping Children Safe in Education 2023: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The full Government Prevent Strategy can be viewed at:  
<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

Channel information can be viewed at: <https://www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance>




For further information and guidance, please visit the National Counter Terrorism Security Office webpage. <https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

**Appendix 1: Prevent Extremist Speaker Guidance** (<https://www.hampshirepreventboard.org.uk/wp-content/uploads/2016/05/Prevent-Extremist-Speaker-Guidance.pdf>)



**ASSOCIATION OF  
CHIEF POLICE OFFICERS**

## Key Points to Support Venue Managers

<div style="text-align: center;">  </div> <p style="text-align: center;"><b>1-Who wants to Use Your Venue?</b></p> <p>Name &amp; contact of main organiser.          Name &amp; details of speaker.          Checks -who do they represent?          Checks - have they spoken before?          Checks - Online checks?          Date, time &amp; place of meeting.          Expected arrival &amp; departure time.          How many attendees are expected?</p>	<div style="text-align: center;">  </div> <p style="text-align: center;"><b>2- The Reason to Use the Venue</b></p> <p>Checks -what is the topic for the event?          Checks -how is the event advertised?          Checks - conditions ie; tickets, open event?          Checks - what media will be present?</p>	<div style="text-align: center;">  </div> <p style="text-align: center;"><b>3- Wider Considerations</b></p> <p>The speaker's reputation and who may be prompted to attend.          Will the speaker agree to abide by your venue's regulations &amp; values?          Any risks for the venue's reputation?          Any potential for speaker to use language that may be unlawful?          Any health &amp; safety issues?          What security needs may be required?</p>
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This sheet is designed to be a simple practical guide to supporting your role as a community venue manager. You may have been asked to use your venue to host external speakers on many different topics. It is an important aspect of community life to enable local citizens to be exposed to a range of different beliefs, to challenge views and to develop their own opinions. Although most speakers are uncontroversial, some will express contentious, even inflammatory or offensive views which have the potential to be very divisive.

The points above are for your consideration as a venue manager and there is a handy checklist overleaf to support your decision making for future speaker requests. If you have any concerns about allowing access to your venue by any speaker you may wish to contact your local prevent officers who can provide support & guidance.





## ASSOCIATION OF CHIEF POLICE OFFICERS

### Who wants to use your venue?

- Basic details should be recorded to include speakers address, mobile phone number & organisation details.
- Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you?
- Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event?
- Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.
- How many people are likely to attend (check previous or similar events either locally or online).

• COMMENTS

### The reasons to use the venue

- What is the topic for the event & how will it be marketed? Will it be advertised locally or at a regional/national level?
- Has the topic met regionally or nationally with any criticism or hostility when it has been hosted before?
- Why has your venue been chosen for this event? Is it for capacity, local interest or some other reason?
- Are the event organisers requesting special conditions such as a closed meeting, tickets or segregation?
- Has any pressure (either directly or indirectly) been undertaken by any person to run or not to run this event? Is there community pressure to run the event? (or has there been objections by some people to run it?)

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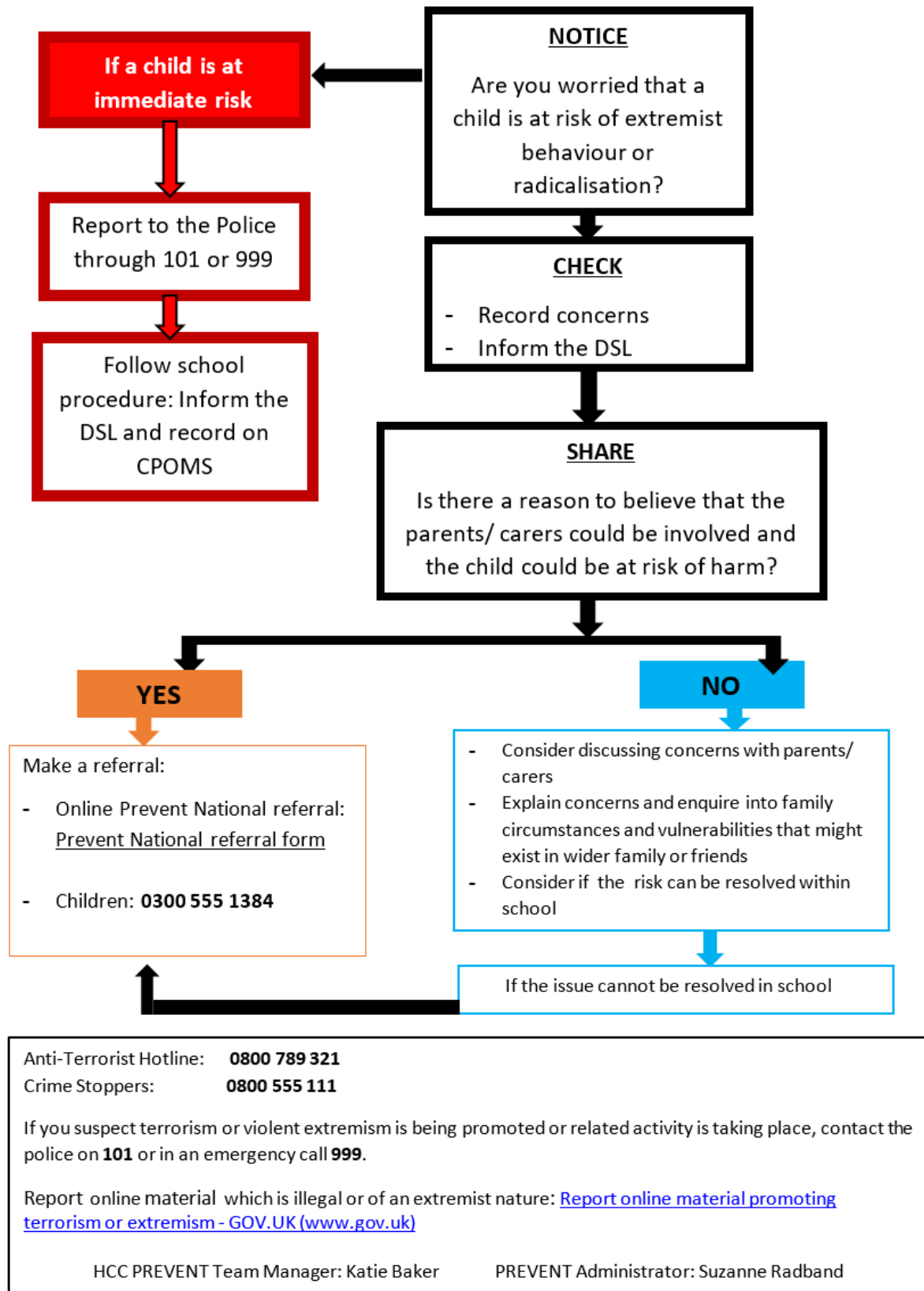
### Wider Considerations

- Does the speaker or members from the organisation they represent have a reputation for causing disruption at venues?
- Are there likely to be any health and safety or public order issues that may occur as a result of this event?
- Do you have local police and partners contact details if you have concerns regarding the above?
- Are there any risks for venue's reputation by hosting this event?
- Will the event be supervised by venue staff and/or will the speaker agree to abide by any venue conditions of access?

• COMMENTS




## Appendix 2: Referrals-Radicalisation and PREVENT



## Appendix 3: Preventing terrorism and radicalisation within our communities

<http://www.hampshirepreventboard.org.uk/wp-content/uploads/2016/05/Prevent-leaflet-July-2016.pdf>



# Preventing terrorism and radicalisation within our communities

### What is Prevent?

Prevent is the name given to a national strategy which aims to stop people from becoming violent extremists or supporting terrorism. Channel is the process that supports people at risk of being drawn towards terrorism or violent extremism.

### All forms of extremism

Prevent aims to deal with all forms of extremism including Far Right racist extremism, animal rights extremism and religious extremism.

By raising your concerns and making a referral, you can help someone who you believe is at risk of radicalisation get support, and can prevent them becoming involved in potentially violent activities, long before any criminal activity occurs.

### Signs of possible radicalisation

- Notable changes in behaviour/mood
- May begin to express extreme political or radical views
- Appear increasingly sympathetic to terrorist acts
- Appearance may change
- Friends may change and may spend excess time on their own or on the internet

### Making a referral

You can speak to your supervisor or Prevent lead about any concerns, or contact one of the numbers below. If the concern is about an individual, refer to the numbers below or in an emergency call the police on **999**.

### Local safeguarding contacts

<b>Portsmouth</b> Children: <b>0845 6710271</b> Adults: <b>02392 688613</b>	<b>Isle of Wight</b> Children: <b>01983 814545</b> Adults: <b>01983 814980</b>
<b>Southampton</b> Children: <b>02380 833336</b> Adults: <b>02380 833003</b>	<b>Hampshire</b> Children: <b>0300 5551384</b> Adults: <b>0300 5551386</b>

### Further information

Home Office  
[www.gov.uk/government/organisations/home-office](http://www.gov.uk/government/organisations/home-office)

Prevent Board  
[www.hampshirelowpreventboard.org.uk](http://www.hampshirelowpreventboard.org.uk)

Anti-terrorism hotline **0800 789321**

Crimestoppers **0800 555111**

## Part 2: The Cambridge Primary School's Prevent Duty Risk Assessment

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people being drawn into terrorism. We are required to take a risk-based approach to the Prevent duty, under paragraph 14 of the Home Office's [statutory guidance](#). This document demonstrates our awareness of the specific risks of extremism and radicalisation in our school and our area.

**Extremism** is defined as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Extremism isn't exclusive to any section of society and can take many forms.

**Radicalisation** is defined as the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

### Leadership

Prevent Lead: Sue Tancock

HAZARD	WHO IS AT RISK?	ACTIONS IN PLACE	OWNER	RISK LEVEL	ADDITIONAL NOTES / NEXT STEPS
The values and ethos of the school are unsuitable for promoting resilience against extremist ideologies and promoting British values	Pupils, staff and governors	The school values clearly set out our commitment to British values. <ul style="list-style-type: none"> <li>Values are displayed on the home page of our website</li> <li>Values include a commitment to tolerance, diversity and mutual respect</li> </ul>	SLT		
Leaders are unaware of their responsibilities under the Prevent duty, and of the context of the school relating to the risk of extremism	Pupils and staff	School leaders are aware of their duty to prevent pupils being drawn into terrorism, and make sure all staff know the same.  School leaders stay up to date with local developments and risks.	SLT		SLT annual refresh on the school's responsibilities under the <a href="#">Prevent duty</a> .  Hot Topics training every 2 years for all staff, reminding them of their duty under Prevent (scheduled for 2023-2024).

## Training and capability

HAZARD	WHO IS AT RISK?	ACTIONS IN PLACE	PERSON RESPONSIBLE	RISK LEVEL	ADDITIONAL NOTES / NEXT STEPS
School staff are unaware of their responsibilities under the Prevent duty, and the need to promote British values	Pupils and staff	All staff have read our child protection and safeguarding policy and at least part 1 of Keeping Children Safe in Education 2023. All staff have Prevent training as part of annual training (04.09.2023) and in further detail every 2 years. Latest training: 06.11.2023 Staff members are aware that they can go to DSL for advice, support, and to escalate concerns.	DSL		Update our Safeguarding and Child Protection Policy & Prevent Policy and Risk Assessment annually.  Prevent duty training every 2 years and ensure revisited regularly in staff briefings and meetings. Guidance available on staff noticeboard.
Governors cannot carry out their role to monitor the school's Prevent strategy effectively	Pupils and staff	All governors have read our child protection and safeguarding policy and Keeping Children Safe in Education. We have a safeguarding governor that oversees our compliance with Safeguarding (including PREVENT).	DSL		Governors receive training (National College) and invited to Hot Topics training (Prevent duty).
Staff do not support the school's values and ethos, or they support and promote extremist ideas	Pupils and staff	The staff recruitment process reflects the school's values and promotes good safeguarding practice. <ul style="list-style-type: none"> <li>School values and commitment to safeguarding are included in job advertisements</li> <li>Safer recruitment procedures are followed</li> </ul>	DSL SBM		

## Working in partnership

HAZARD	WHO IS AT RISK?	ACTIONS IN PLACE	PERSON RESPONSIBLE	RISK LEVEL	ADDITIONAL NOTES / NEXT STEPS
Staff do not feel comfortable or capable working with external agencies and sharing concerns about extremism externally	Pupils and staff	<p>We work and communicate with local safeguarding partners and other relevant agencies regarding concerns about extremism.</p> <p>The DSL is aware of the <a href="#">process</a> to contact other agencies and expedite concerns about extremism.</p> <p>Records of referrals are kept, and referrals are followed up appropriately.</p>	DSL		Hot Topics training every 2 years for all staff, reminding them of their duty under Prevent (latest training 06.11.2023). Include sharing concerns in training.

## Speakers and events

HAZARD	WHO IS AT RISK?	ACTIONS IN PLACE	PERSON RESPONSIBLE	RISK LEVEL	ADDITIONAL NOTES / NEXT STEPS
Pupils are exposed to extremist ideologies by visiting speakers	Pupils	<p>For visiting speakers::</p> <ul style="list-style-type: none"> <li>The materials that visiting speakers deliver are discussed and approved prior to their visit</li> <li>Visitors are never left alone with pupils</li> </ul>	DSL SLT		

HAZARD	WHO IS AT RISK?	ACTIONS IN PLACE	PERSON RESPONSIBLE	RISK LEVEL	ADDITIONAL NOTES / NEXT STEPS
The school site is used to host events which support extremist ideologies or promote hatred	Pupils and staff	All hiring and lettings agreements state that the school site will not be hired to groups who support extremist ideologies or promote hatred	Finance assistant SBM DSL		

## School curriculum and culture

HAZARD	WHO IS AT RISK?	ACTIONS IN PLACE	PERSON RESPONSIBLE	RISK LEVEL	ADDITIONAL NOTES / NEXT STEPS
The curriculum teaches damaging material or fails to challenge extremist ideologies and promote British values	Pupils	<p>Opportunities to promote British values are clearly identified within all curriculum areas.</p> <p>Use of PSHE or RSE lessons for sensitive and supportive discussions on radical issues and extreme ideologies.</p>	PSHE Lead DSL Team		<p>Review our current practices for promoting British Values and consider where we could do more to embed these values into our curriculum.</p> <p>Develop the following from <a href="#">‘Teaching approaches that help to build resilience to extremism among young people’</a> (DfE 2011)</p> <ul style="list-style-type: none"> <li>- Focus on building personal resilience and a positive sense of identity. Support children to be emotionally resilient to life’s pressures and challenges whilst fostering a positive sense of self through positive thinking and conflict-management techniques.</li> <li>- Develop children’s critical thinking skills so they are able to appreciate a range of different perspectives in coming to their own judgements through opportunities for debate.</li> <li>- Help children become skilled at working collaboratively with others by providing opportunities for interaction and team-work.</li> </ul>



HAZARD	WHO IS AT RISK?	ACTIONS IN PLACE	PERSON RESPONSIBLE	RISK LEVEL	ADDITIONAL NOTES / NEXT STEPS
A culture of inequality or abuse is allowed to grow, enabling extremist ideology and hate to develop	Pupils, staff, governors and parents	Our behaviour and relationships policy clearly sets out that hateful behaviour is not tolerated. Staff know how to respond to witnessing harassment and abusive behaviour. Pupils are encouraged to challenge harassment or abusive behaviour among their peers.	SLT Whole school staff		
British values are not promoted outside of the classroom	Pupils and staff	British Values are promoted around the school: <ul style="list-style-type: none"> <li>Pupils participate in democracy through school council</li> <li>Assemblies promote diversity, human rights, and respect</li> <li>Celebrations from multiple religions and cultures are celebrated around the school</li> </ul>	SLT		

## IT and internet safety

HAZARD	WHO IS AT RISK?	ACTIONS IN PLACE	PERSON RESPONSIBLE	RISK LEVEL	ADDITIONAL NOTES / NEXT STEPS
Pupils use the school network or school hardware to access extremist material	Pupils	<p>Our online safety policy makes reference to the risks of online extremist material.</p> <p>Pupils are encouraged to report any material they come across online which makes them worried or uncomfortable.</p> <p>The school IT network has appropriate filtering and monitoring systems to block sites and alert the DSL team to children and staff accessing material deemed inappropriate or unsafe.</p>	<p>Computing Lead</p> <p>SLT</p> <p>DSL</p> <p>Governors</p>		<p>Review our online safety policy annually.</p> <p>Filtering &amp; monitoring standards for schools and colleges-continue developing and refining procedures.</p>
Pupils access extremist material on their own devices or on social media, or are specifically targeted for online radicalisation	Pupils	<p>The ICT curriculum includes teaching pupils how to stay safe online.</p> <p>Parents are provided with support on how to help their children access the internet safely and spot the signs of online radicalisation.</p> <p>Filtering and monitoring procedures in place.</p>	<p>Computing Lead</p> <p>DSL team</p>		<p>Share online safety factsheets with parents to help them support their children.</p>

## School security

HAZARD	WHO IS AT RISK?	ACTIONS IN PLACE	PERSON RESPONSIBLE	RISK LEVEL	ADDITIONAL NOTES / NEXT STEPS
Non-approved visitors access the school site to spread extremist ideology	Pupils and staff	All visitors to the school must be signed in at reception and wear ID badges Visitors, without DBS clearance, are to be accompanied around the school site by a member of staff at all times	Front Office Staff		

### HEADTEACHER

*SKennedy*

07.01.2024

### DSL/PREVENT LEAD

*STancock*

07.01.2024

DATE OF NEXT REVIEW:

DECEMBER 2024