Prevent Duty Awareness Policy

PRN-99: Prevent Duty Awareness Policy
Company Name: AI Auto-Tech Ltd
Trading/Business Name: CAREHOPES
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: admin@carehopes.com
Version Number: V01 20260815
Date of Review: (August 2026)

---

1. Policy Introduction

CAREHOPES, the trading name of AI Auto-Tech Ltd, is committed to safeguarding individuals from radicalisation, extremism, and terrorism. Under the UK Government's Prevent Duty (part of the Counter-Terrorism and Security Act 2015), organisations working with vulnerable adults, disabled individuals, and children must actively identify and respond to concerns relating to extremist influence.

This policy outlines how CAREHOPES ensures awareness, vigilance, and safe reporting of Prevent-related concerns within companionship environments.

2. Key Principles

- **Zero tolerance:** Extremism, radicalisation, and terrorism are never acceptable.
- **Safeguarding:** Prevent Duty is a core safeguarding responsibility.
- **Awareness:** Staff must recognise signs of radicalisation.
- **Non-judgement:** Concerns are handled sensitively and professionally.
- **Reporting:** All Prevent concerns must be escalated immediately.
- **Compliance:** All actions align with the Prevent Duty and UK legislation.
- **Protection:** Vulnerable individuals must be safeguarded from extremist influence.

3. Policy Statement

CAREHOPES ensures that all companions understand the Prevent Duty and know how to identify and report concerns. Staff must:

- Recognise signs of radicalisation
- Report concerns immediately

- Avoid confrontation
- Maintain professional boundaries
- Document concerns accurately
- Cooperate with Prevent and safeguarding authorities

Staff must **not**:

- Attempt to investigate concerns themselves
- Engage in political debate with service users
- Ignore signs of extremist influence
- Share personal opinions on extremist topics

4. Purpose

- Protect service users from radicalisation and extremist influence
- Provide clear Prevent Duty procedures
- Strengthen safeguarding through awareness and vigilance
- Ensure compliance with UK counter-terrorism legislation
- Support staff confidence in identifying concerns

5. Scope

This policy applies to:

- Employees
- Volunteers
- Contractors
- Agency workers
- Zero-contract workers (**PRN-149**)

It covers Prevent concerns arising in:

- Private homes
- Community settings
- Digital environments
- Transport
- Holiday companionship

- Overnight companionship

6. Related Policies (Selected ONLY from relevant categories)

Safeguarding & Protection

- **PRN-003** Adult Safeguarding Policy
- **PRN-136** Safeguarding Children Policy
- **PRN-144** Child Abuse Policy
- **PRN-116** Domestic Abuse Policy
- **PRN-056** Mental Capacity Act Policy
- **PRN-070** Safeguarding Reporting and Escalation Procedure
- **PRN-129** Modern Slavery and Human Trafficking Policy

Conduct, Ethics & Behaviour

- **PRN-014** Code of Conduct Policy
- **PRN-015** Code of Ethics
- **PRN-099** Professional Boundaries Policy
- **PRN-004** Anti Harassment & Anti Discrimination Policy

Human Resources & People Management

- **PRN-065** Recruitment and Selection Policy
- **PRN-125** Induction Policy
- **PRN-115** Disciplinary Policy
- **PRN-124** Grievance Policy
- **PRN-132** Probation Policy
- **PRN-149** Zero Contract Policy

Digital & Information Governance

- **PRN-112** Data Protection and GDPR Policy
- **PRN-023** Confidential Information Management Policy
- **PRN-024** Confidentiality Policy
- **PRN-049** Information Governance and Cyber Security Policy

Governance & Oversight

- **PRN-123** Governance and Accountability Policy
- **PRN-102** Compliance Monitoring
- **PRN-063** Quality Audit and Service Inspection Procedure

7. Definitions

Prevent Duty: A legal requirement for organisations to prevent individuals from being drawn into terrorism.

Radicalisation: The process by which a person comes to support extremist ideologies.

Extremism: Vocal or active opposition to fundamental British values, including democracy, rule of law, individual liberty, and tolerance.

Channel Programme: A multi-agency safeguarding programme supporting individuals at risk of radicalisation.

8. Recognising Signs of Radicalisation

Companions must be alert to:

- Sudden changes in behaviour
- Isolation from friends or family
- Fixation on extremist ideologies
- Use of extremist language
- Accessing extremist content online
- Expressing support for extremist groups
- Hostility towards certain communities
- Increased secrecy
- Sudden changes in appearance or dress linked to extremist groups
- Being influenced by individuals promoting extremist views

9. Companion Responsibilities

9.1 Safeguarding

Companions must:

- Treat radicalisation concerns as safeguarding emergencies
- Report concerns immediately
- Avoid confronting individuals

- Protect service users from harm

9.2 Professional Boundaries

Companions must:

- Avoid political debate
- Maintain neutrality
- Avoid sharing personal opinions
- Avoid discussing extremist topics

9.3 Ethical Conduct

Companions must:

- Uphold organisational values
- Support vulnerable individuals sensitively
- Maintain confidentiality
- Document concerns accurately

10. Responding to Prevent Concerns

10.1 Immediate Actions

Companions must:

- Report concerns to the DSL
- Document factual observations
- Avoid making assumptions
- Avoid escalating conflict

10.2 External Reporting

The DSL may contact:

- Local Prevent Team
- Police
- Channel Programme
- Local Authority Safeguarding Board

10.3 Emergency Situations

If there is immediate danger:

- Call emergency services
- Move to a safe location
- Inform the office immediately

11. Prevent Duty in Different Settings

11.1 Private Homes

- Observe behaviour sensitively
- Report concerns discreetly

11.2 Community Settings

- Monitor interactions
- Avoid unsafe environments

11.3 Digital Environments

- Recognise extremist digital content
- Report digital concerns immediately

11.4 Holiday & Overnight Companionship

- Maintain vigilance
- Follow local safety guidance

12. Confidentiality

Information is shared only:

- With safeguarding authorities
- With Prevent teams
- On a strict need-to-know basis

Records must be stored securely.

13. Training Requirements

Staff must receive training in:

- Prevent Duty awareness
- Radicalisation indicators
- Safeguarding
- Trauma-informed practice

- Professional boundaries
- Digital safety

14. Documentation & Record Keeping

Records must include:

- Observations
- Reports
- Actions taken
- Safeguarding escalations
- Communication with authorities

Records must be stored securely.

15. Policy Review

This policy will be reviewed annually or sooner if required due to:

- Legislative changes
- Safeguarding updates
- Organisational changes
- Prevent Duty guidance updates