



End-Point Assessment

End-Point Assessment Prevent Policy



Revisions and Amendment Register

Date of Issue	Page No	Revision	Version
May 2024		New updated issue following policy review	24/1

Contents

1. Introduction	4
2. Purpose.....	4
3. About Prevent.....	4
4. Aims	4
5. Policy.....	5
6. Prevent Duty Process	6
7. Prevent Duty Reporting Procedure	6
8. Review of the Policy	6
9. Location of the Policy.....	6
10. Copyright.....	7

1. Introduction

SFJ Awards Policy on Prevent should be read in conjunction with the SFJ Awards End-Point Assessment Safeguarding Policy.

We recognise that although our exposure to apprentices is limited nevertheless, through the conduct of EPA, our independent assessors or staff may identify issues that pertain to Protect.

2. Purpose

This policy recognises that as a provider of End-Point assessment SFJ Awards has a responsibility to meet the Prevent Duty and that apprentices are safeguarded in this regard.

3. About Prevent

The government's strategy for countering terrorism, the CONTEST strategy, is split into 4 areas: Pursue, Protect, Prepare & Prevent. Education institutions must comply with the Prevent Duty under the Counter Terrorism Act 2015.

The Prevent strategic objective is to stop people from becoming or supporting terrorists or radicalisation and challenge all forms of terrorism, including the influence from far-right extremist groups. The Prevent Duty requires SFJ Awards to protect people from all streams of extremist activity and is not solely aimed at one specific group.

The Prevent strategy has 3 key objectives:

- 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 & support
- Work with sectors and institutions where there is a risk of radicalisation which we need to address.

4. Aims

The aim of the policy is to demonstrate our commitment to meeting the government's requirements of all providers of education and training in meeting their Prevent Duty and ensuring that the conduct and design of SFJ Awards End-Point assessment reflects and embodies 'British Values'. The policy includes a reporting procedure.

We expect our independent assessors and other staff to be aware of the Prevent Duty and understand their responsibilities in this regard.

5. Policy

The SFJ Awards Prevent Duty process has four aspects;

1. As an End-Point Assessment Organisation, we have a responsibility to ensure that children, young people and adults at risk are protected from harm, informed about potential risks to their welfare, and understand how to seek help and to ensure any concerns are dealt with in a timely and appropriate fashion.
2. We also have a responsibility to minimise the risk of allegations against independent assessors and other staff.
3. All staff are expected to comply with any Disclosure and Barring Service (DBS) check request.
4. All staff and independent assessors are expected to have a good understanding of what constitutes a Prevent Duty concern and how to escalate a concern.
5. We ensure that the contractual arrangements with independent assessors clearly set out their Prevent Duty obligations. It forms part of the professional code of conduct.
6. End-Point assessment personnel must provide evidence that they have undertaken a suitable training course during their initial training with SFJ Awards. Where there is no evidence, we will provide initial Prevent Training.
7. We will provide on-going training and information to proactively promote Prevent Duty awareness and understanding of British Values.
8. We support all staff and independent assessors to understand their individual responsibilities.
9. We require that when providing an EPA service, the training providers on the Apprenticeship Provider and Assessment Register (APAR) and the apprentices' employer confirm that they have duty of care regarding safeguarding and the Prevent Duty. We will require the name of the individual in both the training provider and the apprentices' employer who is assigned the role of safeguarding and Prevent lead for their apprentices, in order that we have clear lines of communication.
10. We will evaluate Prevent risks with respect to all data for administration, registration and verification of apprentices. Information on apprentices will be held securely in line with our data security policy.
11. We will consider the confidentiality of information gathered as part of a Prevent Duty report and any subsequent investigation. We will ensure such information is recorded and stored in accordance with the Data Protection Policy. All staff and independent assessors must be aware that they have a professional duty to share information with other agencies in order to protect apprentices and staff.
12. Safeguarding apprentices and other learners may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding Officer.
13. The policy and Prevent Duty incidents arising will be monitored on an ongoing basis by the Managing Director of SFJ Awards.
14. We will review our Prevent Duty policy and supporting processes annually. This will include an annual assessment of the potential risks and the context and the level of risk posed by our work as an End-Point Assessment Organisation.

6. Prevent Duty Process

The SFJ Awards Prevent Duty process has four aspects;

- Identify where risks around radicalisation are most likely to occur relevant to the industry and types of apprentices enrolled on that apprenticeship Standard.
- Ensure staff who design End-Point assessments and independent assessors who conduct End-Point assessment embody British Values.
- Ensure staff and independent assessors know how to recognise and report concerns related to the Protect Duty.
- Manage Prevent Duty risks in a way that is appropriate to our business, and which act to minimise Prevent duty incidents or issues.

7. Prevent Duty Reporting Procedure

1. If an independent assessor identifies people at risk of being drawn into terrorism or extremism, they should assess the nature and extent of that risk and consider if it poses an immediate danger.
2. Where the EPA team includes a lead independent assessor, the independent assessor should report the EPA Quality Manager, initially this can be a verbal report.
3. The EPA Quality Manager will advise on the next step and will produce a written report using the same report form that is used for Safeguarding.
4. The report is submitted to the SFJ Awards Designated Safeguarding Officer who will consider if the concern is also a safeguarding concern.
5. The SFJ Awards Designated Safeguarding Officer will inform the apprentices' employer. Although the information will be recorded on SFJ Awards secure data systems, the concern will be dealt with via the employers' own procedures.
6. Only in cases where the SFJ Awards Designated Safeguarding Officer considers the risk to the apprentice is increased by informing the employer, will they undertake an initial investigation and consider whether the Prevent Duty concern should be reported directly to the appropriate authorities. In such cases the Designated Safeguarding Officer may invoke the Channel Referral Process. As part of the referral process, the Designated Safeguarding Officer will raise an electronic referral, which goes to the Police.
7. Independent assessors, SFJ Awards staff and the Designated Safeguarding Officer will cooperate with the authorities who may take the process forward from this point.

8. Review of the Policy

This policy will be reviewed by SFJ Awards on a regular basis as part of SFJ Awards' self-evaluation arrangements and revised as necessary in response to lessons learnt, customer feedback, changes in legislation and guidance from the Qualifications Regulators.

If you have any queries about the content of the policy or you wish to give feedback, then please contact SFJ Awards Tel: 01142 841970 or email info@sfjawards.com

9. Location of the Policy

A copy of this policy can be downloaded from ACE360, or from the SFJ Awards website: www.sfjawards.com/policies.

10. Copyright

The content of this document is, unless otherwise indicated, Copyright © SFJ Awards and may not be copied, revised, reproduced or distributed, without prior written consent from SFJ Awards.



SFJ Awards

Consult House
4 Hayland Street
Sheffield
S9 1BY

Tel: 0114 284 1970

SFJ Awards is part of The Workforce Development Trust

