



## **Action Community Enterprises (ACE)**

# **Prevention of Extremism and Radicalisation Policy**



|                                   |                        |
|-----------------------------------|------------------------|
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### **Action Community Enterprises CIC**

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## **Policy Consultation & Review**

This policy is available on the ACE website and in hardcopy from either centre on request.

The policy is provided to all staff and should be read in conjunction with the following policies:

- Safeguarding & Child Protection Policy
- Equality and Diversity Policy
- Anti-Bullying Policy
- E-Safety Policy
- Staff Code of Conduct

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## **1. PURPOSE & AIMS**

1.1 ACE is fully committed to safeguarding and promoting the welfare of all its students. We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

1.2 Our centre fully recognises the contribution it can make to promoting the welfare of children and protecting them from harm. This policy sets out our strategies and procedures to protect vulnerable students from being radicalised or exposed to extremist views. The elements of our policy are prevention, protection and support.

1.3 At ACE, we will ensure that:

- All staff, volunteers and directors, have an understanding of what radicalisation and extremism is and why we need to be vigilant in an ACE centre.
- Through training, staff, volunteers and directors will know what the ACE policy is on tackling extremism and radicalisation and how to respond when concerns arise.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of students.
- Parents/carers and students will know that ACE has policies in place to keep students safe from harm and that ACE regularly reviews these systems to ensure they are appropriate and effective.

1.4 This policy applies to all students, staff, parents, directors, volunteers and visitors.

1.5 A glossary of related terms and indicators of vulnerability to extremism can be found in Appendices 1 & 2 of this policy.

## **2. ROLES AND RESPONSIBILITIES**

2.1 It is the responsibility of *every* member of staff, volunteer and regular visitor to our centres to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the students at this centre.

2.2 The Board of Directors at ACE is accountable for ensuring the effectiveness of this policy and our compliance with it. They will ensure that:

- This policy is reviewed annually alongside our Safeguarding & Child Protection Policy.

- All staff undertake appropriate training that equips them with the skills to identify and respond appropriately to concerns regarding extremism and radicalisation.
- The CEO and Designated Safeguarding Lead will assess the risk of students being drawn into extremist views. The risk assessment may include consideration of the centre's curriculum, the use of ACE premises by external agencies and any other local issues relating to the centre community.
- A broad curriculum is in place to deliver the spiritual, moral, social and cultural development of students.
- Appropriate safeguarding arrangements are in place by working in partnership with other agencies and communities as required.
- There are systems in place for keeping students safe from extremist material when accessing the internet in an ACE centre by using effective filtering and usage policies.

2.3 The Designated Safeguarding Lead (DSL) will carry out their role in accordance with the responsibilities outlined in Annex B of [‘Keeping Children Safe in Education’](#). As part of this responsibility, the DSL will act as the point of contact within our centre for any concerns relating to radicalisation and extremism.

2.4 The DSL at ACE will make referrals in accordance with Norfolk Channel procedures to the [MASH Team](#) where appropriate and will represent our centre at Channel meetings as required.

2.5 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedures they need to follow. They will ensure that all staff have received appropriate training.

### **3. TRAINING**

3.1 Through training, we will ensure that all of our staff are made fully aware of the threats, risks and vulnerabilities that are linked to radicalisation. Staff will be able to identify children at risk of being drawn into extremism and develop the confidence to challenge extremist ideas. All staff will understand how we can provide support to ensure that our students are resilient and supported to resist involvement in radical or extreme activities.

3.2 Our board of directors will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our centre.

### **4. THE ROLE OF THE CURRICULUM**

4.1 At ACE we will provide students with a broad and balanced curriculum and promote the spiritual, moral, social and cultural (SMSC) development of

our students. Students will be encouraged to regard people of all faiths, races and cultures with respect and tolerance.

4.2 Through our curriculum we will aim to:

- enable students to develop their self-knowledge, self-esteem and self-confidence;
- enable students to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the centres and to society more widely;
- enable students to acquire a broad general knowledge of and respect for public institutions and services in England;
- further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people; and
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

## 5. VISITORS AND THE USE OF CENTRE PREMISES

5.1 At ACE we recognise the role that external agencies and speakers can play in enhancing the learning experiences of our students. Where we use external agencies and individuals in this way, we will positively vet them to ensure that their messages are consistent with, and not in opposition to, the centre's values and ethos.

5.2 Our centre's will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students are consistent with the ethos of the centre and do not marginalise any communities, groups or individuals;
- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies;
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication;
- Activities are matched to the needs of students;
- Activities are carefully evaluated by each centre to ensure that they are effective.

5.3 Any guest speakers or external agencies will be provided with a copy of our safeguarding procedures on arrival at the centre and will be appropriately supervised at all times.

5.4 When an agreement is made to allow non-centre groups or organisations to use the centre premises, appropriate checks will be made before agreeing the contract. Usage will be monitored and in the event of any behaviour not in-keeping with the Tackling Extremism and Radicalisation Policy, the centre will contact the police and terminate the arrangement.

## 6. PROCEDURES FOR MANAGING CONCERNS

6.1 ACE adheres to the procedures that have been agreed locally through the [Norfolk Children's Safeguarding Board](#) for safeguarding individuals vulnerable to extremism and radicalisation. Please also refer to our Safeguarding & Child Protection Policy for further information about our wider safeguarding responsibilities.

6.2 We recognise that staff at our centre's play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned and this includes vulnerability to radicalisation.**

6.3 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children](#) (2015).

6.4 The Designated Safeguarding Lead (DSL) or Deputy should be used as a first point of contact for any safeguarding concerns in any ACE centre. Any member of staff or visitor to a centre who receives a disclosure of or suspects that a child is at risk of radicalisation must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

6.5 Following receipt of any information raising concern about vulnerability to radicalisation, the DSL will consider what action to take and will follow the Norfolk Channel procedures by making a referral via the MASH as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

6.6 All Channel referrals will be made using the referral form that can be found at Appendix 3.

6.7 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children because of concerns relating to extremism and radicalisation, the member of staff receiving the information should inform the CEO immediately in line with the procedures outlined in our Safeguarding Policy.

## **7. RELEVANT POLICIES**

7.1 To underpin the values and ethos of our centre and our intent to ensure that students at our centre are appropriately safeguarded, the following policies should be read in conjunction with this policy:

- Safeguarding incorporating Child Protection Policy
- Anti-Bullying
- Equalities
- E-safety
- Health and Safety including site security
- Use of Centre Premises/Lettings

## **8. STATUTORY FRAMEWORK**

8.1 This policy has been devised in accordance with the following legislation and local and national guidance:

- [Norfolk County Council Channel Procedures & Prevent Policy](#)
- [The Counter-Terrorism & Security](#) Act (2014, updated 2015)
- [‘Prevent Duty Guidance: for England & Wales’](#), HM Government (2015 updated 2024)
- [‘Promoting fundamental British values as part of SMSC in centres: Departmental advice for maintained centres’](#), DfE (2014)
- [‘Keeping Children Safe in Education’](#), DfE (March 2015, updated July 2025)
- [‘Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children’](#), DfE (March 2015, updated 2025)
- [‘Information Sharing: Advice for practitioners’](#), DfE (March 2015, updated May 2024)



## **Appendix 1: Glossary of Terms<sup>1</sup>**

**‘Extremism’** is defined in the 2011 Prevent Strategy 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

**‘Non-violent extremism’** is extremism, as defined above, which is not accompanied by violence.

**‘Prevention’** in the context of the Prevent duty means reducing or eliminating the risk of individuals becoming involved in terrorism. Prevent includes but is not confined to the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.

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

The current UK definition of **‘terrorism’** is given in the Terrorism Act 2000 (TACT 2000). In summary this defines terrorism as 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.

**‘Terrorist-related offences’** are those (such as murder) which are not offences in terrorist legislation, but which are judged to be committed in relation to terrorism.

**‘Vulnerability’** describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack. Within Prevent, the word describes factors and characteristics associated with being susceptible to radicalisation.

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<sup>1</sup> Taken from Prevent Duty Guidance: England & Wales, HM Government 2015



## **Appendix 2: Warning Signs/Indicators of Concern**

There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Students may become susceptible to radicalisation through a range of social, personal and environmental factors. It is vital that centre staff are able to recognise those vulnerabilities. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

Factors which may make students more vulnerable may include:

- **Identity Crisis:** the student is distanced from their cultural/religious heritage and experiences discomfort about their place in society.
- **Personal Crisis:** the student may be experiencing family tensions; a sense of isolation; low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.
- **Personal Circumstances:** migration; local community tensions and events affecting the student’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- **Unmet Aspirations:** the student may have perceptions of injustice; a feeling of failure; rejection of civic life.
- **Experiences of Criminality:** involvement with criminal groups, imprisonment, poor resettlement or reintegration.
- **Special Educational Need:** students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

Students who are vulnerable to radicalisation may also be experiencing:

- Substance and alcohol misuse
- Peer pressure
- Influence from older people or via the Internet
- Bullying
- Domestic violence
- Race/hate crime

**Behaviours which may indicate a child is at risk of being radicalised or exposed to extremist views could include:**

- Being in contact with extremist recruiters and/or spending increasing time in the company of other suspected extremists;

- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- Students accessing extremist material online, including through social networking sites;
- Possessing or accessing materials or symbols associated with an extremist cause;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Students voicing opinions drawn from extremist ideologies and narratives, this may include justifying the use of violence to solve societal issues;
- Graffiti symbols, writing or art work promoting extremist messages or images;
- Significant changes to appearance and/or behaviour increasingly centred on an extremist ideology, group or cause;
- Changing their style of dress or personal appearance to accord with the group;
- Attempts to recruit others to the group/cause;
- Using insulting or derogatory names for another group;
- Increase in prejudice-related incidents committed by that person – these may include:
  - physical or verbal assault
  - provocative behaviour
  - damage to property
  - derogatory name calling
  - possession of prejudice-related materials
  - prejudice related ridicule or name calling
  - inappropriate forms of address
  - refusal to co-operate
  - attempts to recruit to prejudice-related organisations
  - condoning or supporting violence towards others.
- Parental reports of changes in behaviour, friendship or actions and requests for assistance;
- Partner centres, local authority services, and police reports of issues affecting students in other centres.

**Appendix 3:**

**Person Vulnerable to Radicalisation (VTR) Referral Form 2017**



RESTRICTED WHEN COMPLETE

|                                                                                                |  |
|------------------------------------------------------------------------------------------------|--|
| <b>Section 1: Person referring to complete<br/>(please expand boxes as required)</b>           |  |
| <b>Subject's full Name (include all known inc alias/maiden if relevant)</b>                    |  |
| <b>Date and place of birth</b>                                                                 |  |
| <b>Full Address</b>                                                                            |  |
| <b>Spouse/Partner/Parents' names/D.O.B</b>                                                     |  |
| <b>Children/Siblings names/D.O.B</b>                                                           |  |
| <b>Reason for Referral</b>                                                                     |  |
|                                                                                                |  |
| <b>Background and risk issues - Page 4 offers guidance notes (include chronology if known)</b> |  |
| <b>Faith / Ideology</b>                                                                        |  |
|                                                                                                |  |
| <b>Personal / emotional &amp; Social</b>                                                       |  |
|                                                                                                |  |
| <b>Risk / Protective factors</b>                                                               |  |
|                                                                                                |  |

|                                                                          |              |
|--------------------------------------------------------------------------|--------------|
| <b>Referrer's full name, role, contact details &amp; date submitted.</b> | <b>Date:</b> |
|--------------------------------------------------------------------------|--------------|

Once completed, email to Norfolk Multi Agency Safeguarding Hub:  
[MASHSupervisors@norfolk.pnn.police.uk](mailto:MASHSupervisors@norfolk.pnn.police.uk)

|                                                                                                                                                                                                                                            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Section 2: MASH forward to Norfolk Special Branch by e-mail <a href="mailto:SpecialBranch@norfolk.pnn.police.uk">SpecialBranch@norfolk.pnn.police.uk</a></b><br><b>Deconfliction checks completed by SB, form then returned to MASH</b> |  |
| <b>MASH complete agency checks</b><br><b>This process must only take place <u>after</u> SB deconfliction checks – then return to Special Branch</b>                                                                                        |  |
| <b>MASH system checks</b><br><b>(please expand boxes as required)</b>                                                                                                                                                                      |  |
| <b>Police inc. CIS, PNC, PND</b>                                                                                                                                                                                                           |  |
| <b>Adult Services</b>                                                                                                                                                                                                                      |  |
| <b>Children's Services</b>                                                                                                                                                                                                                 |  |
| <b>Mental Health</b>                                                                                                                                                                                                                       |  |
| <b>General Health</b>                                                                                                                                                                                                                      |  |
| <b>Other (please state)</b>                                                                                                                                                                                                                |  |

|                                                                                                                                                                                        |                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Does the information suggest that the individual <u>may</u> specifically be vulnerable to radicalisation?</b>                                                                       | <b>YES</b> <input type="checkbox"/><br><b>NO</b> <input type="checkbox"/><br><b>Contact SB/Prevent lead for advice if required.</b><br><b>Please notify SB/Prevent lead of all VTR referrals even if 'no' to above</b> |
| <b>If Yes – Reasons</b>                                                                                                                                                                |                                                                                                                                                                                                                        |
| <b>If No – Reasons</b><br><b>(if applicable, include other safeguarding considerations and the referral route adopted as alternative to VTR process &amp; state name of SB/Prevent</b> |                                                                                                                                                                                                                        |

|                               |            |
|-------------------------------|------------|
| Officer this was agreed with) |            |
| Completed by:                 | Date/time: |

For MASH only:  
 Send to Suffolk Special Branch by e-mail  
[specialbranch@norfolk.pnn.police.uk](mailto:specialbranch@norfolk.pnn.police.uk)

| Section 3: Norfolk Special Branch to complete                                                                             |                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPOE to enter on to FIMU sheet then email to Prevent lead/deputy                                                          | SPOE:<br>Sent to:<br>Date: Time:                                                                                                                                                                                                                      |
| Deconfliction checks by Prevent lead/deputy (local/Nat NSBIS, DTU, CMIS)                                                  | Conflict <input type="checkbox"/> If yes, stop, back to SPOE;<br>No conflict <input type="checkbox"/> If no, proceed to next point;<br>Prevent assessment by:.....                                                                                    |
| Suitable for CHANNEL support:                                                                                             | YES <input type="checkbox"/> If yes, individual needs entering on CMIS at this point.<br>NO <input type="checkbox"/>                                                                                                                                  |
| Reasons                                                                                                                   |                                                                                                                                                                                                                                                       |
| If No, is there an apparent vulnerability to radicalisation to manage outside of CHANNEL through Prevent Case Management? | YES <input type="checkbox"/><br>NO <input type="checkbox"/>                                                                                                                                                                                           |
| If No, is there another safeguarding issue apparent but no signs of a vulnerability to radicalisation?                    | YES <input type="checkbox"/><br>Raise this with a MASH supervisor, agree outcome and refer back to MASH by email as necessary.<br>NO <input type="checkbox"/><br>Decision to close referral made by: Date/Time<br>Detail where rationale is recorded: |

|                                                         |                              |
|---------------------------------------------------------|------------------------------|
|                                                         |                              |
| <b>Referrer notified of outcome</b>                     | <b>By:</b> <b>Date/Time:</b> |
| <b>Guidance notes for completing this referral form</b> |                              |

This form is to help you refer concerns about an individual who may be vulnerable to being drawn into terrorism. Below are questions which may help you to quantify and structure your concerns. The list is not exhaustive and other factors may be present but they are intended as a guide to help communicate your professional judgement about what has led you to make this referral.

**Faith / ideology**

Are they new to a particular faith / faith strand?

Do they seem to have naïve or narrow religious or political views?

Have there been sudden changes in their observance, behaviour, interaction or attendance at their place of worship / organised meeting?

Have there been specific examples or is there an undertone of “Them and Us” language or violent rhetoric being used or behaviour occurring?

Is there evidence of increasing association with a closed tight knit group of individuals / known recruiters / extremists / restricted events?

Are there particular grievances either personal or global that appear to be unresolved / festering?

Has there been an increase in unusual travel abroad without satisfactory explanation?

**Personal / emotional / social issues**

Is there conflict with their families regarding religious beliefs / lifestyle choices?

Is there evidence of cultural anxiety and / or isolation linked to insularity / lack of integration?

Is there evidence of increasing isolation from family, friends or groups towards a smaller group of individuals or a known location?

Is there history in petty criminality and / or unusual hedonistic behaviour (alcohol/drug use, casual sexual relationships, and addictive behaviours)?

Have they got / had extremist propaganda materials ( DVD's, CD's, leaflets etc.) in their possession?

Do they associate with negative / criminal peers or known groups of concern?

Are there concerns regarding their emotional stability and or mental health?

Is there evidence of participation in survivalist / combat simulation activities, e.g. paint balling?

**Risk / Protective Factors**

What are the specific factors which are contributing towards making the individual more vulnerable to radicalisation? E.g. mental health, language barriers, cultural anxiety, impressionability, criminality, specific grievance, transitional period in life etc.

Is there any evidence of others targeting or exploiting these vulnerabilities or risks?

What factors are already in place or could be developed to firm up support for the individual or help them increase their resilience to negative influences?

E.g. positive family ties, employment, mentor / agency input etc.