

## History

| Date       | Amendments Made   |
|------------|---|
| 1/3/2024   | Version 3 Annual review of document content   |
| 31/03/2023 | Annual review of document content   |
| 10/03/2022 | Thorough review and update of whole document  |
| 22/02/2021 | Thorough review and update of whole document in context to current CMI policy and procedure |

## Distribution

### Distribution List

- CMI Website
- All EPA Managers
- Employers
- Training Providers
- Associated Third Parties

## Purpose

### Prevent Purpose and Commitment

CMI is strongly committed to upholding the legislative requirements under the Prevent strategy in order to assist in reducing the threat to the UK from terrorism. CMI has given due consideration to the aspects of EPA where radicalisation may be suggested or evidenced; this relates to apprentice's work that has been submitted for EPA and the interviews and discussions that take place during the EPA process with apprentices, training providers and employers. CMI has communicated and promoted the importance of the duty with its EPA staff and

established mechanisms to assist them in understanding the risk of radicalisation and ensuring they are aware of the appropriate action to take.

## Levels of Responsibility

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CMI has due regard for the need to prevent people from being drawn into terrorism and acknowledge that terrorism includes not just violent extremism but also non-violent extremism. CMI seeks to ensure that in all its EPA activities it upholds the requirements of the EPA Safeguarding Policy and also provides appropriate Prevent training for its EPA staff. Individuals are required to report any Safeguarding or Prevent issues using the CMI Safeguarding Disclosure Process to the Designated Safeguarding Lead at CMI.

Individuals must inform CMI's Safeguarding Officer via email [epa.absupport@managers.org.uk](mailto:epa.absupport@managers.org.uk). CMI has a Designated Safeguarding Lead (DSL) and disclosures will be given to this person for review.

The information provided must record as much information as possible about the situation. This information should be passed immediately within one working day and should have the time & date the record was made and signed. This should include:

- Who is taking the record and their role/relationship with the individual
- Where and when it happened
- Who was involved
- Any contact details - name, address, telephone number and date of birth of the person involved
- What action, if any, has so far been taken

Individuals must pass on what information they have, even if the informant has only divulged a little or will not give their details. All information should be treated as strictly confidential and individuals must not talk about any information with anyone other than the agreed CMI Designated Safeguarding Lead. Some internal and external information sharing will be necessary but only under appropriately controlled conditions. This does not amount to an agreement to share personal data on anything other than a needs-based and case by case basis.

## Information and Support for Apprentices

### Apprentice Support

All apprentices will have access to this Prevent Policy when using our EPA services. Apprentices can expect that they will be treated sensitively and with dignity should a Prevent incidence/concern occur. CMI requires individuals to treat such matters confidentially, notifying colleagues only on a 'need to know' basis under the direct guidance of the owner.

## Confidentiality

### Privacy

Whilst respecting privacy and data protection, CMI End Point Assessment Service cannot guarantee

confidentiality in all circumstances. If we discover anything that we believe training providers, employers, parents/carers, social services or the police should be informed of, we will do so believing it is in the best interests of the individual involved.

CMI's EPA service takes its responsibilities to report crime seriously and as a result will not afford confidentiality in the following situations:

- Where it is identified that a child or vulnerable adult is at risk of harm.
- Where we are told that a serious crime has been committed or is about to be committed.
- Where information regarding terrorism or drug trafficking is disclosed.
- Where we are instructed to disclose something by a court.

## Implementation

### Guidance and Training

In order to achieve the successful implementation of this Prevent policy, CMI will give clear guidance to its staff and representatives on how the Prevent policy will be adapted and applied.

CMI will make available on its website this Prevent Agenda policy statement so that CMI representatives, EPA customers and partner organisations can ensure that it is available on request to apprentices and other interested parties.

CMI will further ensure that:

- Issues concerning the Prevent duty are addressed as an integral part of EPA assessment development, review and assessment guidance.
- Direct employed CMI End Point Assessment staff / representatives have completed Prevent training.
- Independent Apprenticeship Assessors who act as consultants for CMI are advised to complete Prevent training with support supplied.

### Monitoring and Review

CMI will review this policy annually as part of our self-evaluation arrangements and revise it in line with any feedback from stakeholders, regulatory authorities or external agencies, or changes in our practices.