



General Welfare Requirement: Safeguarding and Promoting Children's Welfare  
The provider must take necessary steps to safeguard and promote the welfare of children

## Safeguarding Children

### Key information:

**Designated safeguarding Lead:** Hayley Donoghue

**Deputy safeguarding Leads:** Karen Elliott, Emma Saxby, Ellice Meek

**Local Authority Designated Officer:** [LADO@eastsussex.gov.uk](mailto:LADO@eastsussex.gov.uk)

**Referrals into Early Help and Social Care Single Point of Advice:**

01323 464222

[0-19.SPoA@eastsussex.gov.uk](mailto:0-19.SPoA@eastsussex.gov.uk)

**Emergency Duty Service (after hours, weekends and public holidays):**

01273 335906/01273 335905

policy date review: 01/10/2025

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## **APPENDIX A: safeguarding Policy statement**

### **Policy Statement**

At Cherry Blossom Nursery and Preschool the welfare and safety of the children in our care is paramount. It is every adult's responsibility and it underpins everything our nursery hopes to achieve. We aim to create an environment in which children are safe from abuse and in which concerns and suspicions are dealt with promptly and sensitively. We support the children within our care, we protect them from the risk of radicalization and we promote acceptance and tolerance of other beliefs and cultures. Any actions taken are in the best interest of the child and confidentiality is maintained at all times. Cherry Blossom Nursery and Preschool will work with statutory/external agencies to share expertise and to protect the children in our care. It is our intention to work together with parents/carers and the community to give our children the best start in life.

Safeguarding is a wide subject and this policy works alongside other specific policies to cover all aspects of child protection

### **Legal Framework and definition of safeguarding**

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working together to safeguard children 2018
- Keeping children safe in education 2018
- Data Protection Act 2018
- What to do if you're worried a child is being abused
- Counter-Terrorism and Security Act 2015

**Safeguarding and promoting the welfare of children, in relation to this policy is defined as:**

Protecting children from maltreatment.

Preventing the impairment of children's health and development.

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2018).

**Our Policy Intention**

To safeguard children and promote their welfare we will:

- Always listen to our children.
- Create an environment to encourage children to develop a positive

It is recognized that adults within the Nursery may be the first to become aware that there are safeguarding concerns regarding a child in their care. All staff including students and volunteers are given information on child protection procedures eg policies and "Keeping children safe in education" - Dept of Education, March 2015. Regular supervisions and staff meetings allow for any concerns regarding child protection to be raised. It is important to note that all staff understand that they have a duty to raise concerns as soon as this can be done confidentially.

## APPENDIX B: Role and responsibilities

**Cherry Blossom Nursery and Preschool Safeguarding Lead: Hayley Donoghue**

**Deputy safeguarding lead: Karen Elliott, Emma Saxby, Ellice Meek**  
**They are responsible for safeguarding within the nursery.**

### The Role of the Designated safeguarding Lead (DSL)

- Ensure all staff, parents, carers are made aware of our safeguarding policies and procedures.
- Ensure staffing resources meet the needs of the children.
- Record any injuries a child has on arrival at Nursery - pre-existing form.
- Ensure all staff, students and volunteers complete necessary DBS checks.
- Follow the requirements of Ofsted with regard to references.
- Volunteers, students and apprentices do not work unsupervised.
- Ensure all staff are inducted in to Nursery safeguarding procedures, receive training and understand how to raise a concern.
- ID of all visitors and professionals checked on arrival. They are signed in and out and never left alone with the children.
- The security is such that no unauthorized person(s) gains access to the children at any time.
- Work closely with all staff to address any concerns, ensuring that all children are cared for in a safe, stimulating environment.
- Attend regular designated safeguarding lead training to stay up to date with best practice and legislative changes.
- Where/when appropriate liaise with SPOA (Single Point of Advice), LADO (Local Area Designated Officer) and MASH ( Multi Agency Safeguarding Hub).
- Liaise and show understanding if a member of staff or parent/carers wants to discuss any concerns.
- Attend child protection conferences.
- Monitor the attendance of all children.
- Monitor the attendance and well being of any child who is on a child protection plan or continuum of need - from level 2.

- Feedback to staff on any training given.
- Ensure all staff are aware of the importance of confidentiality.
- Ensure safeguards are taken with regard to ICT equipment where Internet access is possible.

### **Staff members, volunteers, students and visitors**

- Training for all staff, regular volunteers and students is compulsory
- Staff members are only allowed to answer the door once they have been employed for 3 months, and then it is the DSL's discretion whether this is allowed.
- Students, volunteers and visitors are not to answer the door or allow children to leave with any person.
- Staff members must follow the procedures on authorised persons to collect and our password system (see authorised persons to collect policy)
- Staff members must follow training and protocol in listening and observing children - responding in the appropriate way that encourages and respects children's voice, especially when a disclosure is being made.
- It is the responsibility of all staff to liaise with DSL's when they feel concerned or would like to professionally challenge communication received by parent/carers, children or outside agencies.
- All staff, student and volunteers must adhere to the mobile phone policy/family agreement and GDPR policy to keep children safe.
- All staff have a responsibility to observe and record pre-existing forms - apprentices students and volunteers must report these to a more senior staff who will record using our safeguarding system [see Appendix: D]
- All staff members, including student, volunteers and visitors must understand the role of the DSL, what the procedures are when there is a concern or disclosure makes and how/what the DSL does with the information, how it stored.
- It is everyone's responsibility to safeguard children, therefore if a member of staff, student or volunteer has a concern about another

member of staff, the DSL's they must refer to and understanding the whistle blowing policy.

- All staff members must ensure that appropriate persons are with the children at all times, i.e no students/visitors left unsupervised (see supervision of visitors policy) with the children.
- ALL staff must be DBS checked, have 2 references in place before being left with the children. Members of staff must complete and fill in staff declaration forms once a year.

### **Support to families**

We build trusting and supportive relationships with families/parents/carers.

We inform parents of our role in child protection.

We will continue to welcome a child and the family whilst investigations are being made with regard to an allegation of abuse.

Confidential records are shared with parents/carers in accordance with GDPR (regulation (EU) 2016/679 (GDPR), the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

## Appendix C: Definitions of Abuse

There is no excuse for abusing a child. It causes serious, and occasionally long lasting harm, in severe cases death.

### Physical Abuse

Physical abuse is deliberately hurting a child causing injuries eg broken bones, bruises, cuts, burns.

It isn't accidental - children who are physically abused suffer violence such as being hit, being thrown or having objects thrown at them, kicked, burnt, scalded, poisoned, slapped....Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents/carers will make up or cause the symptoms of illness in their child, possibly giving them medication they do not need and making them unwell - this is known as fabricated or induced illness (FII).

### Emotional Abuse

Emotional abuse is the continuous emotional maltreatment or emotional neglect of a child. It is occasionally referred to as psychological abuse. Emotional abuse can involve deliberately trying to scare/silence a child. Humiliate a child of what they say or how they communicate. Isolating or ignoring them, making them feel worthless or unloved. It may feature age or developmentally inappropriate expectations imposed on children eg interactions that are beyond the child's developmental capability and overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Domestic Abuse

Domestic abuse is controlling, bullying, threatening or violent behaviour between people in all types of relationships. It is experienced across all communities, faiths and cultures. It includes emotional, physical, sexual, financial, psychological abuse - it is not just physical violence.



Witnessing domestic abuse is child abuse and even if children are not directly harmed themselves it can affect a child's well being and behaviour.

Children witnessing domestic violence is recognised as 'significant harm' in law. Children can experience domestic abuse or violence in lots of different ways. They may see the abuse, hear it from another room, see their parent's injuries and become distressed afterwards, be hurt by being nearby or trying to stop the abuse.

### **Sexual Abuse**

A child is sexually abused when they are forced or persuaded to take part in sexual activity. This doesn't have to be physical contact and it can happen online. Occasionally the child won't understand that what is happening to them is defined as abuse. They may not even be aware that it is wrong. Sexual abuse is not carried out by just men, woman also commit such acts as well as other children.

The activities may involve sexual touching of any part of the body, clothed or unclothed, including using an object, assault by penetration, including rape or penetration of the mouth with an object or part of the body, kissing, encouraging a child to engage in sexual activity or encouraging children to behave in sexually inappropriate ways, sexual acts with someone else or making a child strip or masturbate, intentionally engaging in sexual activity in front of a child, not taking proper measures to prevent a child being exposed to sexual activities by others, meeting a child following sexual grooming with the intent of abusing them, taking, making, allowing someone to take, distributing, showing or advertising indecent images of children, paying for the sexual services of a child, encouraging a child into prostitution or pornography, showing a child images of sexual activity, including photographs, videos or via webcams. There are two different types of child abuse. These are called contact abuse and non-contact abuse.

Contact abuse is where an abuser makes physical contact with a child including penetration.

Non-contact abuse covers other acts where the abuser doesn't touch the child.

### Neglect

Neglect is the persistent failure to meet a child's basic needs which could result in the serious impairment of the child's health/development. This is sometimes because the parent/carer does not have the skills or support needed, sometimes due to other problems eg mental health issues, drug or alcohol problems or poverty. They may not get the love, care and attention they need from their primary carers.

From the moment of birth, neglect may involve a parent failing to provide adequate food, clothing and shelter, including exclusion from home or abandonment, to protect their child from physical and emotional harm or danger, ensure adequate supervision and access to appropriate medical care or treatment.

A child who is neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage, even death.

### Female genital mutilation (FGM)

FGM is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna. There are four types which are all illegal and have serious health risks. It is nearly always carried out on minors (between infancy and age 15).

Religious, social or cultural reasons are sometimes given for FGM.

However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long lasting damage to physical and emotional health.

FGM has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation.

### Breast ironing

Breast ironing - breast flattening, is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is thought that by carrying

out this act, young girls will, be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to the children in the nursery due to their age, Birkdale Nursery will ensure any signs of this in young adults or older children are followed up by using the safeguarding referral process.

### **Fabricated illness**

This is a type of physical abuse. This is where a child is presenting with an illness that is fabricated by the adult/carer. The carer may seek out unnecessary medical treatment/investigation. The signs may include a

Carer exaggerating a real illness through poisoning, starvation, inappropriate diet. This may also be represented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment of specialist support.

### **Modern slavery and Human trafficking**

The Modern Slavery Act, received Royal Assent on 26 May 2015. The act consolidates slavery and trafficking offences and introduces tougher penalties and sentencing rules. Child trafficking and modern slavery is becoming a more frequent form of child abuse. Children are recruited moved and transported and then exploited, forced to work or are sold on. Modern slavery is a term that covers:

- Slavery
  - Servitude and forced or compulsory labour
  - Human trafficking

Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse. For an adult or child to have been a victim of human trafficking there must have been

- Action (e.g recruitment, transportation, transfer, harbouring, or receipt of a child for the purpose of exploitation).
- Means (threat or use of force, coercion, abduction, abuse of power or vulnerability) There does not need to be "means" for children as they are not able to give consent.
- Purpose (e.g sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs)

When concern is raised about slavery or trafficking we will automatically follow our safeguarding procedure. If the child (adult) is at immediate risk of harm then the police will be called. Otherwise the local authority will be contacted and the safeguarding procedures will be followed.

### **County lines**

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns. Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime. County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police. Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk. Although unlikely with younger children, it is our responsibility to observe any signs of children being used for criminal gang activity and then follow safeguarding protocols.

### **Cuckooing**

Cuckooing is a term that is used to describe where a person involved in criminal activity such as drugs, trafficking and other forms of crime, target and take over a household of those that are vulnerable to facilitate their crime and use the property or home as a base to avoid police involvement. Young children can be at risk by this by being exposed to criminal activity. If we suspected that a child's family home or environment they regularly accessed was being used for such crimes, we would follow our safeguarding procedures, contacting the local authorities and if suspected the child was subject to any risk, contacting the police.

Children who are suffering one type of abuse are usually suffering another type of abuse or neglect at the same time but this isn't always the case.

### Identifying signs of possible abuse and neglect

Nursery staff should be alert to identify the signs of child abuse and be aware of the factors that may make abuse more likely.

Staff should be observant of...

- The relationship between the child and his/her Parent/Carer.
- The child's reaction to other people.
- Any comments made by the child and/or Parents/Carers which cause concern.
- This may include any views that may be considered extremist -
- The Prevent Strategy, resulting in radicalisation.
- Significant changes in children's behaviour.
- Deterioration in children's well being.
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Children's comments which give cause for concern.
- Children becoming secretive.
- Unexplained absences.
- Any reasons to suspect neglect or abuse outside the setting eg in child's home.
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- Inappropriate behaviour displayed by other members of staff, or any other person working with the children.
- The emotional effect of adults language, tones of voice etc on a child.
- Presence of mental health, drug/alcohol dependency or domestic abuse in the family setting. These are referred to as the "toxic trio" and any one of these factors increases the chances of abuse, the presence of all three is a major cause for concern.
- A knowledge that a child has a history of "looked after".
- A child with additional needs may be more vulnerable to abuse.
- Age inappropriate reference made by the child to websites, films, TV, magazines etc

Cherry Blossom Nursery and Preschool will request on the application to join, if social services is involved with the family. This allows for all professionals to work together for the benefit of the child.

It is requested that parents/carers inform nursery of any injury that the child receives outside the nursery - a pre-existing form to be completed.

Staff will inform parents of any injury that their child receives whilst in our care - accident/incident form to be completed and signed.

If a member of staff notices an injury after the parent/carer have left they should ask the child (if able to communicate) how the injury occurred and make a careful note of the explanation. Do not ask the child any leading questions or investigate the allegations yourself. It may be necessary to contact the parent/carer to ask them about the injury and to make a note of the explanation.

Staff will then be supported by the Safeguarding Lead in the completion of 'Keeping Children Safe' record which goes into the child's secure file. This concern alone may not indicate abuse and may not warrant referral to a child protection agency. However, single issues when seen in a cumulative way over a period of time or with other professionals may support a referral. Staff will always speak to parents/carers about concerns, which are being noted and record their response unless it would place the child in significant harm.

There are child protection concerns:

- If the explanation from the parent/carer is not consistent with the injury.
- If the child discloses something of concern.
- If there is concern for the health, safety and well being of the child



## **Appendix D: Recording and reporting**

### **Disclosure of abuse by a child**

If through conversation with the child you have cause to suspect abuse you should:

- Remain calm.
- Listen to the child in an understanding way.
- Ensure that the child feels as little responsibility as possible.
- It is very important to just listen and not to question.
- Only ask questions to clarify something they have said - do not ask leading questions.
- Do not make assumptions about who the allegation may concern and do not attempt to investigate the concern yourself.
- Write down exactly what the child says and how you responded. Sign and date this record. All information must be recorded without opinion by the member of staff who highlighted the cause for concern.

### **Recording suspicion of abuse and neglect**

#### **'My concern' Safeguarding Programme**

At Cherry Blossom Nursery and Preschool we use an Online safeguarding system called My concern to log and track all safeguarding concerns.

Staff recording safeguarding concerns are categorised by their job role to 'Designated safeguarding Lead', 'trusted user' or 'Basic user', please see below permissions and roles of each user.

Designated Safeguarding Lead: Must have up to date Designated Safeguarding Lead training - Able to access all information.

Trusted User: Senior practitioners E.g. Room leaders/Level 3 practitioners/Second in charges - Able to access information of concerns reported by themselves or if they have been tagged in the concern to be kept up to date with need to know information.

Basic User: Level 2 practitioners - Able to log and record concerns but unable to access further information.

Apprentices, unqualified staff and volunteers do not have access to my concern - in the event of recording a safeguarding concern they would report to their Room Leader or a designated safeguarding lead who would then follow the below procedures to record.

**Please note - Staff are set up to 'My Concern' with a work email address to ensure confidentiality and GDPR requirements are met.**

'My Concern' allows Safeguarding Leads to track and assess data that highlights where there may be risk of harm to children as well as look at a wider scale of local safeguarding concerns, patterns and attendance. The system also ensures that everything is on a need to know basis and that the correct staff are informed and able to know how the safeguarding leads are proceeding and what actions are being taken as well as any outcomes.

'My Concern' supports transferring of important documents that are strictly confidential to other settings and agencies.

### How to record

If you have cause to suspect abuse/neglect you should:

- Continue to observe the child's behavior.
- Write down what concerns you have and why using the 'my concern' program which will then flag to the Designated safeguarding leads. If this is an urgent concern there is any option to flag that it is urgent which will therefore highlight this to the Safeguarding leads.
- All information must be recorded by the member of staff who highlighted the cause for concern within 24 hrs.
- Any concerns will firstly be discussed with the parents/carers unless the manager feels that would put the child in danger.
- If concerns remain that a child is still at risk than social services or SPOA will be contacted and their advice sought.

If a child is identified as being vulnerable to extremism then advice could be sought directly from the police or Channel Programme.

### When a concern has been raised

- A decision regarding any suspicion must be made by the safeguarding lead and manager about how to deal with concerns.
- Any actions taken by the safeguarding leads must be recorded on 'My Concern'.
- Staff members caring for the child must be aware of the situation on a need to know basis and must receive guidance from the safeguarding lead as to what their actions should be through my concern and if required within meetings.



- Where possible the Parents/Carer must be provided with a careful explanation by the safeguarding lead about our concerns, our duty to act within the safeguarding guidelines. This to be done with another member of staff present.
- The Designated Safeguarding Lead will take action required to relevant agencies for support and Guidance if required, these may be to SPOA, MASH or childrens services.
- The Designated safeguarding lead should always make the referral where possible.
- Once a referral has been made to the local authority children's social,care department, we cooperate fully as required.
- All staff to co-operate fully with OFSTED, the police, social services and any other professional agency involved.
- Good communication between the necessary authorities is vital and support to all staff involved will be provided.
- A record must be made of everything, including our concern/observations, the parent/carers response (where appropriate), the contact with the child protection agency and the action to follow - these will be recorded on 'My concern'
- Staff cooperation with child protection agency is essential.
- Support should be offered to the family when deemed appropriate, managers also need to be mindful that staff may need support too.

### Other Agencies

- We have procedures for contacting the local authority on child protection issues including up to date contact numbers.
- We notify Ofsted and LADO of any incident or accident and any changes in our arrangements which may affect the well being of our children.
- Cherry Blossom Nursery and Preschool are apart of OPERATION ENCOMPASS where we are made aware of any police reports where children are present or involved in any domestic abuse/violence. This allows us to record and work with families and other agencies to ensure support is in place for the safety and welfare of both the child and the family.

## **Appendix E: Allegation against staff**

### **Allegations against staff**

(Please see whistle blowing policy for more detail)

- We ensure that all parents/carers know how to make complaints about the behaviour/actions of staff or volunteers within the setting which may include an allegation of abuse.
- We respond to any allegation about a member of staff by firstly recording the details.
- The management contact LADO, SPOA and Ofsted - we understand it is an offence not to do so SPOA is our first contact.
- It may be that the member of staff is suspended on full pay whilst fact finding takes place and until a report has been concluded. This is so that both parties are protected, it is not an admission of guilt.
- Confidentiality will be maintained at all times and the staff team, parents/carers, will not be told why the member of staff is suspended.
- If allegations are found to be true this will result in instant dismissal and the police informed.
- Where a member of staff is dismissed following an enquiry, we notify the Independent Barring Board so that the name may be included on the protection of children and vulnerable adults barred list.

Cherry Blossom Nursery and Preschool provides information and ongoing training to ensure that all staff are equipped to notice signs of abuse and the correct procedures that consequently need to be followed. We also have a commitment to our children to encourage them to be independent and to have a positive sense of self.

We ensure our staff receive training so that they can identify child abuse, so that they know how to respond, give support, record and make referrals.

All concerns relating to safeguarding will only be shared with the appropriate people and will be confidential.

## Appendix F: Protecting children from Radicalisation: The Prevent duty

### Protecting Children from Radicalisation: The Prevent Duty

At Cherry Blossom Nursery and Preschool, protecting children/young people from the risk of radicalisation is part of our wider safeguarding responsibilities - under section 26 of the Counter Terrorism and Security Act 2015, it is our duty to promote children's welfare and prevent radicalisation and extremism.

The nursery practitioners at Cherry Blossom Nursery and Preschool are in a unique position to identify possible signs of radicalisation in adults around young children. They have a closer relationship with parents/carers to that of schools and due to tight ratios they know the child very well.

Working closely together the staff are also mindful of changes within their own team. They would notice if a colleague was.....  
isolating themselves from family/friends,  
talking as if from scripted speech,  
unwilling to discuss their views,  
becoming disrespectful towards others with increased level of anger/secretiveness.

### Procedures

- We have clear and robust safeguarding policies in place that outline how we identify and manage risk.
- Our staff understand their role as key person and their responsibilities on how to protect children from extremism.
  - Our staff understand how to identify children at risk:
    1. Irregular attendance - [see attendance policy and procedures], absent from nursery for long periods of time.
    2. Increased levels of anger in a child's play.
    3. Changes in their general behaviour.
    4. Secretiveness
    5. Parent/family members of children who share extreme views in nursery.
- Our staff know when and how to take action after identifying a child at risk. They report their concerns to the safeguarding leads who then report to SS, SPOA, The Police or Channel.
- Our staff have all of the available training that provides them with up to date information.
  - Cherry Blossom Nursery and Preschool promotes British Values, which are embedded in its practice.

It is important to be aware of our settings responsibility to promote British Values and how this is linked to The Prevent Duty.

The promotion of inclusion and British Values are a tool kit of anti- radicalisation, it is important to see these as linked.

Promoting democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs ensures that our pre school children are given a positive experience of a life of freedom - where people's views, customs, religions are respected and differences celebrated - where we care for each other. This has always been the way of settings but now it is known as The British Values.

Therefore Birkdale Nursery's first duty is to keep a child safe and that includes being safe from radical thinking and any threat to their liberty.

### Useful Terminology

#### Safeguarding Prevention

advice to help schools to protect children from radicalization - what they can do.

#### The Prevent Duty

is the duty in the Counter- Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions to have due regard to the need to prevent people from being drawn into terrorism.

#### Channel

forms a key part of the prevent strategy. The process is a multi - agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism.

*Hayley Donoghue*

*Karen Elliott*