



Counter Terrorism and Security Policy

Focus Management for Business Limited have a duty of care to prevent, wherever possible, the radicalisation of students and staff by extremist organisations and to maintain a secure and safe working environment for all learners and staff.

To achieve this aim:-

- We will carry out risk assessments on all training environments and locations that we provide training in.
- We will also risk assess all future staff working with us however temporary that appointment might be.
- It will continue to be mandatory that all staff undergo Disclosure and Barring Service (DBS) checks and Safeguarding training to gain employment with Focus Management for Business Limited.
- We will monitor all Information Technology (IT) systems for inappropriate content with full screening of all company email and telephone text traffic.
- In line with our Data Security and Governance Policy we will restrict access to our IT infrastructure to only those personnel who have a need to use it.
- Disciplinary action will be taken against any member of staff who knowingly transmits inappropriate content via any of the social media channels (Facebook, Twitter, LinkedIn, etc.)
- In line with the Secretary of State's recommendation we will not allow persons with extremist views access to our staff or learners at any point whilst they are within our area of influence.
- We will as a matter of routine use our existing reporting channels to report any area of concern with regards to extremism through to our designated safeguarding officer. This places a duty to report any suspicious event or area of concern on all staff.

This policy will be enforced by senior management in line with the Secretary of State's recommendations with regard to counter terrorism and extremism and will be amended in line with government policy as and when required by changes in legislation or recommended best practice.

A handwritten signature in blue ink that reads 'Malcolm Yates'.

Malcolm Yates MSc, Chartered FCIPD, FInstLM, FRSPH
Managing Director
4th December 2015