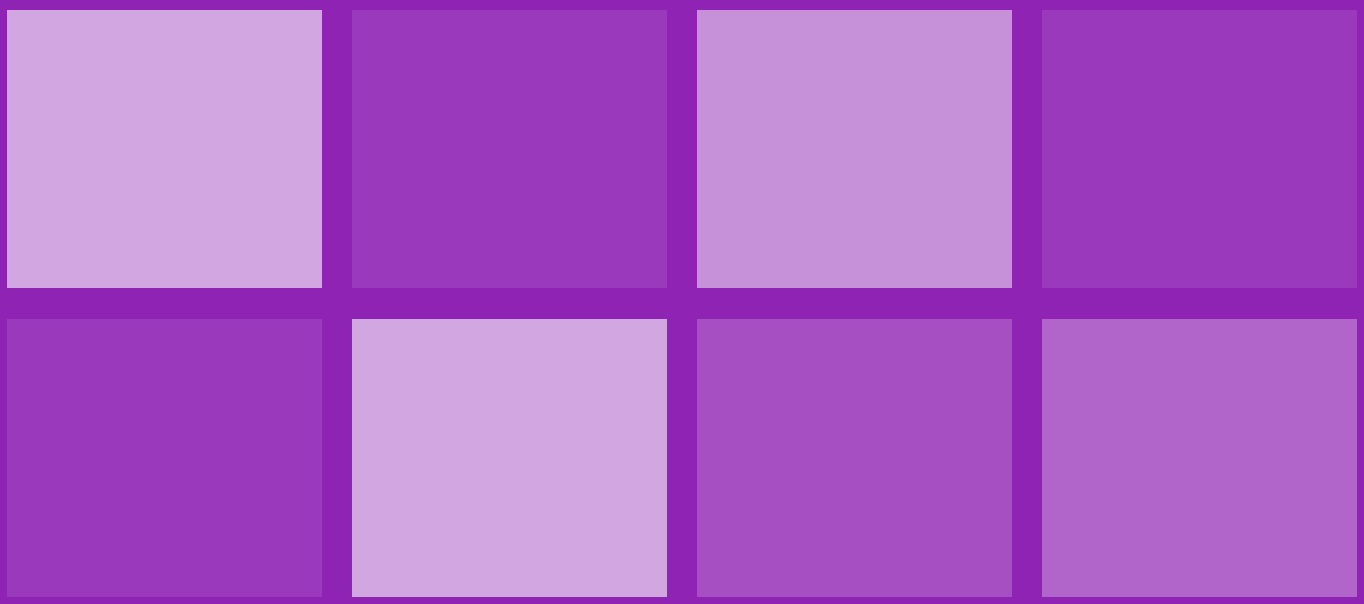
Home Office

Prevent Duty Toolkit for Local Authorities and Partner Agencies

Supplementary Information to the Prevent Duty Guidance for England and Wales



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Supplementary Information to the Prevent Duty Guidance for England and Wales

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Introduction

The Prevent Duty under the Counter-Terrorism and Security Act 2015 requires all specified authorities to have "due regard to the need to prevent people from being drawn into terrorism"; local authorities and their partners therefore have a core role to play in countering terrorism at a local level and helping to safeguard individuals at risk of radicalisation.

This toolkit is designed to provide practical information and examples of best practice to support local authorities and their partners in their work to protect vulnerable people from radicalisation. It supplements the Prevent Duty Guidance: for England and Wales[1], published in March 2015 and will assist in the consideration of existing statutory guidance.

Home Office support for the implementation of Prevent is listed at the end of this document, on page 34.

1 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf

Delivery Benchmark

The following benchmark has been designed to enable local authorities and their partners to assess Prevent delivery in their local area against statutory requirements and best practice delivery.

This is not an exhaustive list, but provides a benchmark for effective Prevent delivery. All areas are expected to have Prevent plans in place proportionate to the local risk, and as such local delivery plans in areas with the greatest risk may surpass delivery outlined in the benchmark to mitigate specific local risks.

The self-assessment tool on page 36 has been based on this benchmark. It is intended that local authorities and their partners will utilise the tool to assess Prevent delivery, identifying areas of strengths and weaknesses, before using the wider toolkit to identify information and examples of good practice to develop local delivery.

Corresponding sections of the self-assessment tool are provided throughout the following chapters, to enable consideration of practical delivery alongside information provided.

1.	The organisation has a local risk assessment process reviewed against the Counter Terrorism Local Profile.
2.	There is an effective multi-agency partnership board in place to oversee Prevent delivery in the area.
3.	The area has an agreed Prevent Partnership Plan.
4.	There is an agreed process in place for the referral of those identified as being at risk of radicalisation.
5.	There is a Channel Panel in place, meeting monthly, with representation from all relevant sectors.
6.	There is a Prevent problem solving process in place to disrupt radicalising influences.
7.	There is a training programme in place for relevant personnel.
8.	There is a venue hire policy in place, to ensure that premises are not used by radicalising influencers, and an effective IT policy in place to prevent the access of extremist materials by users of networks.
9.	There is engagement with a range of communities and civil society groups, both faith-based and secular, to encourage an open and transparent dialogue on the Prevent Duty.
10.	There is a communications plan in place to proactively communicate and increase transparency of the reality / impact of Prevent work, and support frontline staff and communities to understand what Prevent looks like in practice.

1. Local Risk Assessment Process

Benchmark	1. The organisation has a local risk assessment process reviewed against the Counter Terrorism Local Profile.
Outcome	**The organisation understands local risk and this informs planning and delivery locally.**
Expectation of compliance	1.1 Is there a local risk assessment process which informs an action plan and is disseminated to partners?
Good Practice Activity	1.2 Do officers responsible for delivering Prevent work proactively alongside their police colleagues to develop local CTLPs?
Good Practice Activity	1.3 Are CTLP findings disseminated at relevant levels?

The Prevent Duty requires all local authorities to utilise the local Counter Terrorism Local Profile (CTLP) to inform a robust assessment of the risks of radicalisation in the local area, and produce a proportionate partnership action plan to tackle these risks.

Contributing to the CTLP

Local authorities are a key partner in countering terrorism at a local level. Therefore while the CTLP is produced by the police, it is imperative that local authorities, and their partners, contribute to it.

Local authorities should play a central role in ensuring that local partners are able to contribute relevant information and data to the CTLP.

Information provided by local authorities and their partners should highlight any current and emerging themes or vulnerabilities in local radicalisation and extremism, and indicate whether the threats, risks and vulnerabilities have changed or remained the same.

Assessing risk

The CTLP should be an OFFICIAL SENSITIVE / RESTRICTED document. The minimum security clearance required for access to OFFICIAL SENSITIVE / RESTRICTED information is Baseline Personnel Security Standard (BPSS). However, the CTLP should include recommendations for activity against risks which should be shared among all appropriate partners.

These recommendations should be fed into:

1. A local risk-assessment.

This typically includes:

- An assessment of the threat; including the presence and nature of people, groups, communities and places that may be exploited by radicalisers.
- An assessment of the risk; including the probability that radicalisation may take place and the harm it may cause.

In developing a risk assessment, partners should:

- Ensure it is informed by an understanding of the factors for radicalisation as detailed in the Prevent strategy[2].
- Consider individuals who have returned from the theatre of conflict.
- Regularly review it against emerging national and local information, emerging analysis and CTLP updates.
- Ensure that decision-makers, including elected members, are appropriately briefed on it.

2. A strategic partnership action or delivery plan.

- Further information in section 3.

Disseminating CTLP findings

The CTLP is an annual product which should be based on the regular exchange of relevant information. This includes stakeholders disseminating appropriately within their organisations, as well as sharing information with other stakeholders, to be captured in the CTLP.

It is vital that information in the CTLP is shared among relevant stakeholders. The chief executive of the local authority should expect formal briefing from the police or Counter-Terrorism unit, and the Prevent Partnership board (or equivalent) should receive briefing on the key elements of the CTLP; in particular the local recommendations. Elected members in leadership roles should also receive a briefing of the key elements of the CTLP.

Local authorities may seek to work with the CTU to find means of briefing a broader set of stakeholders at an OFFICIAL level, with particularly sensitive elements removed from the briefing but the key findings highlighted to partners.

2 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf

2. Multi-Agency Partnership Board

Benchmark	2. There is an effective multi-agency partnership board in place to oversee Prevent delivery in the area.
Outcome	**The organisation leads a partnership of multi-agency stakeholders which ensures a collaborative approach to Prevent delivery.**
Expectation of Compliance	2.1 Is there a multi-agency partnership board in place which oversees Prevent delivery in the area?
Expectation of Compliance	2.2 Does the Prevent board have oversight of referral pathways, Channel and other statutory Prevent delivery?
Good Practice Activity	2.3 Does the organisation seek and secure opportunities for partnership working with neighbouring local authorities?
Good Practice Activity	2.4 Is a designated elected member proactively involved in Prevent policy-setting, delivery and communications?

Effective multi-agency partnership working is essential for the successful delivery of the Prevent Duty. Establishing a meaningful Prevent partnership board – or allocating responsibility to an existing board – will enable areas to effectively govern and oversee delivery of Prevent.

Local authorities should lead in driving the partnership and ensuring that the right partners are given the opportunity to participate.

Who should be involved?

All partners named as subject to the Prevent Duty in Schedule 6 to the Counter-Terrorism and Security Act 2015.[3] The way that these partners are represented on the partnership board is a matter of local choice. For example, schools in an area could be represented collectively.

Partnership board responsibilities:

Partnership board responsibilities include maintaining oversight of all statutory Prevent delivery, including referral pathways and Channel; agreeing and updating the risk assessment (section 1); agreeing the partnership plan (section 3); facilitating the sharing of information amongst partners and monitoring and reviewing performance.

3 http://www.legislation.gov.uk/ukpga/2015/6/schedule/6/enacted

Partnership structure

An existing partnership group, such as a Community Safety Partnership (CSP), can be utilised to oversee Prevent delivery. This presents advantages such as existing representation of agencies subject to the Duty.

A dedicated Prevent partnership board should be developed when the risk is assessed to be high and / or the delivery landscape is crowded. A tiered structured with separate, linked groups operating at strategic, tactical and operational levels may be adopted in areas facing significant challenges.

Elected member leadership

A designated elected member should be proactively involved in Prevent policy-setting, delivery and communications. They should provide strategic leadership of the Prevent board and encourage other members and officers across the organisation to promote Prevent objectives.

You may wish to consider the elected member's role in:

- Strategic oversight –
  - Ensuring that other elected members are fully briefed on key work in Prevent and how it will affect other portfolio areas.
  - Providing a steer in reaching difficult decisions on those issues that involve competing public interests or may prove contentious in an area.
  - Encouraging open discussion and transparent decision-making.
  - Ensuring Prevent priorities are reflected in the work of the local authority and keeping Prevent partnerships aligned with other local plans.
  - Attending meetings to ensure that recommendations and decisions of the partnership are fed into local leadership arrangements.
  - Scrutiny and challenge of Prevent delivery.
- Communications and community engagement –
  - Raising community concerns and supporting community engagement.
  - Communicating through the media and being the 'public face' of Prevent.
- Championing Prevent –
  - Embedding Prevent issues in the policy and decision-making processes of the local authority and championing the mainstreaming of Prevent.
  - Helping the partnership to secure funds and resources to address community concerns.

Information sharing

Information sharing is vital in effective safeguarding. Local partners should already be sharing data as part of their statutory safeguarding responsibilities and may already have protocols in place for sharing information where it is necessary to do so.

To ensure the rights of individuals are fully protected, it is important that information sharing agreements are in place at a local level. Specified authorities may occasionally need to share

personal information to ensure (according to information sharing protocols) that a person at risk of radicalisation is given appropriate support (for example, through Channel).

Information sharing must be assessed on a case-by-case basis and is governed by legislation. Further information on this can be found in the Prevent Duty Guidance: for England and Wales.

Partnership across boundaries

Cross-boundary partnerships can help with the sharing of information, best practice and learning, and allow for more efficient use of resources. Local authorities should therefore consider opportunities to strengthen existing informal networks between local areas, joining existing formal partnerships and/or establishing new ones.

In two tier areas, counties and districts should agree partnership arrangements that take account of patterns of risk across the area and are proportionate. In some places it will be appropriate for the county to take the lead, with districts feeding into a county-wide partnership structure and action plan. Elsewhere it may be more appropriate for a district to have its own partnership, although it should still be involved in setting the wider approach of the county. Regardless, a county-wide Prevent board should take responsibility for ensuring that the key activities are underway in each area.

Local authorities may consider working with the local police force and other specified authorities to create regional Prevent boards, in order to share good practice, intelligence and training opportunities to help co-ordinate a cohesive delivery model for Prevent across the area. This is especially useful for partners who cover a geography larger than a single local authority area, and can bridge divides between mixed types of local authority area (county, district and unitary).

Partnership delivery Case Study: Oxfordshire

The county-wide Safer Oxfordshire Partnership provides oversight and challenge of our activities to meet the Prevent duty. These are delivered through a Prevent Implementation Group which provides support and challenge on shared concerns, such as training, communications, and analysis of the latest Prevent data from the Police. At the district level, the CSPs develop local Prevent action plans to meet the requirements of the Prevent duty for their area.

In addition to the broad range of agencies represented on the Safer Oxfordshire Partnership - including the county and district councils, the Police, Health, probation services and the voluntary sector - the partnership has an elected member-led Oversight Committee which is chaired by the County Council elected member for the Police, and is attended by the district level elected members who represent their local Community Safety Partnerships (CSPs). Regular updates on issues and risks are presented to the partnership for scrutiny and challenge on how Prevent is being delivered at the county level. This approach supports member engagement with Prevent as a safeguarding issue at both the district and county levels in a consistent and joined up way.

Partnership delivery Case Study: Luton

Luton's Member Prevent Engagement Group (MPEG) is a reference group that is aligned to the Prevent Board. The MPEG is chaired by the portfolio Holder for Prevent and is made up of a cross-party group of up to 8 councillors (with the flexibility to be extended further to members) who have attended training on understanding Extremism and Prevent. MPEG receive reports from the Luton Prevent Board and can request reports from council officers and partner agencies as required. Meetings are scheduled in sync with the quarterly meetings of the Prevent Board.

The key purpose of the group is to provide member-led support, advice, challenge and scrutiny to the Prevent Board with regard to community engagement on the Prevent Duty. It acts as a sounding board on sensitive community issues linked to counter terrorism and extremism and acts as a conduit for direct and best practice on engagement with local people and institutions whilst being responsive to local and national requirements.

The group's terms of reference include provision to –

- Provide a steer regarding Prevent communications and engagement including critically reviewing positive messages and communication of sensitive and challenging messages about counter terrorism and extremism in the local context.
- Actively participate in engagement on the Prevent Duty with various stakeholders – including key statutory partners, institutions, faith and community organisations.
- In conjunction with the Prevent Board, help to develop appropriate alternative and/or counter narrative messages for use across diverse communities in Luton.
- Internally, MPEG provides a focal point for elected members on counter terrorism Duty which includes providing support for training and development in this area as well an integral mechanism for member-led scrutiny and challenge.

Partnership delivery Case Study: Staffordshire

In Staffordshire, the county community safety strategy group has introduced a Prevent Partnership Board which brings together statutory partners including representation from all District councils, Police, Prisons, Further and Higher Education, Probation providers and Health as well as the Community and Voluntary sector.

There is an action plan in place, performance information is shared and interrogated, and all partners are held equally to account for delivery by a senior chair. Partners share responsibility for delivery for their sectors and there is an acceptance that scrutiny is a positive tool to drive improvement.

3. Prevent Partnership Action Plan

Benchmark	3. The area has an agreed Prevent Partnership Plan.
Outcome	**A delivery plan, developed against an assessment of local risk, will drive activity where it is most needed in an area and shape the work of the Prevent partnership**
Expectation of Compliance	3.1 Do you have an agreed Prevent Partnership plan in place, which outlines the role of each local partner (specified authority or other Prevent board member) in delivering Prevent?
Expectation of Compliance	3.2 Are the organisation's responsibilities on Prevent referenced in relevant corporate and service strategies, plans and policies e.g. business plan, community safety strategy, safeguarding etc.?
Expectation of Compliance	3.3 Does the Prevent Partnership Plan acknowledge risk identified in the CTLP and allocate actions to tackle recommendations suggested within?

Once a risk assessment has been carried out, an Action plan, setting out the mitigating actions, should be developed.

Action plans should:

- Outline the role of each local partner (specified authority or other Prevent board member) in Prevent delivery objectives
- Give details against each objective, including timescales and action owners
- Give details of actions taken and measures of progress against each objective
- Identify and allocate actions to mitigate risks identified within the CTLP
- Summarise local governance arrangements

Activities should be mainstreamed within existing service delivery and the plan should be referenced in relevant corporate and service strategies, plans and policies.

Ownership

Action plans should be owned by the Prevent Board, which will provide accountability to ensure actions are followed up. A designated elected member should also have oversight of the plan.

Plans can be devised by an individual local authority and its partners, across a number of local authorities, or in a two tier area be developed by a lead authority inclusive of the needs of all authorities in the area.

While each local authority will be responsible for identifying and carrying out its own actions, it may be appropriate for adjoining local authorities to have a joint action plan (for example, one agreed jointly across a county in a two tier area).

Elected members should have formal oversight of the Prevent delivery plan for the local authority area. This could include ratification at Cabinet/Committee level or Full Council.

Risk mitigation

The Action plan should acknowledge risks identified in the CTLP and allocate actions to tackle recommendations suggested within it.

Partnership plan actions should be proportionate to the risk. They may vary from basic staff training where the risk is judged to be low, to robust and detailed programmes addressing all the objectives of the Prevent strategy where the risk is assessed to be high.

Local risk and threat levels are fluid. An effective programme of action will have mechanisms to allow for the regular reassessment of the risks against emerging national and local information, enabling the programme of action to be realigned as necessary.

Prevent Partnership Action Plan Case Study: Ealing

Ealing have a Prevent partnership action plan that is overseen by the Ealing Prevent Partnership Group, which is accountable to the Safer Ealing Partnership (the Community Safety Partnership).

The action plan sets out a number of objectives based on the Prevent Duty Guidance 2015 for Specified Authorities. Each statutory partner will report on their organisations progress to the Prevent Partnership Group who will provide a formal annual update to the Safer Ealing Partnership.

4. Referral Process

Benchmark	4. There is an agreed process in place for the referral of those identified as being at risk of radicalisation.
Outcome	**Individuals who are vulnerable to radicalisation are offered targeted and appropriate voluntary support by the multi-agency partnership.**
Expectation of Compliance	4.1 Do you have an agreed process in place for the referral of those who are identified as at risk of being drawn into terrorism?
Expectation of Compliance	4.2 Are referred individuals offered support that is appropriate to their needs?

Each area should have its own referral process for staff to flag concerns about an individual becoming radicalised or drawn into terrorism, which should mirror existing safeguarding referral processes. Referrals may be triaged by a designated safeguarding lead, adult and children's social services teams, the local Prevent contact, or Prevent police. These partners may then provide advice or forward the referral on to Channel (section 5) as appropriate.

If it is suspected that a person is about to put themselves in danger by travelling to join a proscribed organisation, or appears to be involved in planning to carry out a criminal offence, this supersedes all local referral processes and the police should be immediately informed.

Safeguarding

Prevent should be viewed as a safeguarding measure, and the steps local authorities should take are the same as the steps taken in safeguarding people from other harms. Local authority partnerships should act in accordance with the general principles set out in the statutory guidance, Working Together to Safeguard Children[4], as well as statutory guidance for adult safeguarding under the Care Act 2014[5].

In most instances, it will be staff already involved in formal safeguarding roles (e.g. child and adult social care) who will be most likely to identify people vulnerable to radicalisation, but authorities should consider the full range of their functions and the role they can play. For example, they should consider the role of their other functions in safeguarding, such as education, public health, housing, sport, culture and leisure services, licensing authorities and youth services. Ensuring these services are compliant with safeguarding duties is vital.

Existing arrangements for auditing compliance with safeguarding should be used where possible to ensure that Prevent Duty expectations are being met. Authorities should also consider the advantages of co-locating safeguarding services in Multi Agency Safeguarding Hubs, if they have not already done so.

4 https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

5 https://www.gov.uk/guidance/care-and-support-statutory-guidance/safeguarding

As part of their training (section 7), all relevant staff in the partnership and its commissioned services should understand where to get additional advice and support to make new referrals, and how to make referrals to Prevent to help enable them to effectively safeguard vulnerable people.

5. Channel Panel

Benchmark	5. There is a Channel Panel in place, meeting monthly, with representation from all relevant sectors.
Outcome	**Individuals who are vulnerable to radicalisation are offered targeted and appropriate voluntary support by the multi-agency partnership.**
Expectation of Compliance	5.1 Is there a Channel panel in place, which is Chaired by a senior local authority officer, and has representation from all relevant sectors including health, adults' and children's safeguarding, housing, probation providers and others (please name)?
Expectation of Compliance	5.2 Is there a robust understanding among Channel panel members of what constitutes the appropriate thresholds for Channel intervention (as per the Channel Duty guidance)? Does this understanding complement professional judgement and other relevant safeguarding vulnerability frameworks? Are referred individuals offered support that is appropriate to their needs?
Expectation of Compliance	5.3 Are there robust procedures, in line with data protection legislation, in place for sharing personal information about an individual and their vulnerabilities with Channel panel members?
Expectation of Compliance	5.4 Does the Channel panel learn from previous interventions to improve future case management?
Expectation of Compliance	5.5 Are Channel panel decisions, and remaining vulnerabilities of the individual in question, regularly reviewed by police (or local authority in project Dovetail areas) after 6 and 12 months? Is the result of this review briefed into the Channel Panel?
Expectation of Compliance	5.6 Are agreed protocols are in place for sharing information about vulnerable individuals and shared risks between local authorities?
Expectation of Compliance	5.7 Are relevant steps taken to both manage CT risks and to provide child protection/ safeguarding support as appropriate where consent is not given?

Channel is a voluntary, confidential programme which provides support to individuals who are vulnerable to being drawn into any form of terrorism. The programme was placed on a statutory basis in the Counter-Terrorism and Security Act 2015.

Channel identifies individuals at risk, assesses the nature and extent of that risk and develops appropriate support plans for the individual. It aims to ensure that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism or they become involved in criminal terrorist related activity.

Local authorities are vital for the success of Channel. They have a long, successful track record of bringing agencies together to case manage vulnerable people and in enabling access to a broad range of support services.

Channel panel

The Channel panel must be chaired by a senior local authority officer, and have representation from all relevant sectors, such as, but not limited to, health, adults' and children's safeguarding, and probation providers.

There should be a robust understanding among panel members of what constitutes the appropriate threshold for intervention (as per the Channel duty guidance[6]). This understanding should complement professional judgment of panel members and other relevant safeguarding vulnerability frameworks.

Channel process

An assessment will be made by the Channel panel, or, at an earlier stage in the process, by staff who support the Channel panel, on whether the individual is at risk of being drawn into terrorism and would benefit from Channel support. If a referred individual is considered by the panel to be suitable for Chanel, and consent is granted, then support that is appropriate to their needs and identified vulnerabilities should be offered.

If at any point it is assessed that the individual is not suitable for Channel, but has signs of other vulnerabilities, the individual must be referred to other relevant support services.

The Channel Panel should report on progress to the relevant part of the council which has delegated responsibility for Channel, which in many cases will be the Prevent Partnership board. In particular, there should be an escalation process to enable any interventions at Channel and / or blockages to support to be highlighted and addressed by the partnership. Scrutiny and oversight of Channel may also take place at this board.

A detailed Channel Self-Assessment tool, building on the baseline outlined in the Local Authority Toolkit, will be published in due course to provide further support to Local Authorities on Channel. Additionally, full details of the Channel process and guidance on Channel are available online[7] and advice is also available by contacting interventions@homeoffice.x.gsi.gov.uk.

6 https://www.gov.uk/government/publications/channel-guidance

7 https://www.gov.uk/government/publications/channel-guidance

Channel Case Study

Initial concerns were raised about a teenage male student by the Education establishment where the male attended. Staff had noticed that over short period of time he had changed in both attitude and appearance, shaving his head and displaying tattoos associated with Far and Extreme Right Wing ideology. He was also becoming quite vocal with his peers regarding racial/religious issues. These concerns were raised and reported to the Police Channel coordinator.

During the initial Channel information gathering process, the male was brought to the adverse attention of the local Police for handing out Far and Extreme Right Wing literature in a City centre prior to a high profile public event. During discussions with the Police he admitted that he had Far and Extreme Right Wing views and was a member of the National Socialist Movement.

An initial vulnerability assessment was competed and it was assessed that he was suitable for the Channel process. A Channel Panel was convened, which included representatives from the police, Children's safeguarding, education, Youth Offending Team and Far and Extreme Right Wing intervention provider.

Over subsequent months the individual attended a number of sessions with the intervention provider, where vulnerabilities were highlighted surrounding the individual and his family unit. As a result of these concerns, further meetings took place to include representatives from the area's adult safeguarding lead and Social Services so that these further issues could be signposted and addressed in conjunction with the specialist intervention provision.

The outcome of this multi-agency approach and the Channel process was to significantly reduce the individuals exposure / vulnerability to Far and Extreme Right Wing ideology; so much so that he changed significantly his views regarding other races and religions, grown his hair, removed Far and Extreme Right Wing tattoos, severed contact with negatively influencing family, friends, organised events and meetings, addressed his alcohol consumption, and sought medical help for an underlying health issue. He also engaged fully with the Education establishment and with their support was able to continue with his education. The individual's immediate family is now receiving support for issues which were identified during the process. To date he has not come to the adverse attention of the Police or partner agencies for the past 18 months.

6. Prevent Problem Solving Process

Benchmark	6. There is a Prevent problem solving process in place to disrupt radicalising influences.
Outcome	**Partners can work together to disrupt the spread of ideologies in an area which may lead vulnerable people to become radicalised.**
Good Practice Activity	6.1 Is there a formal mechanism or strategy is in place for identifying and disrupting radicalising influencers, including individuals, institutions and ideologies present in the area?
Good Practice Activity	6.2 Is there a named operational Prevent lead in each local authority area who can receive briefings and work with enforcement agencies to disrupt radicalisers? In the absence of the named lead, is there a deputy?

It is often necessary to put in place processes between partners to disrupt radicalising influences and to prevent vulnerable individuals being drawn into terrorism. It is also important that the partnership can share information and put in place processes to consider operational issues such as managing relevant premises of interest.

One option is to put in place multi-agency Prevent problem-solving panels, including representation from the local authority, police and other key stakeholders, to enable information to be shared and action plans to be drawn up to respond appropriately through a partnership approach.

Another option is to take advantage of other multi-agency operational boards already in existence to consider any Prevent related issues as and when they arise. There should be a named operational lead with responsibility for Prevent problem solving processes in place, and a deputy for the instance of their absence.

Problem Solving Panel Case Study: Hounslow

Hounslow's Prevent problem solving panel, which includes representation from a range of partners, considered an issue which arose about Da'wah stalls in the local area. Some stalls were being used to circulate extremist material in high footfall locations and in areas popular with young people.

The issue was considered by the panel and information was shared about the concerns.

As a result, the local authority introduced a temporary street traders licensing scheme; this is cost-free but requires any organisation wishing to set up a stall to register with the local authority. This enables the local authority to monitor and engage with applicants and refuse applications to those individuals or organisations who have been known to spread any form of extremist material previously, whether this be Islamist or Far and Extreme Right Wing.

Since adopting the scheme, the local authority have had no further issues with Da'wah stalls and have been able to use the scheme to build positive partnerships with community organisations.

7. Training Programme

Benchmark	7. There is a training programme in place for relevant personnel.
Outcome	**The right people across the organisation receive the right level of training required to help them understand the risk of radicalisation and know how to access support locally.**
Expectation of Compliance	7.1 Are all relevant staff in the partnership and its commissioned services aware of the signs of possible radicalisation and understand the need to raise concerns?
Expectation of Compliance	7.2 Do all relevant staff in the partnership and its commissioned services understand when and how to make referrals to Channel and where to get additional advice and support?
Expectation of Compliance	7.3 Does the organisation measure and account for different levels of training need across different teams and sectors (including offering more specialist training where appropriate)?
Expectation of Compliance	7.4 Is there an agreed education outreach programme, which works with a variety of educational institutions in the area to train staff members on identifying children at risk of radicalisation, and to build resilience in pupils?
Good Practice Activity	7.5 Is the organisation taking steps to understand the range of activity and settings of supplementary schools? Is consideration given to ensuring that children attending such settings are properly safeguarded?
Good Practice Activity	7.6 Is clear, accessible information and publicity material on Prevent widely available for staff within the organisation?
Good Practice Activity	7.7 Is a training or induction process in place for new officers who are responsible for delivering Prevent in the area?
Good Practice Activity	7.8 Are officers responsible for delivering Prevent in the area offered a programme of continued professional development?
Good Practice Activity	7.9 Is there written guidance for related services (e.g. safeguarding, public health) on their responsibilities with regards to Prevent?

Frontline local authority partnership staff who engage with the public, including commissioned service providers, should understand what radicalisation means, why people may be vulnerable to being drawn into terrorism and the potential consequences of radicalisation. Staff need to be aware of what we mean by 'extremism' and how this can potentially manifest into terrorism. Staff need to know what to do if they have a concern, what measures are available to prevent people from being drawn into terrorism, and how to challenge the extremist ideologies that are associated with it.

Types of training

A Prevent training catalogue is available online[8] which lists the publicly available Prevent courses, some of which are freely available.

Local authority staff should undertake Prevent e-learning and attend a Workshop to Raise Awareness of Prevent (WRAP), or a similar package to develop an understanding of how people are drawn into terrorism and what to do to raise concerns about such individuals.

- **Prevent e-learning for Local Authorities**

  HM Government has developed a 45 minute Prevent e-learning tool to provide an introduction to Prevent. It has been developed to raise awareness of, and explain Prevent within the wider safeguarding context. The Prevent e-Learning has been built to support existing facilitated training, such as 'WRAP' and facilitated briefings.

  Completion of the Prevent e-Learning will support users to notice concerns that may make individuals vulnerable to radicalisation which could draw them into terrorism, what a proportionate response looks like, as well as the confidence and ability to raise concerns when someone may be at risk.

  This package can be found at www.elearning.prevent.homeoffice.gov.uk.

- **Workshop to Raise Awareness of Prevent**

  One of the most widely accessible forms of training is the Workshop to Raise Awareness of Prevent (WRAP). To date hundreds of thousands of practitioners have attended WRAP sessions. This is a freely available interactive and facilitated workshop developed by HM Government. Aimed at frontline staff, it is designed to raise awareness of Prevent within a wider safeguarding context.

  All local authorities across England and Wales have professionals – particularly in safeguarding roles – who are accredited WRAP trained facilitators. While WRAP provides a good understanding of radicalisation as something which can draw people into terrorism, those receiving the training may benefit from an explanation of local structures; in particular information on referrals, the local Channel Panel, and holistic support for the individuals broader needs.

  WRAP provides an introduction to Prevent. Some staff may require additional training or briefings to supplement knowledge from this session.

  Queries about WRAP should be directed to: WRAP@homeoffice.x.gsi.gov.uk

8 https://www.gov.uk/government/publications/prevent-duty-catalogue-of-training-courses

Levels of training

A tiered approach should be considered in deciding which members of staff will receive different types of training.

The level and type of training may vary depending on whether participants' responsibilities are operational, managerial or strategic. The nature and frequency of contact staff have with potential vulnerable people should also be an important factor.

- Staff working in safeguarding may be considered a priority for training. Similarly, the staff of any contractors or Civil Society Organisations likely to come into regular contact with vulnerable people should also receive training.
- Staff working in areas where they are likely to encounter vulnerable individuals in the course of their duties (e.g. local authority housing officers; fire and rescue services, etc.) should be equipped with knowledge about what to do where they have grounds for concern, but may require less training than those who have a clearer safeguarding role.
- Strategic decision-makers, including elected members, safeguarding leads and Chief Executives, should be briefed on the obligations stemming from the Prevent Duty and the local threat. This will ensure that they understand how countering radicalisation fits within the wider responsibilities of the local authority. These strategic decision-makers can also play a positive role in explaining the Prevent Duty to communities, and provide leadership in the discussion of sensitive issues.

In all instances local authorities should consider the needs of staff in varying roles. For some staff, the Prevent e-learning for local authorities and WRAP attendance will be sufficient. Others may require facilitated training or briefings. In some instances a holistic training package may be required.

Additional training

Consideration should be given to providing the following groups with additional training:

- Those responsible for delivering or co-ordinating Prevent. This may include specialist Prevent staff, community safety practitioners, safeguarding leads etc.
- Channel Panel Chairs should be able to access Hydra Simulation training for Channel Chairs. This is normally a one/two day course at a regional training centre.
- Officers responsible for approving the hire of local authority premises should receive specific training on how to assess the risk and liaise with the police about individuals or organisations seeking to hire venues who may have links to radicalisation. This should include an agreed process for sharing concerns with senior officers and the police, and a decision-making framework for agreeing or declining bookings.
- Elected members should have access to WRAP, but they may benefit from a more strategic approach. Elected members will often be the 'front line' of engagement about Prevent from their constituents; it is vital that they understand the key principles of Prevent.
- Similarly senior officers should receive a sample of WRAP alongside a strategic approach to Prevent, highlighting the importance of mainstreaming delivery of the Prevent Duty across all council services.
- An education outreach programme should work with a variety of educational institutions in the area to train staff members on identifying children at risk of radicalisation, and to build resilience in pupils. Steps should also be taken to understand the range of activity

and settings of supplementary schools and consideration should be given to ensuring that children attending such settings are properly safeguarded, in part by offering bespoke education training.

Joint training

In all cases, consideration should be paid to joint training with partners, in particular statutory partners delivering locally such as senior police management, Clinical Commissioning Group leads, senior probation officers, local fire chiefs and other strategic leads.

This will ensure a clear uniformity of purpose across partners and reduce the opportunities for mixed messaging.

Training accessibility

Clear, accessible information and publicity material on Prevent training, and written guidance for related services on their responsibilities with regards to Prevent, should be widely available for staff within the organisation, for instance on the organisation's Intranet.

An induction process for new officers who are responsible for delivering Prevent in the area, and a programme of continued professional development thereafter, should also be offered.

Training Case Study: Brent

Brent has a tiered approach to Prevent training.

Internal

Strategic Briefings and Training Sessions: Brent Local Authority offers yearly Member training sessions which cover national and local threat, Prevent project delivery, Channel cases and emerging themes. For those Members with a keen interest in the radicalisation process Brent offers twice yearly "Understanding Extremist Ideology Training".

Heads of Service Training: A yearly session aimed at core Heads of Service is offered. This session uses WRAP case studies to provide context, a briefing on the national and local threat and an overview of local Prevent projects.

Core Staff: WRAP Plus is mandatory for all staff within Early Help, Adults and Children's Social Care, and any related Safeguarding service. WRAP Plus uses the core WRAP training product and additional case studies. These case studies are discussed and then assessed against the "Indicators of Need Matrix – Threshold Document". This helps to build staff confidence when assessing and working with cases impacted by radicalisation.

Wider members of staff are encouraged to enrol for WRAP training through Learning and Developments systems. Monthly "Understanding Extremist Ideology Training" is offered to all staff with a keen interest in the area.

External

Schools: Brent Local Authority recommend 'all staff' WRAP training to schools. The core WRAP product is used, however local context is also provided. For Designated Safeguarding Leads an additional half day training session is offered on a quarterly basis. The session explores WRAP case studies, local context, policy developments and related requirements.

Schools can request Governor training directly, however, yearly Governor seminars are offered through the School Improvement and Effectiveness Service with a session on Prevent.

Probation and National Offender Management Service (NOMS): WRAP Plus Training is offered to local Probation and National Offender Management Services. In addition, "Understanding Extremist Ideology Training" is offered to staff with a keen interest in the area.

Community and 3rd Sector Providers: Standard WRAP training is offered to community and 3rd Sector Providers, including faith based providers.

8. Venue Hire and IT Policies

Benchmark	8. There is a venue hire policy in place, to ensure that premises are not used by radicalising influencers, and an effective IT policy in place to prevent the access of extremist materials by users of networks.
Outcome	**Awareness of Prevent is integrated and mainstreamed within the organisation and other relevant agencies.**
Expectation of Compliance	8.1 Do you have a venue hire policy in place which ensures that measures are taken to prevent local authority venues being used by those who might draw people into terrorism?
Expectation of Compliance	8.2 Do you have an IT policy which prevents the access of terrorism-related content or the promotion materials by users of the organisation's networks?
Good Practice Activity	8.3 Do you have a speaker policy which alerts venues in the area (local authority or otherwise) to the risks associated with designated speakers who are known to be radicalising influences?

Venue Hire Policy

Local authorities are expected to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. Local authorities should ensure their venues are not used by those whose views would draw people into terrorism, by ensuring that rigorous booking systems are in place and staff responsible for them are trained to know what to do if they have suspicions (further information on training is available in section 7).

Non-local authority owned premises

In relation to non-local authority owned premises there are a number of issues to consider:

- **Health and safety considerations:** Some events can attract significant attendance with the potential for disorder outside their premises and health and safety implications for their staff. Local authorities may want to assess the risk and advise private venues accordingly.
- **Regulations:** A range of regulations are relevant to events (e.g. licensing, environmental health, noise pollution) and discussion should be had to look at whether an event confirms to the relevant regulations.

- **Reputation:** Venue owners may want to be made aware if there are concerns about a radicalising influencer using a private venue for an event in view of the potential reputational impact on the venue.
- **Charities:** Where local authorities are engaging with charities, they should be aware that trustees have specific duties under charity law which are relevant to the protection of their institutions. The Charity Commission has a variety of guidance available for trustees, including Chapter 5 of the Compliance Toolkit 'Protecting Charities from abuse for extremist purposes'[9]. Amongst other information, this provides guidance on managing risks associated with speakers, events and publications.

Local authorities should provide guidance and support for other organisations within their areas to ensure that they do not inadvertently provide platforms for radicalisers.

Speaker policy

Authorities may also consider a speaker policy which alerts venues in the local area (local authority or otherwise) to the risks associated with designated speakers who are known to be radicalising influences. An effective policy should encourage local venue owners to be aware of risks, make local venue owners aware of who they should contact if they require more information on a speaker, and offer advice support around open source due diligence where relevant.

Gender segregation

Local authorities should ensure they are familiar with their legal obligations under equality law and how this relates to their policy on gender segregation at events and meetings held on their estate or in connection with their activities. Local authorities should also consider these obligations in the context of implementing the Prevent Duty.

Where gender segregation occurs on the public estate or in connection with the functions of local authorities there is a risk this will be viewed as tolerance or even support for such practices. It is important that the relevant staff are aware of:

- Legal obligations under equality law
- What is permissible and not permissible on a segregated basis
- Exceptions from equality law for religious practice and observance

Segregation by gender will constitute unlawful discrimination except for in a few specifically defined purposes falling within one of the exceptions under the Equality Act 2010. The general rule is that exceptions in the Act must be interpreted narrowly because they are a departure from the fundamental principle of equal treatment. Local authorities must not knowingly facilitate discrimination of others at the request of a speaker or an individual attending or wishing to attend an event.

In order to comply with their duties under the Act, it would be sensible for local authorities and their contractors to request on any form used to book premises for events, information about the purpose of the meeting and firm detail of seating arrangements. If there is reason to suspect a risk of unlawful segregation, local authorities should conduct further investigation and, if proportionate, decline any bookings for the individual or organisation concerned where this would be justified under either their equality or Prevent duties.

9 https://www.gov.uk/government/publications/protecting-charities-from-abuse-for-extremist-purposes

IT policy

The Prevent Duty Guidance for England and Wales makes clear that specified authorities, in complying with the duty, ensure that publicly-owned resources do not provide a platform for radicalising influences, and are not used to disseminate extremist views, where those people/views would draw people into terrorism. This includes considering whether IT equipment available to the general public should use filtering solutions that limit access to terrorism-related and promoting material.

The Prevent duty requires specified authorities to ensure that children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering. The Department for Education's statutory guidance, Keeping Children Safe in Education[10], sets clear expectations about the filtering and monitoring systems schools should have in place. Where local authorities provide IT services to schools they should ensure that these include appropriate filtering and monitoring systems.

As a measure towards meeting the requirement in the duty, local authorities should check with their filtering company if their filtering product includes the police assessed list of unlawful terrorist content, produced on behalf of the Home Office by the Counter Terrorism Internet Referral Unit (CTIRU).

Contractors

Local authorities are expected to ensure that organisations who work with the local authority on Prevent are not engaged in any extremist activity or espouse extremist views.

Where appropriate, local authorities are also expected to take the opportunity, when new contracts for the delivery of their services are being made, to ensure that the principles of the duty are written in to those contracts in a suitable form.

10 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Extremist Speaker Policy Case Study: Waltham Forest

Waltham Forest has developed a Community Premises Protocol so that residents who access local community venues enjoy services and facilities without fear of intimidation, harassment, extremist or threatening behaviour. The Protocol provides guidance on mitigating risk, and the processes involved to ensure defendable and informed decisions are made by venues when hiring out community premises.

Waltham Forest recognises the right of people to express their opinions and views, but is equally aware and committed to ensuring that such expression does not in any way harm the dynamics with regards to race, gender, sexuality, religion/ belief, and age that constitute the basis of our communities. The Protocol provides guidance on how to search for information on an individual or group so that the venue can complete effective due diligence. The guidance aids in mitigating risk and ensures defendable and informed decisions are made by venues when hiring out community premises.

Waltham Forest became aware of an event due to take place at a local community centre. One of the advertised speakers represented an organisation that has consistently provided platforms to, and campaigned alongside, a number of extremist individuals and institutions in the UK, and which have praised terrorists. The other speaker has expressed intolerant views towards Jewish communities; there are reports of him advocating the destruction of the non-Muslim world, expressing support for convicted terrorists, expressing views opposed to homosexuality, and opposing integration.

Through partnership working between council officers, elected members, the police, and the management team at the venue (who were unaware of the booking) the venue was provided with more detailed information about the speakers. The venue took the decision to un-invite those planning to speak. Follow up work was undertaken with the venue about hall hiring and open source checks of speakers so that they can make an informed decision about future events themselves using the Protocol guidance.

Waltham Forest works with the Charity Commission to seek to enforce existing policies around codes of behaviour expected of charities.

9. Community and Civil Society Engagement

Benchmark	9. There is engagement with a range of communities and civil society groups, both faith-based and secular, to encourage an open and transparent dialogue on the Prevent Duty.
Outcome	**Engagement with a range of faith and community groups takes place in order to build community involvement and confidence in local Prevent delivery.**
Expectation of Compliance	9.1 Does the organisation engage with a range of community and civil society groups, both faith-based and secular, to encourage an open and transparent dialogue on Prevent?
Good Practice Activity	9.2 Does a Community Advisory Group meet regularly to advise on Prevent delivery?
Good Practice Activity	9.3 Does the organisation work with Civil Society Organisations to deliver local projects to support those at risk of radicalisation?

Prevent delivery by local authorities involves, and has an impact on, local communities. Communities also often provide localised solutions to countering radicalisation. Effective dialogue and engagement with communities will therefore bolster the success of Prevent delivery.

Community engagement

Positive community engagement is vital for Prevent. A lack of community buy-in could negatively affect delivery across all the sectors covered by the Prevent Duty.

It is important that communities are well informed. There are a number of different ways in which local authorities can engage meaningfully with their communities, such as:

- Through elected members, who have a significant level of contact with local communities and are well placed to understand the attitudes, tensions and unique challenges facing communities. This means that they are well positioned to listen to and raise community concerns, and to be situated as the 'public face' of Prevent delivery for the authority. This provides the opportunity for elected members to talk with communities about Prevent, to understand their concerns about Prevent, explain the Duty openly, and also help raise awareness about mechanisms to make referrals. Elected members should also consider the role of formal Scrutiny in providing transparency and accountability in delivering Prevent.

- Organising regular and structured engagement with key community influencers, such as school governors, faith leaders and youth workers. This can help facilitate dialogue, as well as demonstrate greater openness about Prevent through a willingness to discuss local delivery.
- Have an awareness of local community groups and be a familiar face at their events; it is important for communities to see that local authorities are engaged on a range of community issues, and not just Counter-Terrorism.
- Facilitating large scale question & answer events. Such events could include a facilitated debate and discussion with appropriate Prevent staff on how radicalisers groom young people, as well as the broader range of issues that are of concern to local communities in this area.
- By commissioning a respected voluntary and community sector partner to lead a programme of engagement around radicalisation. This may include discussion on broader issues like cohesion, hate crime, as well as Prevent, and may involve external expert speakers.
- Maintaining a network of community contacts who can be called on to reflect on emerging risks or events and who can promote messages of calm at times of high community tension, for example following a terrorist attack or inflammatory demonstration. These networks can also provide a useful barometer of community sentiment and can also help in ensuring that messages of reassurance and community safety reach into local communities.

Engagement should have clear and measurable outcomes. It should seek to build the trust and confidence of local communities, expand the understanding of the reality of Prevent, and aim to engage with sceptics.

Community Engagement is most effective when undertaken alongside effective communications, further information on which can be found in Section 10.

For further information on Community Engagement, please contact: PreventCommunications@homeoffice.x.gsi.gov.uk.

Civil Society Organisations

Alongside wider community engagement work, local authorities could consider working with and consulting appropriate Civil Society Organisations to build resilience to extremist narratives and increase the understanding of the risks of radicalisation across their communities. To do this local authorities are encouraged to look across their Civil Society Organisations and work with private and public sectors to ensure that they are meeting the threat locally, and that holistic support is provided for those vulnerable to the risk of radicalisation.

Staff working in such Civil Society Organisations play a safeguarding role in local communities, and as such consideration could be paid to making them a priority for training provided by the local authority. More information on training is available in Section 7.

Prevent Advisory Group Case Study: London Borough of Hammersmith and Fulham and the Royal Borough of Kensington and Chelsea

The joint London Borough of Hammersmith and Fulham and the Royal Borough of Kensington and Chelsea Prevent Advisory Group consists of members from faith organisations and community groups who provide advice and constructive challenge on the local delivery of Prevent; provide a voice for communities on a range of Prevent-related topics; disseminate key Prevent messages in their communities in a local context and are key partners in the design and delivery of Prevent projects in the two boroughs. The Prevent Advisory Group is chaired by the Councils' Head of Prevent and was six years old in December 2017.

10. Communications

Benchmark	10. There is a communications plan in place to proactively communicate and increase transparency of the reality / impact of Prevent work, and support frontline staff and communities to understand what Prevent looks like in practice.
Outcome	**The organisation can effectively communicate its work on Prevent, resulting in confidence in local processes to reduce risk.**
Good Practice Activity	10.1 Does the organisation communicate Prevent activity in a way which is proportionate and relevant to the context of the local area?
Good Practice Activity	10.2 Does the organisation have a formal communications plan which proactively communicates the impact of Prevent to professionals and communities?

Issues around countering terrorism will always be a subject of public debate within both national and local media. There will continue to be ongoing discussions about what can be done to stop people being drawn into terrorism including what is being done locally to intervene early to stop people being drawn into terrorism.

Local authorities are on the frontline of Prevent delivery. This means that there will be an expectation from local communities and the media that a local authority, and its partners, will be a source of information on the work being done locally to counter terrorism. The presents challenges, but also an opportunity to build greater transparency and better understanding of local Prevent programmes.

The development of a Prevent Communications Strategy, proportionate and relevant to the context of the local area, is recommended. Developing a Strategy allows a local authority to develop a strong narrative around the Prevent partnership work it has been engaged in to safeguard vulnerable people from being drawn into terrorism. This becomes invaluable when questions are asked of a local authority following terrorism-related arrests in the area. This may be a standalone Strategy, or it could form part of a broader council or CSP communications strategy.

A proactive communications strategy will:

- Explain the purpose and local Prevent delivery model to communities, elected members and other stakeholders. Further information on Community Engagement can be found in Section 9.
- Highlight the positive impact of local Prevent programmes and delivery, including among those participating in Prevent projects.
- Provide rapid rebuttal of myths and inaccurate or distorted reports, for example exaggerated or false reports of referrals to Prevent.
- Promote balanced reporting by contributing local authority spokespeople to comment

positively about the reality of Prevent or facilitating access to Prevent projects of which the media may be interested.

- Identify and encourage credible voices who participate in delivering Prevent and supportive voices in local communities to talk publically about the positive work of Prevent.
- Utilise appropriate channels such as media, social media and open-house or roundtable events to think creatively about the full range of channels that might be used to reach different audiences.

Communication Strategies should underline that:

- Prevent is about safeguarding – protecting vulnerable people from harm.
- Prevent is about supporting vulnerable people in much the same way as safeguarding against Child Sexual Exploitation, gangs or bullying. It is not about spying.
- Prevent tackles all forms of terrorism, including the Far and Extreme Right Wing, but the support provided by Prevent will necessarily reflect the greatest security threat, which currently comes from Da'esh.
- Prevent supports debate and discussion, it does not stifle it. Being able to debate helps build critical thinking and resilience to the very grooming that entices someone to terrorism.
- Prevent works best when delivered in partnership with communities and civil society groups.

For further information and advice on communications please contact:
PreventCommunications@homeoffice.x.gsi.gov.uk.

Prevent Communications Case Study: Birmingham City Council

Being at the forefront of the Prevent pathfinder stage in 2007, Birmingham attracted significant local media coverage. Driven by the negative national media reception to the programme, communications were dealt with in a risk adverse reactive manner.

Political changes within the council and a desire to engage proactively and positively with local media, to ensure more accurate coverage, led to the designing of a refreshed communications strategy. This included input from Prevent project leads in Birmingham to learn of their communications experiences and aspirations.

The city council communications team used this feedback to draw up a media protocol document, containing flow charts which outlined how any press enquiries should be dealt with. All groups delivering Prevent activity were invited to sign up and complete a proforma explaining the role and purpose of their organisation, so the council has a bank of ready-made case studies that can be offered to the media.

Over the last 18 months this has enabled the council to shift towards a 'proactive-reactive' model of communications, which focuses on being open to queries and readily offering up case study projects with the consent of partners involved.

This revised approach has enabled Birmingham to secure coverage including a 30-minute BBC Inside Out West Midlands special on Prevent and the work of mentors, amongst other things.

Crucial to this approach has been to position the council at arms' length to act as an enabler. By developing strong links and mutual trust with civil society groups delivering Prevent projects, the Council is able to act as a gateway for the media, considering and developing story ideas and providing a supported platform for the projects themselves to demonstrate their good work to the media.

A further important step has been to recognise and accept that media stories are likely to contain opposing voices in an effort to be balanced, and this should be viewed as an incentive to the council and project partners to provide a strong contribution that injects balance, rather than allowing a story to be dominated by a negative portrayal of Prevent.

Accessing Support

The Local Authority Partnership Self-Assessment Tool, available on page 34 can be used by local authorities and their partners to assess delivery of Prevent in an area. If gaps are identified, the support below is available from the Home Office to support local authorities improve their delivery of Prevent.

Local authorities can access the following types of support by contacting localgov.prevent@homeoffice.gsi.gov.uk.

Informal visits and mentoring	Office of Security and Counter-Terrorism (OSCT), Home Office Prevent officers or Prevent Peers (a network of Home Office accredited local Prevent officers) can arrange to meet officers in local areas to informally review policies and procedures. This can be expanded to a more formal mentoring programme if beneficial.
Prevent Board observation and engagement	OSCT Prevent officers or Prevent peers can attend Prevent Boards and develop a set of recommendations for improvement, as well as presenting on the latest direction from the government.
Channel observation	OSCT Prevent officers or Prevent peers can attend Channel panels and develop a set of recommendations for improvement.
Desktop document reviews	Prevent officers and Prevent peers can review and advise on strategies, action plans, policies and procedures.
Elected member support programme	A cohort of elected member Prevent Champions have been identified and trained in partnership with the LGA/WLGA. They can provide advice and support to other elected members on the political implementation of Prevent.

Further information

- Prevent Duty Guidance for England and Wales

  https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf

- Channel Guidance

  https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf

- Department for Education Prevent Guidance

  https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

- Educate Against Hate – information and resources for school leaders, parents and teachers on protecting children from radicalisation and extremism

  http://educateagainsthate.com

- NHS Prevent website – support for practitioners and health professionals to exercise their statutory and professional duties to safeguard vulnerable adults, children and young people at risk of radicalisation.
- https://www.england.nhs.uk/ourwork/safeguarding/our-work/prevent/

Local Authority Partnership Self-Assessment Tool

	Benchmark standard	Not yet started	Developing	Achieving	Supporting details
Benchmark	**1. The organisation has a local risk assessment process reviewed against the Counter Terrorism Local Profile**				
Outcome	**The organisation understands local risk and this informs planning and delivery locally.**				
Expectation of compliance	1.1 Is there a local risk assessment process which informs an action plan and is disseminated to partners?				*How are risks identified (i.e. through the CTLP)? Are risks captured effectively?* *Are risks adequately managed and directed to the right risk owners?* *Are the identified risks incorporated within the action plan?* *Risk assessments should look backwards at activity, and forwards to identify potential risks to the area.*
Good Practice Activity	1.2 Do officers responsible for delivering Prevent work proactively alongside their police colleagues to develop local CTLPs?				*Do CTLP authors provide opportunities for partners to contribute to the development of the CTLP?* *Are the contents of CTLPs tested with partners prior to completion and publication?*

Good Practice Activity	1.3 Are CTLP findings disseminated at relevant levels?				*Is there a stepped process enabling CTLP findings to be shared? This should include briefings to Chief Executives and senior officers on key risk and threat; versions with less sensitive data to be shared with partners; and generic findings to be made freely available.* *CTLP briefings should take place in a timely fashion.*
Benchmark	**2. There is an effective multi-agency partnership board in place to oversee Prevent delivery in the area.**				
Outcome	**The organisation leads a partnership of multi-agency stakeholders which ensures a collaborative approach to Prevent delivery.**				
Expectation of Compliance	2.1 Is there a multi-agency partnership board in place which oversees Prevent delivery in the area?				*Does this board steer, guide and approve Prevent activity and the partnership plan?* *What have been its significant outputs?* *Does the board receive updates on risk, including recent incidents of note? Does the board agree and update the risk assessment? Does the board facilitate the sharing of information among relevant partners?* *Does this board monitor the impact of Prevent? Is this information used to monitor future strategic decisions about Prevent delivery?*

					Do all the relevant local partners (including all specified authorities under the Prevent Duty and other agencies of local relevance) regularly attend? *Does the board monitor and review performance?* *Is the board chaired at the appropriate strategic level?*
Expectation of Compliance	2.2 Does the Prevent board have oversight of referral pathways, Channel and other statutory Prevent delivery?				*Referral data is brought to the Prevent board.* *Channel case studies and information about Channel referrals are brought to the Prevent board.*
Good Practice Activity	2.3 Does the organisation seek and secure opportunities for partnership working with neighbouring local authorities?				*Do you share information and best practice across the region?* *Do Prevent leads have an opportunity to network to share good practice?* *Have you initiated joint projects, training or policies with other local authorities?*
Good Practice Activity	2.4 Is a designated elected member proactively involved in Prevent policy-setting, delivery and communications?				*Does the member work in collaboration with the organisation's executive body and/or board?* *Do they encourage other members and/or officers across the organisation to promote Prevent messages and objectives?*

Benchmark	**3. The area has an agreed Prevent Partnership Plan.**				
Outcome	**A delivery plan, developed against an assessment of local risk, will drive activity where it is most needed in an area and shape the work of the Prevent partnership**				
Expectation of Compliance	3.1 Do you have an agreed Prevent Partnership plan in place, which outlines the role of each local partner (specified authority or other Prevent board member) in delivering Prevent?				*Please list the stakeholders who are encompassed within this partnership plan.* *Are all appropriate local partners engaged and involved?* *Are there strong and trusting relationships between officers responsible for delivering Prevent and partners within the organisation and externally?*
Expectation of Compliance	3.2 Are the organisation's responsibilities on Prevent referenced in relevant corporate and service strategies, plans and policies; e.g. business plan, community safety strategy, safeguarding etc.?				*How are these responsibilities referenced and/ or promoted?* *Does this ensure accountability for and ownership of Prevent throughout the organisation?*
Expectation of Compliance	3.3 Does the Prevent Partnership Plan acknowledge risk identified in the CTLP and allocate actions to tackle recommendations suggested within?				*Recommendations made within the CTLP are clearly marked within the action plan and activity to address them is specific, with an owner and a timeframe.*

Benchmark	**4. There is an agreed process in place for the referral of those identified as being at risk of radicalisation.**				
Outcome	**Individuals who are vulnerable to radicalisation are offered targeted and appropriate voluntary support by the multi-agency partnership.**				
Expectation of Compliance	4.1 Do you have an agreed process in place for the referral of those who are identified as at risk of being drawn into terrorism?				*How well does this process capture individuals at risk within the area?* *How well do all relevant stakeholders/ partners understand and use this process?* *Is feedback given to those making a referral on outcomes?* *Are referrals shared immediately with the Counter-Terrorism Unit for deconfliction?* *Is this process incorporated into safeguarding procedures?*
Expectation of Compliance	4.2 Are referred individuals offered support that is appropriate to their needs?				*Are individuals who are not supported through Channel signposted to other multi-agency services where appropriate? (please give evidence)* *Are individuals whose activity is disrupted through Prevent Case Management processes referred for holistic support where appropriate?* *Are a broad range of support options discussed and offered? (please give evidence)* *Do you have sufficient and appropriate interventions to offer individuals identified as being at risk/ vulnerable?*

Benchmark	**5. There is a Channel Panel in place, meeting monthly, with representation from all relevant sectors.**				
Outcome	**Individuals who are vulnerable to radicalisation are offered targeted and appropriate voluntary support by the multi-agency partnership.**				
Expectation of Compliance	5.1 Is there a Channel panel is in place, which is Chaired by a senior local authority officer, and has representation from all relevant sectors including health, adults' and children's safeguarding, housing, probation providers and others? (please name)				*Does the panel meet at agreed regular intervals?* *Who is its Chair? Is it Chaired at the appropriate level?* *Do all relevant sectors attend each meeting?*
Expectation of Compliance	5.2 Is there a robust understanding among Channel panel members of what constitutes the appropriate thresholds for Channel intervention (as per the Channel Duty guidance)? Does this understanding complement professional judgement and other relevant safeguarding vulnerability frameworks? Are referred individuals offered support that is appropriate to their needs?				*Is the understanding of what constitutes a Channel referral (as per the Channel Duty Guidance) rigorous and appropriate?* *Is this understanding considered alongside professional judgement and other assessments? At Channel panel is there a full and effective consideration of an individual's vulnerabilities? Does the vulnerability assessment facilitate the Channel panel to make the most appropriate decision on the support an individual should receive?*

Expectation of Compliance	5.3 Are there robust procedures, in line with data protection legislation, in place for sharing personal information about an individual and their vulnerabilities with Channel panel members?				
Expectation of Compliance	5.4 Does the Channel panel learn from previous interventions to improve future case management?				*Does the Channel panel undertake formal retrospective analysis of support offered?* *Is this shared with other local authorities to improve best practice learning?*
Expectation of Compliance	5.5 Are Channel panel decisions, and remaining vulnerabilities of the individual in question, regularly reviewed by police (or local authority in project Dovetail areas) after 6 and 12 months? Is the result of this review briefed into the Channel Panel?				*Is this process overseen by the Channel Panel?*
Expectation of Compliance	5.6 Are agreed protocols are in place for sharing information about vulnerable individuals and shared risks between local authorities?				*Have these been tested and proven to work effectively? (please give evidence)* *Does this include cases where an individual's caseload is transferred between Channel panels?* *Are procedures in place for the transferral of Channel data between agencies?*

Expectation of Compliance	5.7 Are relevant steps taken to both manage CT risks and to provide child protection/ safeguarding support as appropriate where consent is not given?				*Are s.47 referrals considered where appropriate?* *Are partners involved in helping support vulnerability through Prevent Case Management processes?*
Benchmark	**6. There is a Prevent problem solving process in place to disrupt radicalising influences.**				
Outcome	**Partners can work together to disrupt the spread of ideologies in an area which may lead vulnerable people to become radicalised.**				
Good Practice Activity	6.1 Is there a formal mechanism or strategy is in place for identifying and disrupting radicalising influencers, including individuals, institutions and ideologies present in the area?				*Are all local partners involved in the coordination and delivery of this strategy?* *Is this in keeping with the mechanisms used by other partners (including police)?* *If existing partnership arrangements are not in place, are partners aware of a method of responding tactically to radicalisers?*
Good Practice Activity	6.2 Is there a named operational Prevent lead in each local authority area who can receive briefings and work with enforcement agencies to disrupt radicalisers? In the absence of the named lead, is there a deputy?				*Are named leads aware of the opportunities available to disrupt radicalisers?* *Are named leads security cleared?* *Are leads trained in disruption tactical options?*

Benchmark	**7. There is a training programme in place for relevant personnel.**				
Outcome	**The right people across the organisation receive the right level of training required to help them understand the risk of radicalisation and know how to access support locally.**				
Expectation of Compliance	7.1 Are all relevant staff in the partnership and its commissioned services aware of the signs of possible radicalisation and understand the need to raise concerns?				*Is there a formal training programme for staff?* *Are steps being taken to ensure this is being taken up by all relevant personnel?* *Is training advertised proactively? Is it included in the induction of relevant staff?* *Is the level of understanding of radicalisation subsequently measured? (if so, how?)*
Expectation of Compliance	7.2 Do all relevant staff in the partnership and its commissioned services understand when and how to make referrals to Channel and where to get additional advice and support?				*Do staff feel empowered to make referrals where appropriate, and know when it is not necessary to refer an individual?* *How is the level of understanding of when to make referrals to Channel measured?*
Expectation of Compliance	7.3 Does the organisation measure and account for different levels of training need across different teams and sectors (including offering more specialist training where appropriate)?				*Which targeted training offers are available for staff?* *How are levels of training need measured?* *How does the organisation track which staff members have been trained and which are still to receive training?*

					How is information on training uptake recorded? *How is this information used to ensure attendance to training by remaining untrained relevant staff?*
Expectation of Compliance	7.4 Is there an agreed education outreach programme, which works with a variety of educational institutions in the area to train staff members on identifying children at risk of radicalisation, and to build resilience in pupils?				*Does the organisation reach out to primary schools, secondary schools including academies and free schools, special schools, elective home education and PRUs?* *Does the education programme include resilience training for staff, to strengthen relevant safeguarding procedures and equip staff to respond to issues arising from terrorist incidents or political events?* *Have you agreed a mechanism with sector coordinators (HE-FE) to inform them of relevant local threats, risks and tensions?"*
Good Practice Activity	7.5 Is the organisation taking steps to understand the range of activity and settings of supplementary schools? Is consideration given to ensuring that children attending such settings are properly safeguarded?				

Good Practice Activity	7.6 Is clear, accessible information and publicity material on Prevent widely available for staff within the organisation?				*Does this include online training e.g. e-learnings?* *Does this communicate the importance of the duty?* *Does it include how to make a referral? Does it include how to access further training?*
Good Practice Activity	7.7 Is a training or induction process in place for new officers who are responsible for delivering Prevent in the area?				*Does this include specific and in-depth training on terrorist ideologies, the local threat profile and the reasons an individual might be drawn into terrorism?* *What other training might be needed for new Prevent staff?*
Good Practice Activity	7.8 Are officers responsible for delivering Prevent in the area offered a programme of continued professional development?				*Does this include specific and in-depth training on terrorist ideologies, the local threat profile and the reasons an individual might be drawn into terrorism?* *What other development might be needed for existing Prevent staff?*
Good Practice Activity	7.9 Is there written guidance for related services (e.g. safeguarding, public health) on their responsibilities with regards to Prevent?				*Is this guidance used and adhered to?*

Benchmark	**8. There is a venue hire policy in place, to ensure that premises are not used by radicalising influencers, and an effective IT policy in place to prevent the access of extremist materials by users of networks.**				
Outcome	**Awareness of Prevent is integrated and mainstreamed within the organisation and other relevant agencies.**				
Expectation of Compliance	8.1 Do you have a venue hire policy in place which ensures that measures are taken to prevent local authority venues being used by those who might draw people into terrorism?				*Is awareness of this policy spread throughout the organisation?* *Have working communication links been created between the Venue Hire team and the local authority Prevent team?* *Has this policy adequately prevented the organisation's premises from being used by those who might draw people into terrorism?* *Does the policy include contact points at the CTU in order for checks to be made, or provide guidance on how open-source checks can be carried out?*
Expectation of Compliance	8.2 Do you have an IT policy which prevents the access of terrorism-related content or the promotion materials by users of the organisation's networks?				*How effective is this policy at preventing the access of terrorism-related or promoting materials?* *Does this include libraries and WiFi hotspots (if relevant)?*

Good Practice Activity	8.3 Do you have a speaker policy which alerts venues in the area (local authority or otherwise) to the risks associated with designated speakers who are known to be radicalising influences?				*Has this policy been tested and proven effective at encouraging local venue owners to be aware of risks?* *How have local venue owners responded to the policy?* *Are venue owners aware of who they should contact if they require more information on a speaker?* *Are the Regional Prevent Coordinators for FE-HE and NHS England informed when concerns are raised about a venue in their remit?* *Have you provided guidance to Town and Parish Councils and community organisations in your area with rentable facilities?* *Have you briefed hotels and licensed premises in your area?* *Are Prevent teams discussing reputational risk and equality and diversity considerations with local venues?* *Are Prevent teams offering support around open source due diligence where relevant?*

Benchmark	**9. There is engagement with a range of communities and civil society groups, both faith-based and secular, to encourage an open and transparent dialogue on the Prevent Duty.**				
Outcome	**Engagement with a range of faith and community groups takes place in order to build community involvement and confidence in local Prevent delivery.**				
Expectation of Compliance	9.1 Does the organisation engage with a range of community and civil society groups, both faith-based and secular, to encourage an open and transparent dialogue on Prevent?				*In what ways are you reaching out to community and civil society groups?* *Are mechanisms in place to consult with community and civil society groups on Prevent delivery?* *How else are civil society groups involved in local Prevent delivery?*
Good Practice Activity	9.2 Does a Community Advisory Group meet regularly to advise on Prevent delivery?				*Is there a process for checking who the appropriate community partners to attend are?* *Are the appropriate community partners attending these meetings on a regular basis?* *Is the advisory group continuously engaged in Prevent work between meetings? (please give evidence)*
Good Practice Activity	9.3 Does the organisation work with Civil Society Organisations to deliver local projects to support those at risk of radicalisation?				*In what ways are you working with civil society groups?* *Are mechanisms in place with civil society groups to consult and support local delivery of Prevent?* *How else are civil society groups involved in local Prevent delivery?*

Benchmark	**10. There is a communications plan in place to proactively communicate and increase transparency of the reality / impact of Prevent work, and support frontline staff and communities to understand what Prevent looks like in practice.**				
Outcome	**The organisation can effectively communicate its work on Prevent, resulting in confidence in local processes to reduce risk.**				
Good Practice Activity	10.1 Does the organisation communicate Prevent activity in a way which is proportionate and relevant to the context of the local area?				*What methods or platforms are used to communicate Prevent in the area?* *Is this tailored to the requirements of given situations? (E.g. subsequent to an event or incident, interest from local stakeholders).*
Good Practice Activity	10.2 Does the organisation have a formal communications plan which proactively communicates the impact of Prevent to professionals and communities?				*What methods or platforms are used to communicate Prevent in the area?* *Does this plan involve input from services across the organisation? Does it highlight local delivery through civil society organisations and other partners?*