

Prevent Duty Risk Assessment 2019/20 and 1920/21

Revised from previous years

<u>No</u>	<u>Prevent Vulnerability/Risk Area</u>	<u>Y/N</u>	<u>Action taken/already in place to /mitigate/address risk</u>	<u>Owner</u>	<u>When</u>	<u>RAG</u>
1	<p>LEADERSHIP</p> <p>Do the following people have a good understanding of their own and institutional responsibilities in relation to the "Prevent Duty"?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Governors <input type="checkbox"/> CMT <input type="checkbox"/> OMT <input type="checkbox"/> Staff <input type="checkbox"/> Student Governors <input type="checkbox"/> Safeguarding team 	 Y Y Y Y Y Y Y	<p>Induction process for new staff and Governors</p> <p>Online training modules in place</p> <p>Central record for all CPD activity recorded</p> <p>Team Meetings agenda – standing item</p> <p>Managers ensure appropriate questions are included in interview process for roles</p> <p>External providers are engaged to undertake updates for existing staff and introductions for new staff.</p>	CMT/ OMT/ DDSLs	July 2020	G
2	<p>PARTNERSHIP</p> <p>Is there active engagement from the institution's Governors, CMT and OMT ?</p> <p>Does the institution have an identified single point of contact (SPOC) in relation to Prevent?</p>	 Y Y	<p>Governors, CMT and OMT are provided with regular updates</p> <p>Team meetings discuss safeguarding and Prevent matters are necessary</p> <p>The DSL for the organisation is the Lead for Prevent as well</p>	 DB DB	 Remains in place Remains in place	 G G

	have sufficient training to be able to recognise this vulnerability and be aware of what action to take in response	Y		DB/IK/BJ	July 2020	G
4	WELFARE, PASTORAL AND CHAPLAINCY SUPPORT					
	Are there adequate arrangements and resources in place provide pastoral care and support as required by the institution?	Y	Specific Student Support Advisors and Safeguarding Activity Officers are employed to ensure a high level of pastoral care Personal Tutors are in place to provide constant pastoral care and support A number of highly experienced, knowledgeable, skilled and qualified staff are employed within the Learner Services department particularly as Learning Support Assistants Individuals have specific expertise in order to provide wide ranging support to learners	VMc/BJ	in place	G
	Does the institution have chaplaincy provision or is this support signposted locally or brought in?	Y	Tutorial programmes support across all curriculum areas delivery and embedding of Prevent and Safeguarding. Lecturing staff can then contextualise the resources for their own groups / subject areas.	BJ/VMc	in place	G
	Are their adequate monitoring arrangements to ensure that this support is effective and supports the institutions welfare and equality policies?	Y	During observations & learning walks where naturally occurring opportunities are identified they are noted and discussed with tutors on how they did / did not take advantage of that opportunity and how that could be improved in the future.	CMT/OMT	in place	G
	Does the chaplaincy support reflect the student demographic and need?	Y	Chaplaincy provision is brought in on a regular basis	BJ/AW/VMc	in place	G

	Are the arrangements for prayer and other faith related facilities known	Y	Additional signposting takes place as required Learner surveys are undertaken Chaplaincy is provided from a neutral position Sessions are provided on an ad hoc basis from external speakers from different positions and beliefs Rooms located at all sites and staff reminded	BJ/VMc /DB	in place	G
5	SPEAKERS AND EVENTS					
	Is there an effective policy/framework for managing speaker requests?	Y	External Speaker Policies is in place with an authorisation form to be completed and added to the College's single record.	DB/BJ	In place	G
	Is it well communicated to staff and complied with?	Y	Policy in place and disseminated to staff and being used	DB/BJ	in place	G
	Is there a policy/framework for managing on campus events i.e. charity events?	Y	Policy amended to include on site events. In place and staff aware and using policy	DB/BJ		G
	Are off campus events which are supported, endorsed, funded or organised through the institution subject to policy/framework?	Y	'Educational visits' policy in place with check lists and authorisation forms	CMT/ OMT		G
6	SAFETY ONLINE					
	Does the institution have a policy relating to the use of IT and does it contain a specific reference and inclusion of the Prevent Duty?	Y	IT policies which include the Prevent Duty where required covering the following: Learners using their own IT Devices (BYOD), theft of IT equipment on College Premises , IT and AV support, IT Security, Intranet use, IT security, IT software and the home use of College equipment	RB	In place	G

	Does the institution employ filtering/firewall systems to prevent staff/students/visitors from accessing extremist websites and material?	Y	Improved arrangements implemented in 2019. Effective firewalls are in place which filter and reject inappropriate words connected with extremism, radicalisation and terrorism. Smoothwall arrangements improved to include weekly report of attempts to access Prevent related websites	RB	in place	G
	Does this also include the use of using their own devices via Wi-Fi?	Y	Firewalls cover all use of the College's Wi-Fi	RB	In place	G
	Does the system alert to serious and/or repeated breaches or attempted breaches of the policy?	Y	The system reports on such attempts. IT staff monitor these reports	RB	In place	G
7	<u>PRAYER AND FAITH FACILITIES</u> Does the institution have prayer facilities?	Y	A multi purpose room is available to staff, students, contractors and visitors on most sites. One use of the room is for the purpose of prayer	DB/BJ/ VMc	Review all sites following merger	A
8	CAMPUS SECURITY Are there effective arrangements in place to manage access to the campus by visitors and non-students/staff?	Y	All staff and students wear ID badges and lanyards. All staff are vigilant and will approach individuals who are not wearing identification. CCTV cameras are also in place. Swipe systems are used on doors on some campuses. There is good practice in visitors badges and information given to visitors.	RB/DB/ VMc	in place	G

	Is there a policy regarding the wearing of ID by staff and students on campus? Is it enforced?	Y	'Conduct at Work Policy - Staff standards of Personal Behaviour / Conduct at Work'. This policy outlines the behaviour expected and the requirement to wear ID badges on appropriate College lanyards at all times. Student ID introduced Sep 17 and monitored	DB/IK	In place	G
	Are dangerous substances kept and stored on site?	Y	COSHH policy and procedures are in place to ensure the safe storage of such substances on all College sites	DB/ED/ IK/CH/ OMT/ CMT	in place	G
	Is there a policy in place to manage the storage, transport, handling and audit of such substances?	Y	COSHH policy explains these issues and includes forms to complete for control and monitoring	DB/CH/ ED/IK	in place	G
	Is there a policy covering the distribution (including electronic) of leaflets or other publicising material?	Y	Policy in place	VMc/JR	Check still current	A
	Does the institution intervene where off campus activities are identified or are likely to impact upon staff and/or students i.e. leafleting, protest etc?	Y	Action would be taken to ensure that off campus activities which are likely to affect staff or students are controlled.	CMT	in place	G
9	SAFEGUARDING					
	Is protection against the risk of radicalisation and extremism included within Safeguarding and other relevant policies?	Y	College's Safeguarding and Child Protect Policy includes the Prevent Duty. The Prevent Strategy, policy and Action Plan outlines the organisations intentions in this regard	DB/DD SLs	In place	G

	Do Safeguarding and welfare staff receive additional and ongoing training to enable the effective understanding and handling of referrals relating to radicalisation and extremism?	Y	Staff receive regular opportunities to engage in training to update them on the Prevent Duty. This is identified within the Prevent Policy. The Chair and Deputy Chair of Governors are the Lead Governors for Safeguarding and have attended Specialist DSL/specialist training	DB/BJ	In place	G
	Does the institution utilise Channel as a support mechanism in cases of radicalisation and extremism?	Y	Channel is utilised and clearly identified in policy and training materials used.	DB/BJ	In place	G
	Does the institution have a policy regarding referral to Channel identifying a recognised pathway?	Y	The Channel procedure is referred to in the Prevent and Safeguarding related Policies	DB/ DDSLs	In place	G
10	COMMUNICATIONS					
	Is the institution Prevent Lead and their role widely known across the institution?	Y	Prevent Lead is publicised in policies, training and posters. Staff and students are aware of the DSL, DDSLs	DB/BJ	In place	G
	Are staff and students made aware of the Prevent Duty, current risks and appropriate activities in this area?	Y	Targeted training takes place for new students each year with induction and tutorials providing additional information. Staff	DB	In place	G
	Are there information sharing protocols in place to facilitate information sharing with Prevent partners?	Y	Data protection and sharing protocols and policies are in place.	DB/BJ	In place	G
11	INCIDENT MANAGEMENT					
	Does the institution have a critical incident management plan which is capable of dealing terrorist related issues?	Y	The College's risk management plan covers the risk of an attack. Run, Hide Tell, police advise in place for most of the sites. There is a Lock Down policy in place for the two sites of NSC	DB/RB/ BJ/IK	In place	G

	Is a suitably trained and informed person identified to lead on the response to such an incident?	Y	Most senior manager on site is in charge of such incidents	CMT	In place	G
	Does the Communications/Media dep't understand the nature of such an incident and the response that may be required?	Y	Any communications/press information will come from the most senior manager on site	CMT	In place	G
	Does the institution have effective arrangements in place to identify and respond to tensions on or off campus which might impact upon staff, student and/or public safety?	Y	Key staff are informed and aware of the need to identify and report such issues	CMT	In place	G
	Are effective arrangements in place to ensure that staff and students are appraised of tensions and provide advice where appropriate?	Y	Student and staff intranet and noticeboard are used to relay information	CMT	In place	G
12	STAFF AND VOLUNTEERS					
	Does awareness training extend to sub-contracted staff and volunteers?	Y	Contractor policies are in place. Volunteers are subject to safeguarding checks as necessary. The single records are maintained.	DB/CM T/OMT/ IK	In place	G
	Is the institution vigilant to the radicalisation of staff by sub-contracted staff and volunteers?	Y	The institution is vigilant of all individuals, staff, volunteers, visitors, students, governors etc	DB/CM T/OMT	In place	G
13	FREEDOM OF EXPRESSION					
	Does the institution have a Freedom of Speech/Expression policy?	Y	Policy in place	DB/BJ	In place	G
	Does this policy recognise and incorporate the risks associated with radicalisation and extremism?	Y	FOS policy in place	DB/BJ	In place	G

	Is the need to protect vulnerable individuals covered within this policy?	Y	As above but vulnerable individuals covered in existing Safeguarding policies	DB/BJ	In place	G