



St Helens College



University Centre  
St Helens



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# Prevent Duty Risk Assessment/ Action Plan

## St Helens College

### Prevent Duty Risk Assessment/Action Plan

As at September 2019

<u>No</u> :	<u>Prevent Vulnerability/Risk Area</u>	<u>Risk</u> <u>Y/N</u>	<u>Action taken/already in place to</u> <u>mitigate/address risk</u>	<u>Owner</u>	<u>When</u>
1	<p><b><u>LEADERSHIP</u></b> Do the following people, if applicable, have an good understanding of their own and institutional responsibilities in relation to the "Prevent Duty"?</p> <ul style="list-style-type: none"> <li>➤ Board</li> <li>➤ SMT</li> <li>➤ Staff</li> <li>➤ Student Union</li> <li>➤ Safeguarding team</li> </ul>	<p>N N N n/a N</p>	<p>All Governors, staff and students to receive appropriate training in Prevent</p> <p>Refresher training during 19/20 to be undertaken as appropriate</p>	John Hays	During 19/20
2	<p><b><u>Partnership</u></b></p> <p>1) Is there active engagement from the institution's board, SMT, managers and leaders?</p> <p>2) Does the institution have an identified single point of contact (SPOC) in relation to Prevent?</p> <p>3) Does the institution engage with the BIS Regional Prevent Coordinator, Local Authority Police Prevent Leads and engage with local Prevent Boards/Steering Groups at Strategic and Operational level?</p>	<p>N N N</p>	<p>Board members are fully active. A designated Governor for Safeguarding has been identified.</p> <p>Yes in place – John Hays</p> <p>Already engaged with all identified agencies</p>	John Hays	In place
3	<p><b><u>Staff Training</u></b> Do all staff have sufficient knowledge and confidence to:</p>	<p>Y</p>		John Hays	During 19/20

	<p>1) exemplify British Values in their management, teaching and through general behaviours in the institution</p> <p>2) understand the factors that make people vulnerable to being drawn into terrorism and to challenge extremist ideas which are used by terrorist groups and can purport to legitimise terrorism</p> <p>3) have sufficient training to be able to recognise this vulnerability and be aware of what action to take in response</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Prevent training is a mandatory training requirement in conjunction with standard safeguarding training.</p> <p>All staff to be trained and training to be refreshed on a 3 yearly basis.</p> <p>Safeguarding/Prevent is raised at induction for new staff and is part of the mandatory CPD for new staff during the induction period</p>		On-going
4	<p><b><u>Welfare, pastoral and Chaplaincy support</u></b></p> <p>1) Are there adequate arrangements and resources in place provide pastoral care and support as required by the institution?</p> <p>2) Does the institution have chaplaincy provision or is this support signposted locally or brought in?</p> <p>3) Are their adequate monitoring arrangements to ensure that this support is effective and supports the institutions welfare and equality policies?</p> <p>4) Does the chaplaincy support reflect the student demographic and need?</p>	<p>N</p> <p>N</p> <p>N</p> <p>N</p>	<p>Chaplaincy and welfare student support systems already in place.</p> <p>Processes reviewed and embedded within the College.</p>	John Hays	In place
5	<p><b><u>Speakers and Events</u></b></p> <p>1) Is there an effective policy/framework for managing speaker requests?</p> <p>2) Is it well communicated to staff/students and complied with?</p> <p>3) Is there a policy/framework for managing on site events i.e. charity events?</p> <p>4) Are off site events which are supported, endorsed, funded or organised through the institution (including Students' Union if applicable) subject to policy/framework?</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>All Prevent policies and procedures are to be reissued to all staff during the first 19/20 half term</p>	John Hays	

6	<p><b><u>Safety Online</u></b></p> <ol style="list-style-type: none"> <li>1) 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?</li> <li>2) Does the institution employ filtering/firewall systems to prevent staff/students/visitors from accessing extremist websites and material?</li> <li>3) Does this also include the use of using their own devices via Wi-Fi?</li> <li>4) Does the system alert to serious and/or repeated breaches or attempted breaches of the policy?</li> </ol>	<p>N</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>E-Safety policy in place but to be reviewed.</p> <p>Firewalls in place through ISP provider (JANET)</p> <p>Software to be identified for keyword monitoring</p> <p>DNA software installed – Process for monitoring to be formally developed</p>	John Hays	
7	<p><b><u>Prayer and Faith Facilities</u></b></p> <ol style="list-style-type: none"> <li>1) Does the institution have prayer facilities?</li> <li>2) Are they good governance and management procedures in place in respect of activities and space in these facilities?</li> </ol>	<p>Y</p> <p>Y</p>	<p>Multi-faith space already in place.</p> <p>Policy/procedure in place</p>	John Hays	In place
8	<p><b><u>Site Security</u></b></p> <ol style="list-style-type: none"> <li>1) Are there effective arrangements in place to manage access to the site by visitors and non-students/staff?</li> <li>2) Is there a policy regarding the wearing of ID on site? Is it enforced?</li> <li>3) Are dangerous substances kept and stored on site?</li> <li>4) Is there a policy in place to manage the storage, transport, handling and audit of such substances?</li> <li>5) Is there a policy covering the distribution (including electronic) of leaflets or other publicising material?</li> </ol>	<p>Y</p> <p>Y</p> <p>N</p> <p>N</p> <p>y</p>	<p>Wearing of ID badges compulsory</p> <p>Controlled access to college buildings in place</p> <p>Security presence in place</p> <p>Dangerous substances are not stored.</p> <p>Via Marketing</p> <p>All materials are distributed/approved through Marketing</p>	John Hays	In place

	6) Does the institution intervene where off site activities are identified or are likely to impact upon staff and/or students i.e. leafleting, protest etc?	N			
9	<b><u>Safeguarding</u></b> 1) Is protection against the risk of radicalisation and extremism included within Safeguarding and other relevant policies? 2) Do Safeguarding and welfare staff receive additional and ongoing training to enable the effective understanding and handling of referrals relating to radicalisation and extremism? 3) Does the institution utilise Channel as a support mechanism in cases of radicalisation and extremism? <b>4)</b> Does the institution have a policy regarding referral to Channel identifying a recognised pathway and threshold for referral?	Y Y Y y	Policies and procedures to be reviewed	John Hays	Sept/Oct 19
10	<b><u>Communications</u></b> 1) Is the institution Prevent Lead and their role widely known across the institution? 2) Are staff and students made aware of the Prevent Duty, current risks and appropriate activities in this area? <b>3)</b> Are there information sharing protocols in place to facilitate information sharing with Prevent partners?	y Y Y	Prevent lead is the existing safeguarding DSO Training and awareness raising to take place throughout the year	John Hays	In place
11	<b><u>Incident Management</u></b> 1) Does the institution have a critical incident management plan which is capable of dealing terrorist related issues? 2) Is a suitably trained and informed person identified to lead on the response to such an incident?	y y	Full procedure in place Lockdown procedure under development	John Hays	

	<p>3) Does the Communications/Media dep't understand the nature of such an incident and the response that may be required?</p> <p>4) Does the institution have effective arrangements in place to identify and respond to tensions on or off site which might impact upon staff, student and/or public safety?</p> <p>5) Are effective arrangements in place to ensure that staff and students are appraised of tensions and provide advice where appropriate?</p>	<p>y</p> <p>y</p> <p>y</p>			
12	<p><b><u>Staff and Volunteers</u></b></p> <p>1) Does awareness training extend to sub-contracted staff and volunteers?</p> <p>2) Is the institution vigilant to the radicalisation of staff by sub-contracted staff and volunteers?</p>	<p>Y</p> <p>y</p>	<p>All volunteers are requested to undertake mandatory training</p> <p>Visiting speakers in place</p>	<p>John Hays</p>	<p>In place</p>
13	<p><b><u>Freedom of Expression</u></b></p> <p>1) Does the institution have a Freedom of Speech/Expression policy?</p> <p>2) Does this policy recognise and incorporate the risks associated with radicalisation and extremism?</p> <p>3) Is the need to protect vulnerable individuals covered within this policy?</p>	<p>Y</p> <p>Y</p> <p>y</p>	<p>Policy/Procedure in place</p>	<p>John Hays</p>	<p>In place</p>