**Hampshire Achieves Prevent Duty Checklist**

This checklist is to act as a resource for managers, staff and tutors to ensure that organisations are meeting the highest standards for requirements of the Prevent Duty.

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| **Heading** | **Actions** |
| **Leadership** | Do the staff have a good understanding of their own and organisational responsibilities in relation to the "Prevent Duty"? |
| **Partnership** | 1) Is there active engagement from the organisation’s SMT, managers and leaders?  2) Does the organisation have an identified single point of contact (SPOC) in relation to Prevent?  3) Does the organisation engage with the Local Authority Police Prevent Leads and engage with local Prevent Boards/Steering Groups at Strategic and Operational level? |
| **Staff Training** | 1) Do all staff have sufficient knowledge and confidence to exemplify British Values in their management, **teaching and through general behaviours in the organisation?**  2) Do all staff have sufficient knowledge and confidence to 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?  3) Do all staff have sufficient knowledge and confidence to have sufficient training to be able to recognise this vulnerability and be aware of what action to take in response? |
| **Welfare & Pastoral Support** | 1) Are there adequate arrangements and resources in place provide pastoral care and support as required by the organisation?  2) Are their adequate monitoring arrangements to ensure that this support is effective and supports the organisation’s welfare and equality policies? |
| **Speakers and Events** | 1) Is there an effective policy/framework for managing speaker requests?  2) Is it well communicated to staff/learners and complied with? |
| **Safety Online** | 1) Does the organisation have a policy relating to the use of IT and does it contain a specific reference and inclusion of the Prevent Duty?  2) Does the organisation employ filtering/firewall systems to prevent staff/learners/visitors from accessing extremist websites and material?  3) Does this also include the use of using their own devices via Wi-Fi?  4) Does the system alert to serious and/or repeated breaches or attempted breaches of the policy? |
| **Prayer and Faith Facilities** | 1) Does the organisation have prayer facilities?  2) Are there good governance and management procedures in place in respect of activities and space in these facilities? |
| **Site Security** | 1) Are there effective arrangements in place to manage access to the site by visitors and non-students/staff?  2) Is there a policy regarding the wearing of ID on site? Is it enforced?  3) Are dangerous substances kept and stored on site?  4) Is there a policy in place to manage the storage, transport, handling and audit of such substances?  5) Is there a policy covering the distribution (including electronic) of leaflets or other publicising material?  6) Does the organisation intervene where off site activities are identified or are likely to impact upon staff and/or learners i.e. leafleting, protest etc? |
| **Safeguarding** | 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 organisation utilise Channel as a support mechanism in cases of radicalisation and extremism?  4) Does the organisation have a policy regarding referral to Channel identifying a recognised pathway and threshold for referral? |
| **Communications** | 1) Is the organisation Prevent Lead and their role widely known across the organisation?  2) Are staff and learners made aware of the Prevent Duty, current risks and appropriate activities in this area?  3) Are there information sharing protocols in place to facilitate information sharing with Prevent partners? |
| **Incident Management** | 1) Does the organisation 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?  3) Does the Communications/Media staff team understand the nature of such an incident and the response that may be required?  4) Does the organisation have effective arrangements in place to identify and respond to tensions on or off site which might impact upon staff, learners and/or public safety?  5) Are effective arrangements in place to ensure that staff and learners are appraised of tensions and provide advice where appropriate? |
| **Staff and Volunteers** | 1) Does awareness training extend to sub-contracted staff and volunteers? |
| **Freedom of Expression** | 1) Does the organisation have a Freedom of Speech/Expression policy?  2) Does this policy recognise and incorporate the risks associated with radicalisation and extremism?  3) Is the need to protect vulnerable individuals covered within this policy? |