

## Prevent Duty Risk Assessment/Action Plan SCLS

<u>No</u>	<u>Prevent Vulnerability/Risk Area</u>	<u>Risk Y/N</u>	<u>Action taken/already in place to mitigate/address risk</u>	<u>By Whom</u>	<u>Progress</u>	<u>Status</u>
1	<p><b>Leadership</b> Do the following people, if applicable, have a good understanding of their own and institutional responsibilities to the "Prevent Duty"?</p> <ul style="list-style-type: none"> <li>• Service lead and managers</li> <li>• Staff</li> <li>• Site staff</li> <li>• Contracted staff who are in regular attendance</li> <li>• Governance steering group</li> <li>• students</li> </ul>		<p>SL, managers and tutors have all completed online SG training with Future Learn and the relevant Home Office Prevent Duty training.</p> <p>All staff, including site staff, service lead and managers have completed online Prevent Duty training in accordance with Home Office guidelines.</p> <p>Contracted Staff LG is in discussion with cleaning staff's manager to arrange or receive evidence of this training having taken place.</p> <p>Steering group – completed SG adults and SG YP. 1 board members are still to complete prevent duty training.</p>	<p>AR</p> <p>AR</p> <p>LG</p> <p>AR</p>	<p>Complete</p> <p>Complete</p> <p>Data requested from cleaning service?</p> <p>All now Completed</p>	<p>Ongoing – regular timely updates</p> <p>Ongoing – regular timely updates</p> <p>03/07/2023 Incomplete</p> <p>05/10/2023 Complete</p> <p>Ongoing regular updates</p>

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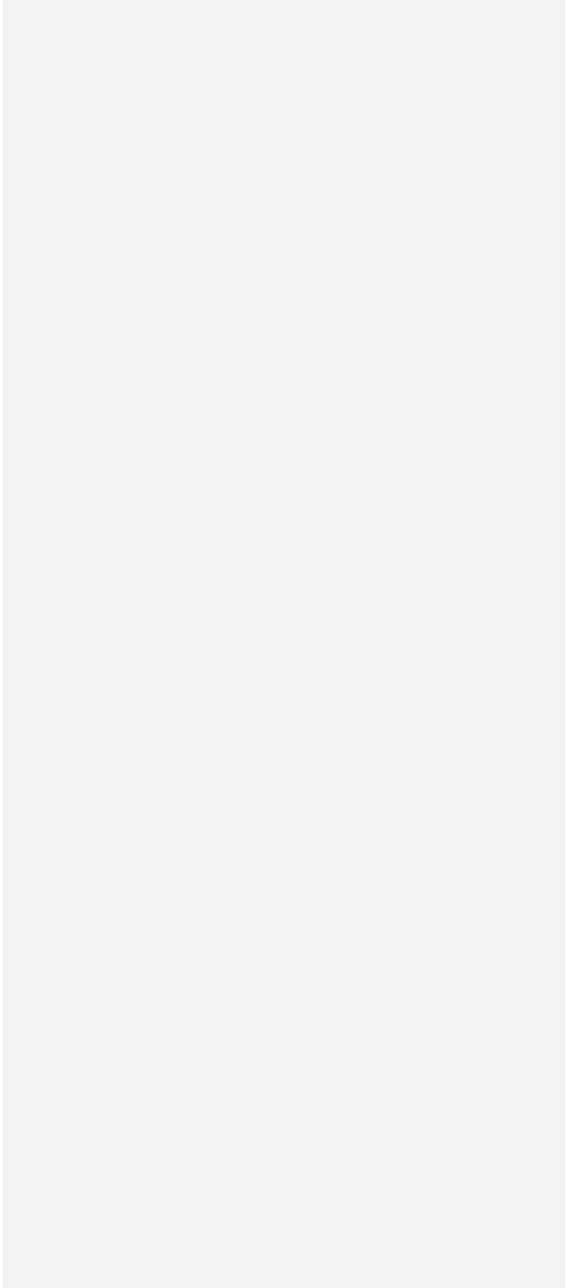
			At induction students are given information regarding Prevent duty and this is also included in the learner handbook	Curriculum lead/tutor	At start of each new course	Ongoing
2	<p><b>Partnership</b></p> <ul style="list-style-type: none"> <li>Is there active engagement from the service lead, managers, and governance steering group.</li> <li>Does the organisation have an identified single point of contact (SPOC) in relation to Prevent?</li> <li>Regional Prevent Coordinator, Local Authority Police Prevent Leads and engage with local Prevent Boards/Steering Groups at Operational level?</li> </ul>		<p>Angela Range is the Prevent &amp; SG Lead for SCLS, Lisa Grimes is the deputy, and is responsible for the Prevent Action Plan, reporting and recording of concerns and updates to the SMT and steering board.</p> <p><b>Chris White Sefton MBC</b> – Localities Team Manager – Community Safety and Engagement</p> <p>Part of SMBC Prevent Multi Agency group, contributing towards a wider Prevent Duty Risk assessment</p>	<p>AR/LG</p> <p>AR/LG</p> <p>AR/LG</p>	<p>Fortnightly SMT meetings Regular update at steering group meetings</p> <p>Regularly attend strategy meeting</p>	<p>Ongoing</p> <p>Ongoing</p>

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3	<p><b><u>Staff Training Requirements</u></b></p> <ul style="list-style-type: none"> <li>● Online Safeguarding &amp; Training in FE</li> <li>● Prevent for FE and Training included BV</li> <li>● Home office Prevent.</li> <li>● SMBC Information Compliance</li> <li>● SMBC SG for Adults</li> <li>● SMBC SG for Children and Young People</li> </ul>	<p>Recommendations are that all relevant staff complete training every 3 years, however I request this to be updated after a two year period to ensure updates remain within the 3 year period.</p> <p>SMBC training for Sg is completed at the start of employment and compliance training is updated yearly.</p>	<p>AR</p> <p>AR</p>	<p>Regular updates at staff days Staff up to date with all mandatory training</p>	<p>Ongoing</p> <p>Ongoing</p>
4	<p><b><u>Welfare, pastoral and Chaplaincy support</u></b></p> <ul style="list-style-type: none"> <li>● Are there adequate arrangements and resources in place that provide pastoral care and support as required.</li> <li>● Are their adequate monitoring arrangements to ensure that this support is effective and supports the service welfare and equality policies?</li> </ul>	<p>Learner support is arranged by AR once a tutor has completed the appropriate paperwork to request this.</p> <p>Learners are informed at induction who and how they can speak to the appropriate person should they not feel safe or if they require any further support.</p> <p>The service monitors how safe learners felt during their learning when completing the end of course survey and at OTL when the learner</p>	<p>AR</p> <p>AR/Tutors</p> <p>AR/Tutors</p>		<p>Ongoing</p> <p>Ongoing</p>

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		<p>voice is recorded in response to verbal questions.</p> <p>A range of information leaflets at reception that promote other services, for example, those provided by the NHS and counselling groups, and compliment the ethos of the pastoral care the service provides.</p> <p>Jan 2024 Staying Safe notice board is now situated in the main hall.</p>	<p>Admin/AR</p> <p>AR</p>	<p>Update termly/check</p>	
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5	<p><b><u>Speakers and Events</u></b></p> <ul style="list-style-type: none"> <li>Is there an effective policy/framework for managing guest speaker requests?</li> <li>Is it well communicated to staff/students and complied with?</li> <li>Is there a policy/framework for managing on site events.</li> <li>Are off site events which are supported, endorsed, funded, or organised through the organisation (including Students' Union if applicable) subject to policy/framework?</li> </ul>	<p>See page 9-10 of the safeguarding/Prevent policy. Tutors are directed to the policy regarding guest.</p> <p>No policy in place, however, a risk assessment would be completed, whilst also adhering to H&amp;S policies and procedures.</p> <p>At such events the service refers to Council policy and the policy of the venue.</p>	<p>LG</p> <p>JD/NC</p> <p>SMBC Venue</p>	<p>In place</p> <p>Completed when required</p>	<p>Ongoing</p> <p>Ongoing</p>
6	<p><b><u>Safety Online</u></b></p> <ul style="list-style-type: none"> <li>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?</li> <li>Does the institution employ filtering/firewall systems to prevent staff/students/visitors from accessing extremist websites and material?</li> </ul>	<p>Yes, see page 15 checked with Lisa that this is sufficient.</p> <p>SMBC have in place a filtering system on all council computers</p> <p>Wi fi filtering capabilities are in place that include system alerts to</p>	<p>LG</p> <p>SMBC</p> <p>SMBC</p>	<p>In place</p> <p>In place</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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	<ul style="list-style-type: none"> <li>Does this also include the use of using their own devices via Wi-Fi?</li> <li>Does the system alert to serious and/or repeated breaches or attempted breaches of the policy?</li> </ul>		<p>breaches on public and staff computers.</p> <p>Users are informed, via a message displayed on screen at the point of logging in, stating that SMBC is monitoring activity on public and staff computers.</p>		In place	
7	<p><b><u>Prayer and Faith Facilities</u></b></p> <ul style="list-style-type: none"> <li>Does the institution have prayer facilities? Are they good governance and management procedures in place in respect of activities and space in these facilities?</li> </ul>		<p>A prayer/quiet room is available for all staff and learners to use.</p> <p>Rooms are regularly monitored for inappropriate materiel. All publicity and posters around the centre require approval before displaying.</p>	Site staff/AR	In place	Ongoing
8	<p><b><u>Site Security</u></b></p> <ul style="list-style-type: none"> <li>Are there effective arrangements in place to manage access to the site by and staff.</li> </ul>		<p>The organisation has in place a fob access system, though access to the Bistro and bathroom facilities at reception can be accessed without the need of a fob.</p> <p>JD, site supervisor is responsible for correct coding to be attached to various fobs that will determine the access to areas of the building.</p> <p>Admins are responsible for the distribution and collection of learner fobs – all of which are signed out to the individual checked back in at the end of the learning session.</p>	JD  Admin	In place	Ongoing

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	<ul style="list-style-type: none"> <li>Students/staff Is there a policy regarding the wearing of ID on site?</li> </ul>		All SCLS staff have photo ID badges and the wearing of them whilst on site is a requirement. Learners are given a lanyard that has their fob attached and identifies them as a learner.		In place	Ongoing
	<ul style="list-style-type: none"> <li>Are dangerous substances kept and stored on site?</li> </ul>		Chafing fuel is kept on site and is stored in the COSH cupboard located in room 16. Aside from the above no other dangerous substances are stored on site, only cleaning materials that are considered low risk, and that are stored in a designated COSH cupboard. The purpose of which is clearly identified.		In place	Ongoing
	<ul style="list-style-type: none"> <li>Policy covering the distribution (including electronic) of leaflets or other publicising material?</li> </ul>		Included in the IT user agreement. Leaflets designed by staff for promoting courses have to go through the councils marketing procedures to check for suitability.		Refer to SMBC coms procedure and policy	
9	<b>Safeguarding</b>				Ongoing	Complete

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	<ul style="list-style-type: none"> <li>• Is protection against the risk of radicalisation and extremism included within Safeguarding and other relevant policies?</li> <li>• Does the DSGO and staffs receive additional and ongoing training to enable the effective understanding and handling of referrals relating to radicalisation and extremism?</li> <li>• Does the organisation utilise Channel as a support mechanism in cases of radicalisation and extremism?</li> <li>• Does the organisation have a policy regarding referral to Channel identifying a recognised pathway and threshold for referral?</li> </ul>		<p><b>Yes page 12.</b></p> <p>Formal training is updated every 2 years for relevant staff. Updates are shared twice yearly at staff mandatory days. The DSGO continuously refreshers training and keeps abreast of any updates.</p> <p>Council Safeguarding board/Policy &amp; service lead –</p>	AR/LG  AR  AR/SPOC		
10	<p><b><u>Communications</u></b></p> <ul style="list-style-type: none"> <li>• Is the institution Prevent Lead and their role widely known across the institution?</li> <li>• Are staff and students made aware of the Prevent Duty, current risks and appropriate activities in this area?</li> </ul>		<p>Yes - Regularly updated in bulletins and identified in learner handbook along with posters in each classroom.</p> <p>Learners are made aware of Prevent duty during induction, information is included in the learner handbook and again on posters that are in all teaching</p>			<p>Ongoing</p> <p>Ongoing</p>



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	<ul style="list-style-type: none"> <li>Are information sharing protocols in place to facilitate information sharing with Prevent partners?</li> </ul>		<p>rooms. New staff are required to complete mandatory training at the start of their employment and included Prevent training.</p> <p>Refer to statutory guidelines concerning data sharing with Prevent Partners</p>	SMBC		
11	<ul style="list-style-type: none"> <li><b><u>Incident Management</u></b></li> <li>Does the institution have a critical incident management plan which is capable of dealing terrorist related issues?</li> </ul>		<p><b>Yes, though this is currently under review for 24-25</b></p>	Refer to SMBC guidance		

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	<ul style="list-style-type: none"> <li>• Is a suitably trained and informed person identified to lead on the response to such an incident?</li> <li>• 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?</li> <li>•</li> <li>• Are effective arrangements in place to ensure that staff and students are appraised of tensions and provide advice where appropriate?</li> </ul>		<p><b>Lisa grime and on-site managers</b></p> <p>Yes – the business continuity plan covers this.</p> <p>Door locks fitted to all rooms without keypad entry that will provide some element of safety to staff and learners in the event of an attack or unwanted intrusion</p> <p>Run Hide Tell video. Poster supporting this campaign clearly displayed around the building and in rooms</p>	<p>LG/JD</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Complete</p>
12	<p><b><u>Staff and Volunteers</u></b></p> <p>1) Does awareness training extend to sub-contracted staff and or volunteers?</p> <p>2) Is the institution vigilant to the radicalisation of staff by sub-contracted staff and volunteers?</p>		<p>Yes, Volunteers have an induction including Safeguarding and Prevent training</p> <p>Currently no subcontracted staff are used by SCLS. However subcontracted staff would be governed by the same procedures and requirements of SCLS</p>	<p>AR</p> <p>LG</p>	<p>Ongoing</p>	<p>Complete</p>

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13	<p><b><u>Guest Speakers</u></b></p> <p>1) Does the institution have a guest speaker policy</p> <p>2) Does this policy identify the necessary checks required prior to a guest speaker attending SCLS.</p>		<p>Yes – see page <b>10-11</b> in SG/Prevent policy</p> <p>Yes – <b>see appendix 2</b> page 21 of the SG/Prevent policy</p>	AR/LG	Ongoing	Complete