

Document 2 Prevent Duty: Risk Assessment & Action Plan Template

No	Prevent Vulnerability/Risk Area	What is already done/being done? (& evidence)	What still needs to be done?	By when?
1	Leadership Are owner / senior managers / aware of and had training in their 'Prevent Duty' responsibilities?			
2	Internal & External contacts (a) Has internal Prevent lead been appointed? Is person known to all? (b) Has that person made contact with local police/local authority prevent coordinator and got contact details?			
3	Training Do all staff & homestays/sub-contractors have awareness of key Prevent points: i) what it is and its aim ii) how to recognise vulnerable students who might be drawn to extremism iii) know core British values iv) be ready to exploit opportunities to exemplify them v) be ready use them to challenge extremist statements vi) know to report when they have concerns about anyone, and who to report to?			
4	Welfare support Does the provider have sufficient welfare support, especially for vulnerable students? Can the provider direct students to moderate places of worship if requested?			
5	Prayer and faith facilities Are these well managed and being used appropriately?			

6	<p>Safeguarding Does the provider have policies (or included in safeguarding policy) to protect its students from access to extremist materials, e.g.</p> <p>a) Online safety Reference to Prevent duty / filters to restrict extremist websites / info to and contract with staff & students about accessing extremist material on personal IT / response for failing to follow policy</p> <p>b) Materials displayed Student handouts/notices posted on campus, especially those not in English to be checked?</p> <p>c) Outside speakers / sub-lets Are outside users of the campus / facilities appropriate? What is procedure for checking?</p>			
7	<p>Campus security How are entrances / exits managed safely for access by non-students/staff? Are staff/students easily identified? What additional security measures are in place?</p>			
8	<p>Serious incident management Is there an Emergency Action Plan (EAP) showing how to respond in the event of a serious incident on or off campus?</p>	<p>NB: This is not a Prevent duty requirement; however, it is an extremely helpful document to have ready in the event of any emergency. (See W28 for more information.)</p>		
9	<p>Policy(ies) Are above points covered in Prevent policy inclusion in existing safeguarding policy/separate policies/combination of these? Do policies include record keeping procedures (e.g. training / concerns / referrals to outside agencies?)</p>			

Done by (Prevent Lead):

Date:

Review date: