

Prevent Duty Risk Assessment/Action Plan

<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>Owner</u>	<u>When</u>	<u>RAG</u>
1	<p><u>LEADERSHIP</u> 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"> ➤ Board of Governors ➤ SMT ➤ Staff ➤ Student Union ➤ Safeguarding team 	Y	<ol style="list-style-type: none"> 1. Governors have received training 2. Head of School is Prevent trained 3. Update training for staff to take place October 2017 4. All staff to have undertaken online module and certificate kept in file 	<p>ET</p> <p>JF</p> <p>TL</p>	<p>Sept 17</p> <p>Ongoing</p> <p>Oct 17</p> <p>Nov 17</p>	<p>G</p> <p>A</p> <p>G</p> <p>G</p>

2	<p>Partnership</p> <p>1) Is there active engagement from the institution's Governors, 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>	Y	<p>1) The Prevent Lead for Waterman Primary School is the Safeguarding Lead J.Fincher and E.Thorn (Head of School). J. Fincher is also responsible for the oversight of the Prevent Action Plan and update to SLT</p> <p>2) Extremist behaviour is now a standing item on SLT minutes</p> <p>3) Attend meeting updates with police and external agencies</p>	<p>ET</p> <p>JF</p> <p>TL</p>	<p>Oct 17</p> <p>Oct 17</p>	<p>G</p> <p>G</p> <p>A</p>
3	<p>Staff Training</p> <p>Do all staff have sufficient knowledge and confidence to:</p> <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>	Y	<p>1) Staff have undergone BV training and information cascaded to all staff during meetings</p> <p>2) All staff directed to complete Chanel online training. Certificates to be printed as evidence of completion.</p> <p>3) All staff have access to new and revised school policies and they have been quality assured by Directors.</p>	<p>ET</p> <p>JF</p> <p>TL</p>	<p>Sept 17</p>	<p>A</p> <p>A</p> <p>A</p>

4	<p><u>Welfare, pastoral and Chaplaincy support</u></p> <p>1) Are there adequate arrangements and resources in place provide pastoral care and support as required by the institution? 2) Does the institution have chaplaincy provision or is this support signposted locally or brought in? 3) Are their adequate monitoring arrangements to ensure that this support is effective and supports the institutions welfare and equality policies? 4) Does the chaplaincy support reflect the student demographic and need?</p>		<p>1) A learning mentor is available to all pupils where advice and support can be given as needed 2) A counsellor is on site 1 morning a week to support specific pupils with SEMH 3) Supervision is given for specific members of staff 4) PHSE lessons are offered to all children 5) BV are evident throughout assemblies 6) All advice and support to pupils is documented 7) SLT check the level of support and the effectiveness of its impact. Referrals are made as and when necessary.</p>	<p>ET JF TL</p>	<p>Sept 17 July 2015 Sept 16 Ongoing Ongoing Ongoing Ongoing</p>	<p>G G G G G G G</p>
5	<p><u>Speakers and Events</u></p> <p>1) Is there an effective policy/framework for managing speaker requests? 2) Is it well communicated to staff/students and complied with? 3) Is there a policy/framework for managing on campus events i.e. charity events? 4) Are off campus events which are supported, endorsed, funded or organised through the institution (including Students' Union) subject to policy/framework?</p>		<p>1) Guest speaker's/wow days are planned in line with curriculum subjects 2) If needed, guest speakers will provide a risk assessment or SLT will write one and these will be shared with all staff. 3) All risk assessments for off site visits will be assessed and signed off by EVC and Head of School</p>	<p>ET JF TL</p>	<p>Sept 17 Ongoing Ongoing</p>	<p>G G G</p>

6	<p><u>Safety Online</u></p> <ol style="list-style-type: none"> 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? 2) Does the institution employ filtering/firewall systems to prevent staff/students/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? 		<ol style="list-style-type: none"> 1) Waterman Primary School has a separate policy for E Safety, however both are including in the Safeguarding Policy. 2) Waterman Primary school has firewall and filtering systems on all devices to ensure no one can access any extremist websites or materials and has clear guidelines on approaches on how to monitor sites. 3) Any pupil who brings in a mobile phone must take it to the office and only school/academy staff have access to the WIFI 4) Pupils usage of the internet is monitored in class and during clubs. Pupils do not have access to the Internet without a member of staff present 	<p>JF ET TL</p>	<p>Sept 17 Ongoing Ongoing Ongoing</p>	<p>G G G G</p>
7	<p><u>Prayer and Faith Facilities</u></p> <ol style="list-style-type: none"> 1) Does the institution have prayer facilities? 2) Are they good governance and management procedures in place in respect of activities and space in these facilities? 		<ol style="list-style-type: none"> 1) Waterman Primary does not have the facility of a prayer room but a quiet room may be adapted if needed. 	<p>ET JF TL</p>	<p>Ongoing</p>	<p>A</p>

8	<p><u>Campus Security</u></p> <ol style="list-style-type: none"> 1) Are there effective arrangements in place to manage access to the campus by visitors and non-students/staff? 2) Is there a policy regarding the wearing of ID on campus? 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 institution intervene where off campus activities are identified or are likely to impact upon staff and/or students i.e. leafleting, protest etc.? 		<ol style="list-style-type: none"> 1) All national and statutory safeguarding measures are in place and implemented by the school 2) All staff wear school badges at all times and all visitors will be wearing visitor's badges 3) Dangerous substances are stored in accordance to COSHH guidelines 4) All staff have completed online module training regarding Health and Safety in the workplace 5) We have individual risk assessments for substances that are hazardous to health. 	<p>ET JF TL</p>	<p>Ongoing Ongoing Ongoing Oct 17 Ongoing</p>	<p>G G G G G</p>
9	<p><u>Safeguarding</u></p> <ol style="list-style-type: none"> 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? 4) Does the institution have a policy regarding referral to Channel identifying a recognised pathway and threshold for referral? 		<ol style="list-style-type: none"> 1) Safeguarding Policy has been updated to include specific reference to protecting students from the risk of radicalization. 2) All safeguarding leads have relevant safeguarding training which is updated every 2 years. HoS has had Prevent training. 3) Staff are aware of Chanel and been asked to undertake online training. 4) Safeguarding Lead to make links to designated Prevent person for local area and to attend updates 	<p>JF ET TL</p>	<p>Sept 17 Ongoing Sept 17 Nov 17</p>	<p>G G A A</p>

10	<p><u>Communications</u></p> <ol style="list-style-type: none"> 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? 3) Are there information sharing protocols in place to facilitate information sharing with Prevent partners? 		<ol style="list-style-type: none"> 1) Roles within the institution are shared in Sept and if there is a significant change to all staff within the Academy 2) Whole school training on the Prevent duty with clear explanations of the protocol should something arise. 3) All staff have completed Chanel Prevent training. The Prevent lead also does in house updates regularly 	<p>JF ET TL</p>	<p>Ongoing Sept 17 Ongoing</p>	<p>G G A</p>
11	<p><u>Incident Management</u></p> <ol style="list-style-type: none"> 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? 3) Does the Communications/Media dep't understand the nature of such an incident and the response that may be required? 4) 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? 5) Are effective arrangements in place to ensure that staff and students are appraised of tensions and provide advice where appropriate? 		<ol style="list-style-type: none"> 1) A critical incident policy is in place to deal with any threat of terrorism 2) SLT and office staff received critical incident training and a central team within the academy are available to lead. 3) Communications and media team are based centrally and are fully trained to understand responses required. 4) Any tensions which may arise regarding incidents will immediately have addressed by staff. Pastoral staff are able to give advice and guidance as appropriate 	<p>JF ET TL</p>	<p>Sept 17 Sept 17 Ongoing Ongoing</p>	<p>G G G G</p>

12	<p><u>Staff and Volunteers</u></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>1) All adults who visit the school site or who volunteer to work with the pupils are DBS checked under the schools safeguarding policy and the nature of their business on the school site is approved by a member of the SLT.</p> <p>2) Volunteer policy and welcome pack are given to every person who volunteers within the school</p>	<p>JF</p> <p>ET</p> <p>TL</p> <p>DL</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>G</p> <p>G</p>
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