

Report To:	Education and Communities Committee	Date: 4 September 2018
Report By:	Ruth Binks Corporate Director Education, Communities and Operational Development	Report No: EDUCOM/87/2018/GMcG
Contact Officer:	Grant McGovern Head of Inclusive Education, Culture and Communities	Contact No: 01475 712828
Subject:	Inverclyde PREVENT Strategy and Guidance – Update	

1.0 PURPOSE

1.1 The purpose of this report is to update the Committee on additional information to be included in the attached report, Inverclyde PREVENT Strategy and Guidance, remitted from the Policy and Resources Committee on 22 May 2018.

1.2 To inform Committee on the feasibility of 3rd Sector partner organisation being supported to access e-learning training resources as outlined in Recommendation 3.2 in the attached report presented to the Policy and Resources Committee (SW/31/2018/SMcA) on 22 May 2018.

2.0 SUMMARY

2.1 On 22 May 2018 the attached report, Inverclyde PREVENT Strategy and Guidance, was submitted to the Policy and Resources Committee including the recommendations that members both adopt the guidelines as outlined and agree that access to training workshops and the availability of on-line resources is communicated to Inverclyde employees.

2.2 It was noted by members that while the PREVENT e-learning package would be available on ICON for all new and existing local authority staff, there was no provision in these arrangements for colleagues employed by 3rd Sector partner organisations to access the training resources.

2.3 The Committee subsequently requested that the feasibility of enabling access to 3rd Sector organisation should be considered and the outcome remitted to the Education and Communities Committee.

2.4 Subsequently, Hugh Scott, CLD Service Manager, and Andy Campbell, Team Lead Child Protection and Children's Services, met with 3rd sector partners and volunteers engaged with vulnerable groups delivering council services to consider opportunities to enable the PREVENT duty to be covered in a proportionate and accessible way.

2.5 To enable this, two members of the CLD team will deliver WRAP training to colleagues in targeted 3rd sector organisations and community groups engaging with vulnerable people. This training will be delivered through one of the agreed proportionate pathways describe in this report.

3.0	RECOMMENDATIONS	
3.1	That Committee notes that access to the PREVENT e-learning training resources for 3 rd Sector colleagues is a feasible proposal.	
3.2	That the attached PREVENT Strategy and Guidelines are amended to take account of the proportionate training proposals to support 3 rd Sector workers and volunteers working with vulnerable people.	
3.3	That two members of the CLD Team are trained to deliver the e-learning training resource to identified 3 rd Sector workers and volunteers as required.	
	Grant McGovern	
	Head of Inclusive Education, Culture and Communities	

4.0	BACKGROUND	
4.1	<p>Revised PREVENT Duty guidance for Scotland specifies that section 26 of the Counter Terrorism Act 2015 (the Act) places a duty on the local authority to have, in exercise of their functions “due regard to the need to prevent people from being drawn into terrorism”.</p> <p>PREVENT is one of four workstreams of the overall UK counter terrorism strategy, CONTEST. Each of the workstreams comprises the following key objectives:</p> <ul style="list-style-type: none"> • Pursue: to stop terrorist attacks; • Prevent: to stop people becoming terrorists or supporting terrorism; • Protect: to strengthen our protection against a terrorist attack; and • Prepare: to mitigate the impact of a terrorist attack. 	
4.2	<p>On 22 May 2018 the attached report, Inverclyde PREVENT Strategy and Guidance, was submitted to the Policy and Resources Committee. The report included the recommendations that members both adopt the guidelines as outlined in the appendix to the report and the options of workshop and on-line training resources is communicated to Inverclyde employees.</p>	
4.3	<p>It was noted by Committee members that while the PREVENT e-learning package would be available on ICON for all new and existing local authority staff, there was no provision in these arrangements for colleagues employed by 3rd Sector partner organisations to access the training resources.</p>	
4.4	<p>Subsequently, Hugh Scott, CLD Service Manager, and Andy Campbell, Team Lead Child Protection and Children’s Services, met with 3rd sector partners and volunteers engaged with vulnerable groups delivering council services to consider opportunities to enable the PREVENT duty to be covered in a proportionate and accessible way.</p>	
4.5	<p>Proportionate Training Model</p> <p>To deliver training in a proportionate way with 3rd sector partners and volunteers, two members of the CLD team will be trained as WRAP trainers to deliver Inverclyde’s PREVENT to 3rd sector voluntary and community organisations. That training will be delivered through one of the agreed proportionate pathways describe below:</p> <ol style="list-style-type: none"> 1. With most 3rd sector partner staff and volunteers it will be sufficient to simply raise awareness of PREVENT through a general communication of our guidance and referral pathway. This might be done by a manager at a staff team meeting or by email or print out. 2. Some 3rd sector partners may wish to provide staff with the e-learning package, supported by the Scottish government and UK government. The package is called, <i>Introduction to PREVENT E-learning package</i>, and is available to all on the internet by typing that title. 3. Some 3rd sector workers and volunteers delivering council services to citizens will be invited to access WRAP classroom based training as the sessions are advertised, through multi agency training programmes such as those offered by the child and adult protection committees. 	
5.0	IMPLICATIONS	
5.1	<p>Financial Implications:</p> <p>There are no new financial implications, with costs being met from within existing resources.</p> <p>One off Costs</p>	

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
N/A					

Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments
N/A					

5.2 Human Resources:

Corporate Communications and HR Services would be valuable in supporting the roll out of this strategy and to assist in circulation of the PREVENT policy and training opportunities to all employees. Capacity is available within the CLD team to support the delivery of training to 3rd Sector colleagues.

5.3 Legal:

Section 26 of the Counter-Terrorism and Security Act places a duty on the local authority to have due regard to the need to prevent people from being drawn into terrorism. The Act provides statutory obligations on the Council. The Head of Legal and Property has been consulted in this regard. Any legal implications will necessarily make up part of training and policy rolled out.

5.4 Equalities:

An Equality Impact Assessment (EQIA) has been completed and is one of the background papers.

Has an Equality Impact Assessment been carried out?

√	YES (see attached appendix)
NO – This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.	

5.5 Repopulation:

There are no implications for repopulation

6.0 CONSULTATIONS

6.1 Consultation has been undertaken with the following partners:

- Police Scotland (PREVENT delivery unit and local Counter terrorism liaison officers)
- Head of Safer and Inclusive Communities (CRMT Chair and K division CONTEST rep)
- Head of Children, Families and Criminal Justice Service (Prevent SPOC)
- Head of Legal and Property Service
- Head of Education inclusion service

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• Scottish government Connected Communities – Safeguarding & Vulnerability Team• Inverclyde Adult and child protection WRAP trainers• West Region Prevent group• Glasgow and Ayr local authority PREVENT leads | |
|--|---|--|

Report To: Policy & Resources Committee

Date: 22 May 2018

Report By: Louise Long
Corporate Director (Chief Officer)
Inverclyde Health and Social Care
Partnership (HSCP)

Report No: SW/31/2018/SMcA

Contact Officer: Sharon McAlees
Head of Service

Contact No: 715282

Subject: Inverclyde PREVENT Strategy and Guidance

1.0 PURPOSE

1.1 The purpose of this report is to recommend the adoption of the Inverclyde PREVENT strategy and guidance which can be found in the appendix.

2.0 SUMMARY

2.1 The Counter-Terrorism and Security Act 2015 placed a duty on a number of specified authorities to have due regard to the need to prevent people from being drawn into terrorism.

2.2 The authorities identified in government guidance, issued under the Act, as having a role in protecting vulnerable people include the;

- Local authority (including all LA schools)
- NHS
- Independent and Grant aided schools
- Further and Higher education establishments
- Prisons
- Police

2.3 The priorities for PREVENT detailed in the attached guidance are:

- Staff training and awareness of PREVENT duty.
- To communicate to staff the pathway to raising a concern - notice, check and share.
- To ensure a balanced and proportionate approach to PREVENT recognising its fit with the day to day work to protect vulnerable children and adults in Inverclyde
- Delivery of PREVENT through multi-agency partnership overseen by a clear structure of governance.

2.4 Inverclyde is part of the national PREVENT Peer Support Network. This network delivers sector led improvement which includes a Peer review of the PREVENT arrangements in each local authority. Inverclyde will not be reviewed before October 2018.

3.0 RECOMMENDATIONS

3.1 That the attached PREVENT strategy and guidance are adopted and communicated to all new and existing staff.

3.2 That the following PREVENT staff training approach is communicated to all staff and partner agencies;

- ***Introduction to PREVENT e learning package***, available on icon from March 26 2018, is made available to all new and existing local authority staff.
- WRAP (Workshop to Raise Awareness of Prevent) one hour workshop is targeted for frontline managers and staff, including, social services, criminal justice, education, health staff and local communities.

4.0 BACKGROUND

4.1 Revised PREVENT Duty guidance for Scotland specifies that section 26 of the Counter Terrorism Act 2015 (the Act) places a duty on the local authority to have, in exercise of their functions,

Due regard to the need to prevent people from being drawn into terrorism

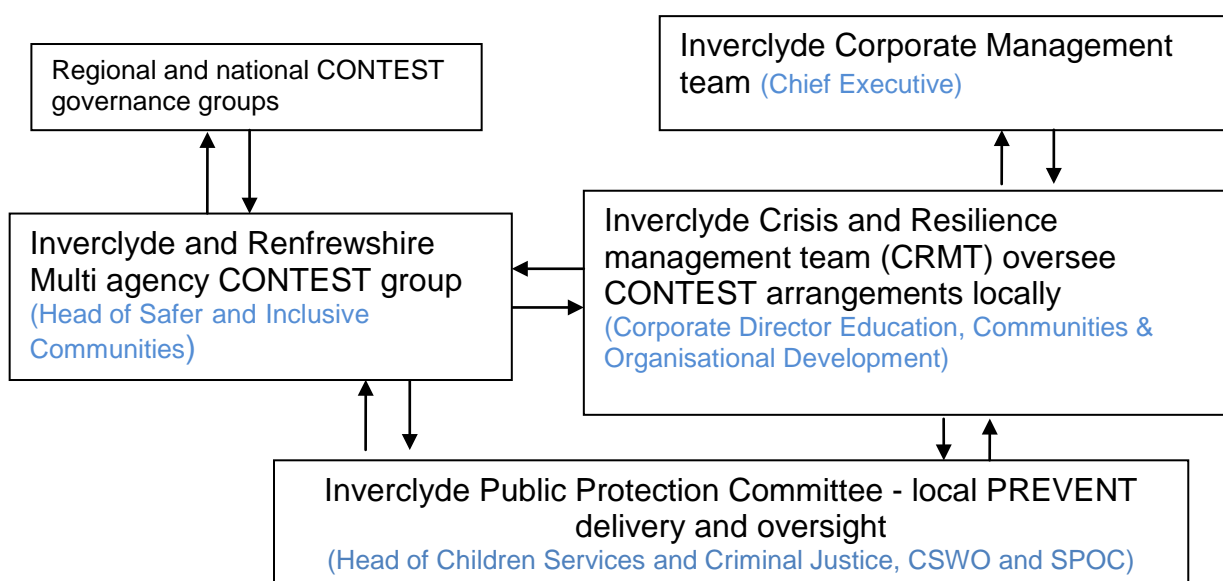
4.2 The duty does not confer new functions on the local authority. It asks that a proportionate amount of weight be placed on the need to prevent people being drawn into terrorism when carrying out support of vulnerable adults and children receiving services from the bodies listed here:

- Local authority (including all LA schools)
- NHS
- Independent and grant aided schools
- Further and Higher education establishments
- Prisons
- Police

4.3 PREVENT is one of four workstreams of the overall UK counter terrorism strategy, CONTEST. Each of the workstreams comprises the following key objectives:

- *Pursue*: to stop terrorist attacks;
- **Prevent**: to stop people becoming terrorists or supporting terrorism;
- *Protect*: to strengthen our protection against a terrorist attack; and
- *Prepare*: to mitigate the impact of a terrorist attack.

4.4 The PREVENT governance structure is shown below. Locally PREVENT delivery is overseen by the Inverclyde Public Protection Committee which fulfils the role of a local PREVENT sub group and is chaired by PREVENT SPOC, Head of Children's Services and Criminal Justice and CSWO. That delivery is supported and overseen by Inverclyde CRMT (Crisis and resilience management team) which has CONTEST as an agenda item. The CRMT in turn communicates with both the Inverclyde corporate management team and the Inverclyde and Renfrewshire CONTEST group. Regional and national CONTEST groups also inform this structure.



5.0 PROPOSAL

5.1 That the PREVENT strategy and guidance is issued to all Council staff with guidance recommending:

- The training opportunities, which are available on line through a PREVENT e-learning package and a one hour WRAP (Workshop to raise awareness of PREVENT), are taken up as appropriate.
- That all staff familiarise themselves with the pathway for raising a concern in the event that they feel a person might be vulnerable to radicalisation.

5.2 That the current local governance structure is acknowledged and agreed to provide sufficient managerial oversight of PREVENT duties as laid out in the Act.

6.0 IMPLICATIONS

Strategic

6.1 The addition of PREVENT to the agenda of the Inverclyde Public Protection Network as a standing item enables proportionate management oversight from an appropriate multi-agency group. Some consideration will need to be given to who must attend the network and with what frequency to ensure PREVENT responsibilities are maintained to a minimum standard.

Good practice advice from the National PREVENT delivery unit on suitable membership is to include a PREVENT representative from each of the specified bodies.

6.2 Information campaign supported by Council communication to raise awareness. Strategic roll out of PREVENT training to relevant staff to inform workforce might reasonably be expected to be achieved over a two year period.

Finance

6.3 There are no new financial implications, with costs being met from within existing resources.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

Legal

6.4 Section 26 of the Counter-Terrorism and Security Act places a duty on the local authority to have due regard to the need to prevent people from being drawn into terrorism.

The Act provides statutory obligations on the Council. The Head of Legal and Property has been consulted in this regard.

Any legal implications will necessarily make up part of training and policy rolled out.

Human Resources

- 6.5 Corporate Communications and HR service would be valuable in supporting the roll out of this strategy, assist in circulation of the PREVENT policy and training opportunities to all employees.

Equalities

- 6.6 An Equality Impact Assessment (EQIA) has been completed and is one of the background papers.

Has an Equality Impact Assessment been carried out?

√	YES (see attached appendix)
	NO – This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

- 6.7 There are no implications for repopulation.

7.0 CONSULTATIONS

- 7.1 Consultation has been undertaken with the following partners:

- Police Scotland (PREVENT delivery unit and local Counter terrorism liaison officers)
- Head of Safer and Inclusive Communities (CRMT Chair and K division CONTEST rep)
- Head of Children, Families and Criminal Justice Service (Prevent SPOC)
- Head of Legal and Property Service
- Head of Education inclusion service
- Scottish government Connected Communities – Safeguarding & Vulnerability Team
- Inverclyde Adult and child protection WRAP trainers
- West Region Prevent group
- Glasgow and Ayr local authority PREVENT leads

8.0 LIST OF BACKGROUND PAPERS

- 8.1 N/A

Important information for all staff about
**Preventing vulnerable people being
drawn into terrorism**

22nd February
2018

**Inverclyde PREVENT
Strategy and
Inter-agency guidance**

**The purpose of this guidance is to let
you know what you can do to prevent
vulnerable people being drawn into
terrorism.**

This guidance introduces the Prevent strategy and answers any questions about what it means for you.

What is the Prevent Strategy?

The Prevent strategy aims to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. It is about preventative action, and is very much focused on the early stages, where a crime has not yet been committed.

Background

The Counter Terrorism and Security Act came into force in July 2015, placing a duty on a number of specified authorities to have;

“Due regard to the need to prevent people from being drawn into terrorism”.

The authorities identified as having a role in protecting vulnerable people include the;

- the local authority (including all LA schools)
- NHS
- Independent and Grant aided schools
- further and higher education establishments
- prisons and
- Police.

More in depth information on the Prevent duty for local authorities and specific bodies can be found in the following guidance;

[Revised Prevent Duty Guidance: for Scotland](#) and

[NHS Scotland playing our part implementing Prevent](#)

It is important to recognise that for the organisations above, efforts to stop individuals from being drawn into terrorism forms part of their normal work to protect vulnerable children and adults. Therefore existing helping procedures should be applied.

So, in the same way that we might raise concerns about children who may be vulnerable to neglect, or an adult who may be at risk of harm, we need to know how to identify concerns that people might be vulnerable to being drawn into terrorism.

We need to know who to tell, so that proportionate care, advice and support can be considered. In doing this, we can help prevent people from being exploited by those who would seek to harm, through violent extremism and terrorism.

Terminology

Understanding the terminology associated with Prevent will assist you in your decision making process. The following definitions are commonly used within Prevent.

Radicalisation: the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Vulnerable individuals may be exploited in many ways by radicalisers who actively target their susceptibility.

Extremism: the vocal or active opposition to fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.

Terrorism: The use or threat of action designed to influence the government or an international governmental organisation or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause; and it involves or causes:

Serious violence against a person;

Serious damage to a property;

Threat to a person's life

Serious risk to the health and safety of the public

Or

Serious interference with or disruption to an electronic system

What is the threat?

Prevent involves all kinds of terrorist threat to the UK. Sometimes that threat arises from organisations originating from overseas and sometimes from right wing extremist organisations who pose a threat to our safety and security. At times, Prevent activity in Scotland may touch on separate anti-sectarianism work or vice versa.

Motivations are varied and many usually relate to particular ideologies, some further examples include:

- political movements
- religious beliefs
- animal rights groups

- environmental issues and
- Economic issues.

Why do people get involved in terrorism or violent extremism?

There is no single profile for a person who is likely to become radicalised or move to support extremism. However, here are some signs that may indicate vulnerability to terrorist ideologies – for example:

- a lack of identity or belonging/identity crisis
- insecurity
- defending a culture, way of life or beliefs

and

- Being pressured or bullied.

Those who radicalise others into believing terrorist or violent extremist ideologies, often target vulnerable people who are led into believing that violence or criminality can; earn respect, right a wrong or glorify a cause.

Spotting the signs

There is no definitive checklist that can be given to help make decisions about whether a staff member, patient, client, student or visitor has been or is being radicalised.

There is no single profile to determine who is likely to become involved in terrorism or violent extremism. The process of radicalisation is different for every individual and situation.

However, signs that an individual may be being radicalised could be:

- becoming focussed on extremist activities
- becoming withdrawn and stopping participating in their usual activities
- expressing feelings of anger, grievance or injustice
- going missing from their home, school or care setting
- a new group of friends who you have concerns about using language that supports, 'us and them,' thinking
- possessing or searching for extremist literature online

Or

- Changes in an individual's appearance or behaviour.

As a member of staff, you are required to use your existing skills and professional judgement in determining the significance of any changes. However, we recognise that in large organisations, staff members have different levels and types of interaction with others.

In some areas, staff will have professional duties in relation to safeguarding members of the public – in other areas, much less so. If you work in an area where you are already skilled in safeguarding, you will receive additional training to help you spot the signs of vulnerability to being drawn into terrorism.

For others, the focus is on being aware that if you notice something that is of concern, you know who you can contact in your organisation for advice and guidance. This is so that you can pass on your concern if this is necessary and be confident that you have done the right thing. It also ensures that others in the organisation, who are suitably trained, can exercise professional judgement so that cases that need to be taken forward are dealt with appropriately. Concerns could relate to people in your community, members of the public you have some dealings with as part of your work, or members of staff.

Raising a concern; notice, check, share

Raising a concern to Prevent should be based on a person's vulnerability to radicalisation and should not be because of the person's faith or ethnic origin.

Ideally, the person considering making the referral will be the designated Child or adult protection officer for their organisation and have a good understanding of community safety, safeguarding and Prevent. Ideally they will have attended the Home Office approved;

- Workshop to Raise Awareness of Prevent (WRAP) and completed the e-learning module available through the learning and development tab found on icon; <http://icon/hr/employee-development/learning-development/>

If the referring person or organisations have not completed the above training then it is highly recommended that they speak with the local authority Prevent coordinator (Andrew.campbell@inverclyde.gov.uk) or the Prevent Single point of contact (Sharon.mcalees@inverclyde.gov.uk) in the first instance to discuss any concerns.

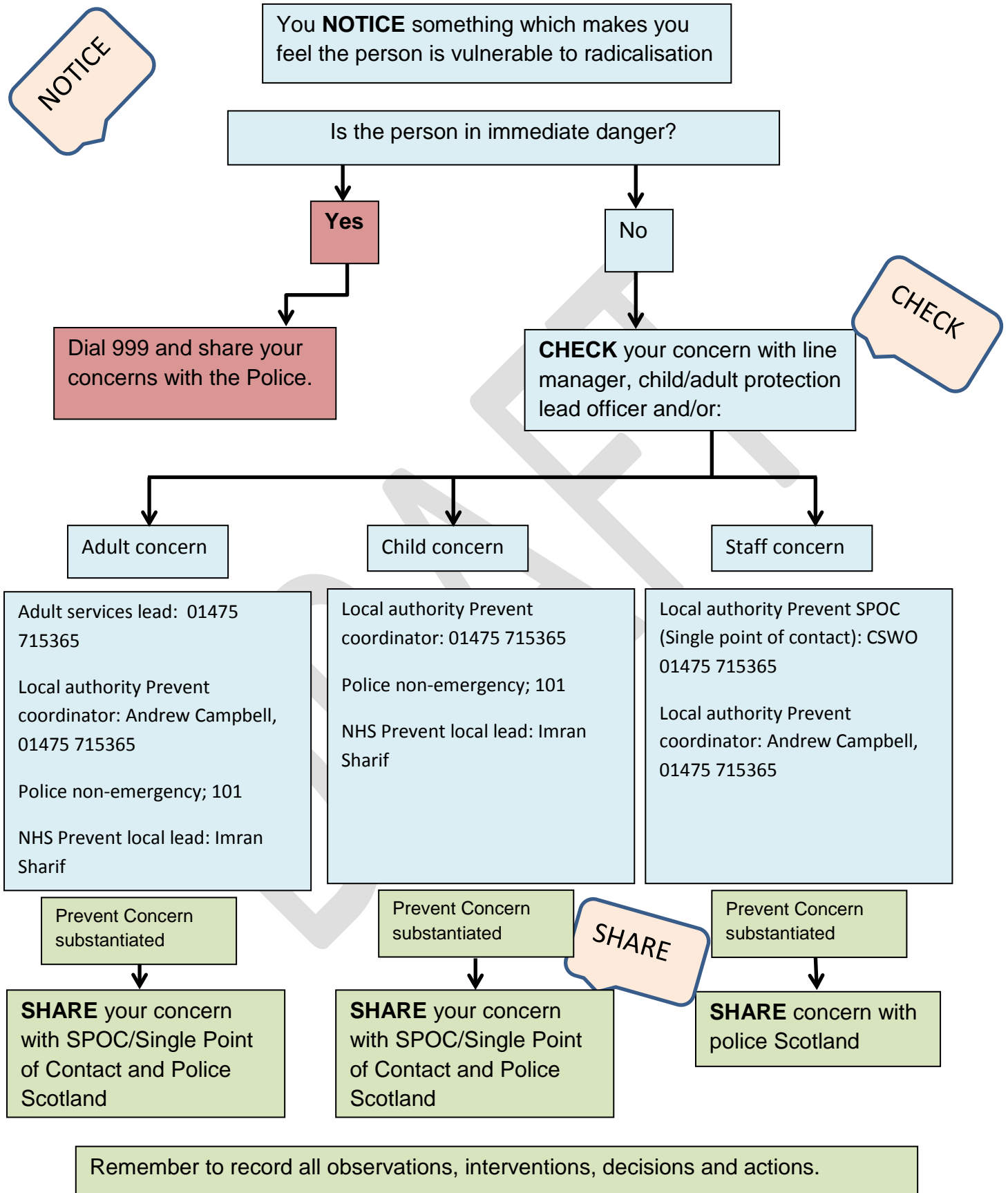
How and where to access training might also be discussed if required.

The; **Notice - check – share** flow chart below can be used in your assessment on whether or not to raise a concern. The information within this flow chart is not a definitive guide and should be used as a prompt to promote further questioning, reasoning and clarity for the necessity of raising a concern to Prevent.

Raising a concern – Notice, Check, Share

You must report any concerns you have. Remember to record all observations, interventions, decisions and actions.

Raising a concern – Notice, Check, Share



The main aim of Prevent is to stop people from supporting terrorism or becoming terrorists themselves. Ensuring a balanced and proportionate approach to delivering Prevent will allow us to safeguard vulnerable individuals from radicalising influences.

Further support and advice

Training programmes are now available for staff to increase their knowledge of Prevent. An e-Learning module can now be accessed through Inverclyde council on line (ICON) <http://icon/hr/employee-development/learning-development/>.

There is also a one-hour workshop available: WRAP (Workshop to Raise Awareness of Prevent). If you feel that you need this training, please discuss with your line manager in the first instance then contact Prevent Coordinator by email:

Andrew.Campbell@inverclyde.gov.uk or phone on 01475 715365

Prevent training Delivery Plan

The local authority is required to develop and implement a policy led, staff training and awareness-raising programme. The programme promotes understanding of radicalisation issues, confidence in dealing with them and a culture of vigilance.

Training will enable all staff to recognise situations when vulnerable individuals may be or are being exploited and how concerns should be reported or escalated.

Different levels of training exist;

- WRAP (workshop raising awareness of Prevent) training for trainers
 - WRAP – 1 Hour face to face training
- And
- E-learning introduction to Prevent

Staff should access the appropriate course after referencing the training plan on page 8 below and discussing it with their line manager. The WRAP list is not definitive so staff members who feel that they would benefit from this classroom based training should not hesitate to enquire or apply for a place. Staff without access to a computer should access the WRAP training.

All staff should complete the e-learning, Introduction to Prevent found on icon through the e-learning tab.

Upcoming WRAP courses can be found at the bottom of the icon home page by selecting the tab: **Upcoming courses on course Booker.**

Prevent Training delivered in month ending 40T					
Type of training Delivered	Who is expected to attend	When and where	Who attended? (Identify staff groups)	Number of participants (How many from each staff group)	Who delivered the training?
WRAP (Workshop to raise awareness of Prevent) training for trainers – 4 Hrs	A sufficient practitioner pool including; <ul style="list-style-type: none"> • 4 children and families and criminal justice practitioners • 8 secondary school staff • 4 adult and community services practitioners 				
WRAP – 1 hour classroom delivered face to face training	All of the following (not a definitive list); <ul style="list-style-type: none"> • Qualified social work staff • Family support staff • Criminal justice staff • Education Services Staff • Home support workers • Residential Care staff • Foster carers • Through care and Youth support workers • Adult Mental Health first line staff • Drug and alcohol first line staff • Learning disability first line staff • Community learning and dev staff • Welfare rights officers • Youth workers • Community centre staff • Library workers • Facilities managers/janitorial staff • Reception staff • First line managers • Service managers • Heads of service • Corporate directors • Elected members 				
e-learning Introduction to Prevent, 45 mins	All council staff, community organisations and 3 rd sector partners				

Appendix 1

Inverclyde Prevent Duty Checklist – Indicating statutory duties and good practice standards.

Prevent duty benchmark	1. The organisation has appointed a single point of contact (SPOC) for Prevent and is aware of the different channels through which support for Prevent delivery can be obtained.			
Outcome	The organisation has a clear point of contact that is accessible and visible to staff, whilst also being engaged with partners and national support mechanisms.			
		Yes	No	Supporting evidence
Statutory duty	1.1 Has the organisation appointed a single point of contact (SPOC) for Prevent?			
Statutory duty	1.2 Can the organisation demonstrate awareness of, and engagement with, Prevent partners and national leads from SOLACE and COSLA			
Good Practice activity	1.3 Is the SPOC engaged with the different means of obtaining support for Prevent delivery?			

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Prevent duty benchmark	2. A representative of the local authority is engaged with the local CONTEST board and oversees the delivery of Prevent in collaboration with other local partners			
Outcome	The organisation supports and engages with the local multi-agency CONTEST group in order to agree and co-ordinate Prevent activity.			
		Yes	No	Supporting evidence
Statutory duty	2.1 Does the organisation provide a representative who is engaged with the local multi-agency CONTEST group?			
Statutory duty	2.2 Has the local multi-agency CONTEST group agreed and co-ordinated Prevent activity and is performance adequately monitored and recorded?			
Good Practice activity	2.3 Have local CONTEST partners implemented a stand-alone Prevent sub-group to support and co-ordinate the implementation of the Prevent Duty between partners?			

Prevent duty benchmark	3. There is an agreed local Prevent Implementation Plan which has been informed by the threat and risk identified by the local Emerging and Residual Threat Local Profile (ERTLP) document.			
Outcome	An ERTLP is delivered to the local authority and other key stakeholders on an annual basis which is used to enable the local multi-agency CONTEST group to develop and agree a Prevent Implementation Plan.			
		Yes	No	Supporting evidence
Statutory duty	3.1 Is there an annual ERTLP briefing provided to the Chief Executive and other relevant staff which provides information on the threat, risk and vulnerability in the area?			
Statutory duty	3.2 Is the organisation engaged in the process of developing and agreeing Prevent actions for the local implementation plan which are informed by the threat, risk and vulnerability identified by the ERTLP?			
Prevent duty benchmark	4. The organisation has sufficient partnership contacts to enable the identification and mitigation of threats and risks that emerge outside of the ERTLP process (for example, community tensions following a terrorist incident).			
Outcome	The organisation is able to respond effectively to emerging threat and risk in a			

	proportionate way			
		Yes	No	Supporting evidence
Good Practice activity	4.1 Threat and risk can emerge at any time and may not be captured in the annual ERTLP briefing. Does the organisation have the means to not only identify these issues as they present, but also to undertake effective mitigating activity?			

Prevent duty benchmark	5. The organisation has an agreed process in place for the referral of those identified as being at risk of radicalisation.			
Outcome	Individuals who have been identified as being vulnerable to radicalisation are referred to the appropriate agency.			
		Yes	No	Supporting evidence
Statutory Duty	5.1 Is there an agreed process in place for the referral of individuals who are identified as at risk of being drawn into terrorism?			

Prevent duty benchmark	6. Information concerning the referral process is accessible to all staff.			
Outcome	Staff members know how to make referrals to the appropriate agency by accessing information about the process.			
		Yes	No	Supporting evidence
Statutory Duty	6.1 Is the referral process easily			

	accessible to all relevant staff?			
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Prevent duty benchmark	7. There are suitable processes and policies in place to enable the formation of a Prevent Professional Concerns (PPC) multi-agency meeting where required and a chairperson has been identified who will oversee the meeting and actions.			
Outcome	The organisation is able to respond effectively to a PPC referral by forming the meeting with attendance from appropriate partner agencies.			
		Yes	No	Supporting evidence
Statutory duty	7.1 Is the organisation fully aware of its obligation to form a PPC multi-agency meeting on receipt of a referral and are suitable processes in place to enable this to take place?			
Good Practice Activity	7.2 Relevant staff members receive training regarding processes and purpose of PPC? Is the identified chair of the meeting adequately trained and supported?			

Prevent duty benchmark	8. The organisation has agreed an Information Sharing Protocol (ISP) with relevant local partners to support both Prevent Case Management (PCM) and Prevent Professional Concerns (PPC) processes.			
Outcome	The process of information sharing to facilitate Prevent activity has been agreed by all relevant partners.			
		Yes	No	Supporting evidence
Statutory Duty	8.1 Has an ISP to support Prevent activity been agreed at a local CONTEST level with all relevant partners as signatories?			
Prevent duty benchmark	9. The organisation has conducted an internal training needs analysis and there is an agreed training programme for relevant personnel.			
Outcome	The organisation is providing staff with the right understanding and information in order for them to effectively discharge their responsibilities under the Prevent Duty.			
		Yes	No	Supporting evidence
Statutory duty	9.1 Has the organisation taken steps to understand the specific needs of each role in relation to Prevent and put in place a system of training to reflect this?			

Good Practice Activity	9.2 Are all staff aware of the signs of possible radicalisation and understand how to report concerns?			

Prevent duty benchmark	10. There is a venue hire policy in place to ensure the organisation's premises are not used by extremists.			
Outcome	Extremists are prevented from hiring the organisation's premises through awareness of Prevent being integrated with relevant policies.			
		Yes	No	Supporting evidence
Statutory Duty	10.1 Do you have a venue hire policy in place which ensures that measures are taken to prevent local authority venues being used by those who might draw people into terrorism?			

Prevent duty benchmark	11. There is an effective IT policy in place to prevent users of the organisation's networks from accessing extremist materials.			
Outcome	Extremist material cannot be accessed from the organisation's network.			
		Yes	No	Supporting evidence

Statutory duty	11.1 Do you have an IT policy which prevents the access of terrorism related content?			
Prevent duty benchmark	12. Prevent has been embedded within commissioning and procurement processes and Prevent is given consideration in the organisation's relationship with arms-length companies where relevant.			
Outcome	Prevent is mainstreamed into commissioning and procurement processes and the organisation's relationship with arms-length companies.			
		Yes	No	Supporting evidence
Statutory duty	12.1 Has Prevent been embedded within the organisation's commissioning and procurement processes?			
Statutory duty	12.2 Has Prevent been given consideration in the organisation's relationship with arms-length companies?			
Prevent duty benchmark	13. The organisation has a communications plan in place to proactively communicate the reality and impact of Prevent work to senior management, elected members and front-line staff.			
Outcome	Key stakeholders are fully informed as to the value of Prevent activity in supporting vulnerable people and of the organisation's commitment and obligations in delivering this.			

		Yes	No	Supporting evidence
Statutory Duty	13.1 Does the organisation have a communications plan in place which proactively communicates the reality and impact of Prevent to professionals and elected members?			

Prevent duty benchmark	14. The organisation engages with a range of community groups, both faith based and secular, to encourage an open and transparent dialogue on the Prevent agenda.			
Outcome	The organisation fosters a joint approach to the delivery of Prevent alongside local communities.			
		Yes	No	Supporting evidence
Good Practice Activity	14.1 Has the organisation sought to engage with respective community groups about the Prevent agenda?			

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Equality Impact Assessment

This document should be completed at the start of policy development or at the early stages of a review. This will ensure equality considerations are taken into account before a decision is made and policies can be altered if required.

SECTION 1 - Policy Profile

1	Name/description of the policy, plan, strategy or programme	Inverclyde Prevent Strategy and Inter agency guidance, April 2018.
2	Responsible organisations/Lead Service	Children, Families and Criminal Justice Service
3	Lead Officer	Sharon McAlees Head of Children, families and criminal justice and Prevent SPOC (single point of contact).
4	Partners/other services involved in the development of this policy	Adult Protection, Safer and Inclusive Communities, Police Scotland, Education Inclusion services, NHS Children and Families and Specialist children's services
5	Is this policy:	New <input checked="" type="checkbox"/> Reviewed/Revised <input type="checkbox"/>
6	What is the purpose of the policy (include any new legislation which prompted the policy or changes to the policy)?	<p>The purpose of this policy is to ensure the local authority enables the implementation of the UK wide Prevent strategy which is supported by the Scottish government.</p> <p>The Counter Terrorism and Security Act came into force in July 2015 (the Act), placing a duty on a number of specified authorities to have "due regard to the need to prevent people from being drawn into terrorism".</p> <p>The specified authorities identified as having a role in protecting vulnerable people identified in government guidance associated with the Act include the;</p> <ul style="list-style-type: none"> • the local authority (including all LA schools) • NHS • Independent and Grant aided schools • further and higher education establishments • prisons and police

<p>7 What are the intended outcomes of the policy?</p>	<p>The intended outcome of the policy is to let staff members know what they can do to prevent vulnerable people being drawn into terrorism.</p> <p>It includes a clear referral pathway if they need to, raise a concern, and gives guidance on training available to all including;</p> <ul style="list-style-type: none"> • Introduction to Prevent – e learning package • Workshop to Raise Awareness of Prevent (WRAP) <p>Both of these training courses equip staff to identify when someone may be vulnerable to radicalisation, how to raise concerns and what a proportionate response looks like.</p>
<p>8 Geographical area (Inverclyde wide or a specific location)</p>	<p>Inverclyde wide</p>
<p>9 Is the policy likely to have an impact on any of the elements of the Council equality duty (if yes, please tick as appropriate)?</p>	<p><input checked="" type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</p> <p><input checked="" type="checkbox"/> Advance equality of opportunity between people from different groups</p> <p><input checked="" type="checkbox"/> Foster good relations between people from different groups</p>
<p>10 Will those who may be directly or indirectly affected by this policy be involved in its development?</p>	<p>Yes the development of this policy has already taken into account the feedback of key staff involved in supporting people who may be vulnerable to being drawn into terrorism. The emphasis on taking a proportionate response has been highlighted. All recognise that stopping individuals from being drawn into terrorism forms part of our services normal work to protect, in particular, vulnerable children and adults.</p> <p>The policy and training approach offers support of individuals considered through the, raising a concern pathway. It encourages a learning approach for those using the notice, check and share methodology. That learning will be shared individually as well as through staff and community briefings as appropriate.</p>

SECTION 2 – Impact on Protected Characteristics

Which of the protected characteristics will the policy have an impact upon? (see guidance for examples of key considerations under each characteristic)

Protected Characteristic	Impact					Reason/Comments
	Positive High	Positive Low	Neutral	Negative High	Negative Low	
Age		x				The content of the training and distribution of the policy will be delivered to ensure that all age groups have access where required.
Disability		x				The training referred to in the policy has been accessibility tested for visual and audio use which considers colour contrasts and plain English. Subtitles are available on video content. Delivery of training will be on various sites which will be accessible with the regards to facilities and location
Gender reassignment		x				The content of the training and distribution of the policy will be delivered to ensure this group has access where required
Marriage and civil partnership			x			
Pregnancy and maternity			x			
Race		x				The content of the policy and training promotes a proportionate approach and a distinct offer of support to vulnerable people. Whilst the guidance acknowledges the most significant terrorist threat to the UK is from; Syria, Iraq, Northern Ireland and from groups associated with the extreme right or sectarianism the guidance identifies the that wherever the risk arises of people being drawn into terrorism or violent extremism then they are offered the earliest possible support and advice from a partnership of agencies proportionate to that risk.
Religion or belief		x				This guidance and associated training acknowledges with sensitivity and consideration the wide religious or other beliefs of people in Inverclyde. It places significant emphasis on the importance of raising a concern to PREVENT should be based on a person's vulnerability to radicalisation and should not be because of their faith.
Sex (male or female)		x				The content of the training and distribution of the policy will be delivered to ensure these groups have access where required

Sexual orientation		x				The content of the training and distribution of the policy will be delivered to ensure these groups have access where required
Other groups to consider (please give details) 1. Poverty (low income, benefits claimants, people experiencing fuel poverty) 2. Carers (those who have responsibilities for someone with an equality characteristic) 3. Employee/Partners hips/ 3rd sector organisations		x x x				<p>1. The programme includes vulnerability factors of which poverty is one and hence how poverty might influence radicalisation is given proportionate consideration. The training package should greatly assist partners and 3rd sector organisations achieve their goals in the delivery of the package, in many instances e-learning will be the most appropriate option.</p> <p>2. The programme positively promotes safeguarding and signposts the use of single points of contact (SPOC), for carers to refer to, helping to check any concerns or points in need of clarification.</p> <p>3. The programme is for all employees and is envisaged to be delivered within a 2 year timescale. The priority groups will be those who have interaction with the community, pupils/students, vulnerable clients and customers. No employees will be excluded from the training as those who do not have access to IT equipment will be offered training through a blended approach which includes face-to-face and technology training/support. A paper copy of the e-learning package is available for employees without access to a computer.</p>

SECTION 3 – Evidence

What evidence do you have to help identify any potential impacts of the policy? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)

Evidence	Details
<p>Consultation/Engagement (including any carried out while developing the policy)</p>	<p>During the development of the policy guidance, consultation/engagement was carried out in a number of ways, including:</p> <ol style="list-style-type: none"> 1. Police Scotland, Prevent delivery unit West region and local Counter terrorism liaison police officers contributed to the guidance especially the referral pathway to raising a concern. 2. Adult protection committee representatives have contributed views and assisted with the expert cohort available to give advice to employees when concerns of radicalisation arise 3. Public Protection network members including the chair of the local child protection committee gave reflective feedback 4. Head of Safer and Inclusive communities gave guidance on the governance structure recognising the vital linkage to regional CONTEST and local Corporate management
<p>Research</p>	<p>Inverclyde have an officer in the Scottish Prevent Peer review network, qualified to carry out reviews of other councils Prevent arrangements. That network reviews all Prevent arrangements around Scotland and disseminates good practice.</p> <p>The Revised Prevent duty guidance; for Scotland (HM Gov, 2015) and NHS Scotland, Playing our Part implementing the Prevent Strategy (2015) inform this local guidance especially in relation to enhancing organisational capability to inhibit and respond to Prevent related incidents</p>

	<p>West region Prevent group and local authorities especially Ayrshire and Glasgow have contributed with advice and consultation to assist in the development of the Inverclyde policy guidance.</p> <p>Police Scotland, Prevent delivery unit West have provided critical oversight on the development of this policy guidance.</p>
Officer's knowledge and experience (including feedback from frontline staff).	Officers involved in developing the policy guidance have many years' experience of working within a policy background and in particular supporting vulnerable people exposed to high risk.
Equalities monitoring data.	<p>The local authority Prevent Lead will ensure that information on concerns, referrals and training activity is collated on a monthly basis in order to:</p> <ul style="list-style-type: none"> • Monitor the impact that the <i>Prevent</i> policy guidance has on parts of the community with respect to equality and diversity and • Indicate the level of involvement the organisation has in <i>Prevent</i> at a local and national level.
User feedback (including complaints)	This approach has learned from the local cohort of practitioners involved in previous, Prevent training for trainers. This has contributed to the improvement in training materials which now offer more specific regional emphasis and insight for example on sectarian and right wing threat.
Stakeholders	
Other	Stakeholders were invited to provide feedback on the draft guidance, prior to a closing date of 9 th March 2018.
What information gaps are there?	No information gaps at this stage

SECTION 4 – CONSEQUENCES OF ANALYSIS

What steps will you take in response to the findings of your analysis? Please select at least one of the following and give a brief explanation.

1. Continue development with no changes		
2. Continue development with minor alterations	x	This new policy guidance will be updated in response in particular to the data produced over time. We expect to learn from not only, referral information but also training uptake and delivery in our own and partner organisations. It is reasonable therefore to expect minor alterations once we are equipped with that data.
3. Continue development with major changes		
4. Discontinue development and consider alternatives (where relevant)		

How will the actual effect of the policy be monitored following implementation?

The governance structure of the Prevent policy guidance begins with the Public Protection Network which has Prevent as a standing agenda item and which is chaired by the Prevent SPOC (single point of contact) and attended by the local authority prevent lead. The regional Contest board monitors matters arising from that process as does the more local CRMT (Crisis and resilience management team) before feeding on to the council's Corporate management team and by doing so ensures Chief executive oversight.

Data will be captured to tell us about;

1. the reach of training delivery, who attended and from which professional discipline (teachers, social workers, adult mental health, managers etc) and who delivered the training (ensure balanced offer from partners).
2. Age and gender of person of concern
3. Source of referral
4. Support actions offered

Data analysis will be feedback through the governance structure.

When is the policy due to be implemented?

From April 2018

When will the policy be reviewed?

Nine months after the date of implementation therefore likely to be January 2019.

What resources are available for the implementation of this policy? Have these resources changed?

What resources are available?

1. Police Scotland have in place trainers to deliver WRAP (workshop to raise awareness of prevent) training to cohorts of staff.
2. Targeted WRAP training for trainers is also available free of charge to develop expertise in our organisations and increase reach and

speed of training delivery.

3. E-learning is free on the council's learning and development website
4. Children, families and Criminal justice have provided officer time to establish a local PREVENT lead to; drive policy development, training needs analysis, impact monitoring and partnership buy in.
5. The same local lead will ensure the Prevent self-assessment is populated in readiness for peer review later in 2018 and bring up to date the local Prevent action plan associated with that self-assessment checklist
6. Training rooms will be provided by all partners as required

Have resources changed

1. The advent of the peer review network demonstrates a renewed commitment expected of specified bodies and local authorities in particular, to achieve a satisfactory and proportionate approach to the duties laid out in the Counter-terrorism and security Act 2015.
2. The Scottish government does have some financial resource to support LA's and will if approached give assistance if able (Connected Communities – Safeguarding & Vulnerability Team).
3. Those local employees given, training for trainers WRAP training in the past will have now lapsed and be in need of refresher training if they are to assist future delivery.

Name of Individual(s) who completed the Assessment

Name(s): Andrew Campbell

Position: Quality Assurance and Improvement team lead, Children, Families and Criminal Justice Service

Date: 06 03 2018

Authorised by

Name: Sharon McAlees

Position: Head of Children, Families and Criminal Justice Service

Date:

Please send a copy of all completed forms to Karen Barclay, Corporate Policy Officer at karen.barclay@inverclyde.gov.uk