



Prevent Duty Risk Assessment/Action Plan



No:	<u>Prevent Vulnerability/Risk Area</u>	Risk Y/N	<u>Action taken/already in place to mitigate/address risk</u>	Responsible	Timescale	RAG
1.	<p>LEADERSHIP</p> <p>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 • Senior Leadership Team • Staff • Safeguarding Team 	N	<p>All Staff and Governors are aware of their safeguarding responsibilities and these are reviewed annually. Staff and Governors have been given copies of the Statutory Guidance – Keeping Children Safe in Education September 2023 which includes the relevant Prevent Guidance and are aware of the Prevent Guidance and advice given by the Department of Education. Staff have a responsibility to ensure they have read the document and are fully conversant with the information within.</p> <p>FGB complete their training for Safeguarding and WRAP by 04.10.2023 through NCL – any outstanding FGB Members will complete the Safeguarding Training with DSL on that date</p> <p>FGB confirmation of reading KCSIE 2023 signed electronically on Governorhub</p> <p>The school SPOC – is an accredited Home Office WRAP Trainer and delivers an annual update to Staff at the beginning of each academic year with additional safeguarding bulletins monthly or when required.</p> <p>WRAP Refresher Training for SPOC to be completed this academic year</p>	<p>Governing Board</p> <p>SLT / SPOC</p> <p>School Staff</p> <p>Chair of Governors / JC</p> <p>SPOC – CL</p>	<p>Staff – 04.09.2023 – signed electronically on My Concern</p> <p>04.10.2023</p> <p>Last completed 16.11.2022</p>	GREEN

			WRAP Refresher Training to be completed by School based Staff annually		May 2024	
2.	<p>PARTNERSHIP</p> <ol style="list-style-type: none"> 1) Is there active engagement from the school's Governors, SLT, Middle Leadership? 2) Does the school have an identified single point of contact in relation to Prevent? (SPOC) 3) Does the school engage with the Local Authority, Police and other external agencies? 	N	<p>The Governors receive regular updates from the Prevent Lead on any issues and updates to procedure – through the use of the Governing Body Safeguarding Audit. This Audit is sanctioned by the Governor responsible for Safeguarding on a termly basis and is presented to the full Governing Body.</p> <p>The Prevent Lead for Marsh Hill Primary School is the Safeguarding Lead, Cathy Lomas. She is responsible for the oversight of the Prevent Action plan and update to SLT.</p> <p>The Prevent Lead is a Home Office Accredited WRAP trainer and is familiar with both Local Authority and Police Prevent Leads.</p>	<p>CL /Safeguarding Governor</p> <p>CL</p> <p>CL</p>	Audit completed termly	GREEN
3.	<p>STAFF TRAINING</p> <p>Do all staff have sufficient knowledge and confidence to:</p> <ol style="list-style-type: none"> 1) Exemplify British Values in their management, teaching and through general behaviours in the school 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 3) Have sufficient training to be able to recognise this vulnerability and be aware of what action to take in response 	N	<p>The Prevent Lead is a Home Office Accredited WRAP trainer</p> <p>All Staff and Governors have knowledge of the British Values and through Values education and within our school curriculum they actively promote these. The impact of these is also shared with the Governors at the Performance and Standards Committee meeting.</p> <p>All staff and members of the Governing Board have received the relevant statutory guidance regarding the Prevent Duty and are fully aware of what radicalization is, the vulnerable groups, and how radicalization can take place. They are also aware of what signs to be aware of as well as the procedures that are in place. All staff were given a copy of the KCSIE document which includes the procedures relating to Prevent.</p>	<p>CL</p> <p>School Staff / SLT</p> <p>Governing Board</p> <p>CL / DSL's</p> <p>Safeguarding Governor</p>	<p>Refresher Training to be given to all staff in May 2024</p> <p>(Last completed May 2023)</p> <p>All Staff to have signed electronically the KCSIE 2023 Part 1 Document /</p>	GREEN

					Annex A electronically	
4.	WELFARE AND PASTORAL SUPPORT <ol style="list-style-type: none"> 1) Are there adequate arrangements and resources in place to provide pastoral care and support as required by the school? 2) Are their adequate monitoring arrangements to ensure that this support is effective and supports the school's welfare and equality policies? 	N	<p>Pastoral Care is a focus of the school – there is adequate support and provision in the school for those pupils whom are identified as vulnerable with additional capacity to support more children if the need arose.</p> <p>Monitoring arrangements are robust and the Vulnerable Pupils list is available on My Concern and SLT are updated accordingly. The Safeguarding Governor audits this information on a termly basis and reports to the Governing Board.</p>	<p>Pastoral Team</p> <p>CL / SLT</p>	Current	GREEN
5.	SPEAKERS AND EVENTS <ol style="list-style-type: none"> 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 school site events i.e. charity events? 4) Are there off site events which are supported, endorsed, funded or organised through the institution subject to policy/framework? 	N	<p>This is NA as all trips and visits support the school curriculum and are arranged by the teaching staff. There is a clear process for arranging educational visits and all visits and accompanying risk assessments are agreed by the Headteacher</p>	<p>EV Co-ordinator / SLT</p>		GREEN
6.	SAFETY ONLINE / E SAFETY <ol style="list-style-type: none"> 1) Does the school have a policy relating to the use of IT and does it contain a specific reference and inclusion of the Prevent Duty? 	Y	<p>The school has an Online safety policy which contains a reference to the Prevent Duty.</p> <p>The school purchases the LA firewall which does include all devices and filters internet traffic for all internet enabled devices in school.</p>	<p>CL / ONLINE SAFETY TEAM</p>		GREEN

	<p>2) Does the school employ filtering/firewall systems to prevent staff/students/visitors from accessing extremist websites and material?</p> <p>3) Does this also include the use of using their own devices via Wi-Fi?</p> <p>4) Does the system alert to serious and/or repeated breaches or attempted breaches of the policy?</p>		<p>The Headteacher/ Deputy Head Teacher and Online lead using Smoothwall create a monthly report on internet usage including sites visited in accordance with Birmingham City Procedure Statutory Guidance. The Headteacher then takes any appropriate actions regarding positive returns.</p>	<p>CL/NW</p> <p>JC / RL / CL</p>	<p>Current</p>	<p>GREEN</p> <p>GREEN</p>
7.	<p>PRAYER AND FAITH FACILITIES</p> <p>1) Does the institution have prayer facilities?</p> <p>2) Are they good governance and management procedures in place in respect of activities and space in these facilities?</p>	N	Not Applicable – Community based school			GREEN
8.	<p>SCHOOL SECURITY</p> <p>1) Are there effective arrangements in place to manage access to the school by visitors and non-students/staff?</p> <p>2) Is there a policy regarding the wearing of ID in school? Is it enforced?</p> <p>3) Are dangerous substances kept and stored on site?</p> <p>4) Is there a policy covering the distribution (including electronic) of leaflets or other publicising material?</p> <p>5) Does the school intervene where off site activities are identified or are likely to impact upon staff and/or students i.e. leafleting, protest etc.</p>	N	<p>1) Yes - the school has a locked door policy with access only achievable through the main entrance which requires a member of staff to release the lock.</p> <p>2) Yes - all staff and visitors must wear a school badge</p> <p>3) No dangerous substances are kept on site</p> <p>4) The school sends out a weekly newsletter which is contributed to by all staff when appropriate. This is written by the School Office and is signed off by the Headteacher before it is distributed to parents</p> <p>5) N/A</p>	<p>School Staff</p> <p>All Adults on site</p> <p>Site Manager</p> <p>JC / Office Staff</p>	Current	GREEN
9.	<p>SAFEGUARDING</p>	N	The safeguarding and Online safety school policies make reference to radicalisation as detailed by	Governing Board	September 2023	GREEN

	<p>1) Is protection against the risk of radicalisation and extremism included within Safeguarding and other relevant policies?</p> <p>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?</p>		<p>Birmingham City Council and the Prevent Guidance and KCSIE September 2023.</p> <p>Annual training is carried out for all staff reminding them of their responsibilities as well as the processes and procedures in place to follow if they believe that extremism or radicalisation is taking place.</p>	CL / DSL's / SLT	Annual training – last completed 04.09.2023	
10.	<p>COMMUNICATIONS</p> <p>1) Is the school Prevent Lead and their role widely known across the school? Are staff and students made aware of the Prevent Duty, current risks and their responsibilities?</p> <p>2) Are there information sharing protocols in place to facilitate information sharing with Prevent partners?</p>	N	<p>1) Yes – Staff are informed during the Safeguarding Annual Update of the names of the Lead DSL responsible for Prevent. They are made aware of their responsibilities, how to assess the risks and how to report these.</p> <p>2) The school has information sharing protocols and liaises with external agencies where appropriate</p>	CL / DDSL's	September 2023	GREEN
11.	<p>INCIDENT MANAGEMENT</p> <p>1) Does the school have a critical incident management plan which is capable of dealing terrorist related issues?</p> <p>2) Is a suitably trained and informed person identified to lead on the response to such an incident?</p> <p>3) Does the Communications/Media dep't understand the nature of such an incident and the response that may be required?</p>	N	<p>1) Yes – Marsh Hill has an Emergency Disaster and Contingency Plan which was last reviewed in September 2023</p> <p>2) Both the School Business Manager and Cathy Lomas have reviewed the Emergency Disaster and Contingency procedure together with the Lockdown plan which has been shared with senior leaders, staff and governors. There is a practice Lockdown procedure drill completed annually.</p>	<p>School Business Manager / CL</p> <p>SLT and Governing Board</p>	<p>September 2025</p> <p>Lockdown practice last</p>	GREEN

			3) Yes - the LA media department would co-ordinate the full response		completed in June 2023	
12.	STAFF AND VOLUNTEERS					
	<ul style="list-style-type: none"> 1) Does awareness training extend to sub-contracted staff and volunteers? 2) Is the institution vigilant to the radicalisation of staff by sub-contracted staff and volunteers? 		N/A – This does not take place however subcontracted staff are mainly on the premises during the school holidays and if they are ever on the school premises during school time then they are never alone with children.			