Hampshire and Isle of Wight PREVENT Partnership Board

PREVENT Organisational Self Assessment Tool

2016

Guidance notes:

The Hampshire and Isle of Wight (HIOW) PREVENT Partnership Board has developed this Organisational Self Assessment Tool to assist partner agencies in evaluating the effectiveness of internal arrangements regarding the Prevent Duty and to use this as a tool to identify and prioritise any areas in need of further development. This tool should be completed on an annual basis. It is designed to support partner organisations in the continuous improvement of their Prevent work.

The Organisational Self Assessment Tool is designed to enable the Prevent Partnership Board to fulfil its remit of ensuring local PREVENT arrangements are effective and are delivering the outcomes outlined in both statutory guidance and the local Prevent Strategy. This Self Assessment Tools provides the benchmarks which will enable partner organisations to demonstrate their effectiveness around PREVENT work. These include:

- Clear leadership and management of PREVENT;
- Robust systems and processes in place to deliver the statutory PREVENT Duty;
- PREVENT linked into relevant strategies, plans, policies and guidance;
- Availability of appropriately trained, skilled and competent staff and
- Accountability for the PREVENT work undertaken through clear reporting processes both internally (to senior management teams and committees) as well as externally, to the HIOW PREVENT Partnership Board and other relevant strategic forums.

To complete the Organisational Self Assessment Tool, partner organisations are asked to answer all the questions under each heading and to assign a RAG (Red, Amber or Green) status to that area. In the comments section, respondents should provide evidence to support the rating given including any actions required. Any actions identified should be designated high, medium or low priority in the column provided.

The results of individual organisations' self assessments will not be published or used for comparison purposes. Instead, areas of generic learning will be identified to inform the Board's strategic development of PREVENT in Hampshire.

The Organisational Self Assessment should be completed electronically and returned to Sue Lee susan.lee@hants.gov.uk . If you have any queries, please contact Sue Lee at the email address provided.

Benchmark Standard	Green	Amber	Red	Evidence and actions required	Priority rating (H, M, L) for actions
1. Leadership and management					
1.1 Accountability for and ownership of Prevent work is recognised by the organisation's executive body and/or board.					
1.2 There is a designated person with a lead strategic role for Prevent whose role includes promoting the issue within the organisation.					
1.3 The designated lead regularly attends the Prevent Board and is able to speak for their organisation with authority.					
1.4 The organisation has signed up to the Multi-Agency Prevent Strategy and Action Plan.					
1.5 An action plan has been developed regarding the implementation of the Multi-Agency Prevent Strategy and Action Plan.					
1.6 The organisation's specific responsibilities on Prevent are referenced in relevant corporate and service strategies, plans and policies.					
1.7 Standards and targets relating to Prevent work have been established.					
1.8 Monitoring, oversight and scrutiny arrangements include Prevent work.					
1.9 An overview of Prevent work is included in the organisation's annual report/accountability statement.					
1.10 Requirements and standards around Prevent are included in contracts and service agreements.					

Benchmark Standard	Green	Amber	Red	Evidence and actions required	Priority rating (H, M, L) for actions
1.11 Clear, accessible information and publicity material on Prevent is widely available.					
2. Policy and Practice					
2.1 Work place guidance on Prevent has been developed which is consistent with statutory guidance and local multi-agency guidance.					
2.2 Internal guidance on Prevent has been widely publicised to all staff, volunteers and service users and carers.					
2.3 All staff and volunteers understand their specific professional and legal duties re Prevent.					
2.4 All staff and volunteers are aware of the signs of possible radicalisation and understand the need to report concerns.					
2.5 All staff understand when and how to make referrals to the Channel programme and where to get additional advice and support.					
2.6 The links between Prevent and other relevant 'community safety' processes are well understood . Staff refer into these appropriately.					
2.7 The room booking and external speaker policies have been reviewed and these comply with the Prevent Duty.					
2.8 There are robust procedures for sharing information about vulnerable individuals.					
2.9 There are policies on the use of IT on the premises. General usage policies refer to misuse of computer equipment.					

Benchmark Standard	Green	Amber	Red	Evidence and actions required	Priority rating (H, M, L) for actions
2.10 There is the ability to use filtering as a means of restricting access to harmful content and to prevent people from being drawn into terrorism.					
3. Workforce development and training					
3.1 There is a Prevent training plan to ensure all staff have appropriate knowledge and competencies on Prevent commensurate with their role.					
3.2 Training plans have been reviewed against the local Prevent Training Strategy.					
3.3 Appropriate training has been undertaken for governors, board members, leaders, managers staff and volunteers?					
3.4 All staff and volunteers have an understanding of the factors that make people vulnerable to being drawn into terrorism?					
3.5 There is a Prevent Champion who can advise staff on Prevent Issues.					
3.6 The organisation has registered facilitators who provide P*revent* awareness raising and staff training.					
3.7 Staff receive appropriate professional support and supervision and have opportunities for debriefing and reflective practice.					
3.8 Mechanisms in place to ensure that learning from cases is captured which leads to positive change to policy and practice.					