

Hampshire Prevent Partnership Board

Organisational Self-Assessment Tool for Prevent

July 2023

Guidance Notes

This document allows member organisations of the Hampshire Prevent Partnership Board (HPPB) to assess and evaluate their compliance with their statutory duties under the Prevent Duty ([Prevent duty guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/prevent-duty-guidance)).

To support partner organisations, the HPPB have developed this Organisational Self-Assessment Tool for Prevent. It should be completed annually by each member of the HPPB and used by the organisation to assure itself that where required it is meeting its statutory Prevent Duty, or where the statutory Prevent Duty does not apply, the organisation is following the principles of the Prevent Duty and applying these as appropriate. While some partners nationally have a statutory duty under the Prevent Duty, other partners do not but are still invited to engage and contribute to the Prevent agenda.

This self-evaluation framework will enable partners to assess the effectiveness of their internal Prevent arrangements and to identify and prioritise any areas in need of further development.

The outcome of the self-assessment will not be published by the HPPB or used comparatively, but should be used by individual organisations to identify strengths and areas for improvement within their own organisation. Hampshire County Council's Prevent team, via the HPPB, are available to advise and guide organisations with any action plans developed as a result of this self-assessment.

Once completed, it is for individual organisations to determine how to use the outcomes. Once a year all partner organisations sitting on the Hampshire Prevent Partnership Board will be asked to confirm whether or not they have completed the self assessment, and the reason for not completing one if that is the case.

The HPPB will collate anonymised areas of generic learning and thematic findings and use these to inform the HPPB's priorities and actions contained within its Strategic Partnership Plan.

To complete the Organisational Self-Assessment Tool for Prevent, partner organisations are asked to answer all the questions under each of the headings and to assign a RAG (Red, Amber, or Green) status to that area.

The comments section should include **brief** evidence to support the rating given, including any further improvement actions required.

You are invited to include any examples of best practice. Any actions identified should be designated high, medium or low priority in the column provided. As this is a generic tool, not all areas will be applicable to all organisations. Where this is the case, please state 'not applicable' in the comments section.

Any queries should be directed to the Hampshire Prevent Partnership Board administrator or email prevent@hants.gov.uk

HPPB Organisational Self-Assessment Tool

No.	Benchmark	Green	Amber	Red	Evidence and improvement actions required	Priority rating (H, M, L)
	Leadership					
1A	A senior leader has been designated as the organisation's strategic lead for Prevent					
2A	The designated Prevent lead attends the HPPB on a regular basis and is able to speak for their organisation with authority and to make decisions on its behalf					
	Management					
1B	The organisation has adopted the HPPB Strategic Partnership Plan and has aligned relevant corporate, strategic and operational plans, policies and programmes with this					
2B	Roles, responsibilities and duties relating to Prevent are embedded within job descriptions, policies and standard operating procedures					
3B	Staff and volunteers have access to a named Prevent lead within the organisation for advice and guidance					
4B	A business continuity plan is in place to ensure that the service is able to meet the requirements of the Prevent Duty at times of peak operational pressure					
5B	Mechanisms are in place to ensure learning is gained from examples of best practice as well as internal and multi-agency investigations in relation to the Prevent Duty, and that this is embedded into practice					
	Policy and Practice					
1C	If appropriate, the organisation has adopted and implemented the HPPB's Venue Hire/External Speaker Policy and all relevant staff are aware of its requirements and can access it					
2C	An IT Policy for the organisation exists which prevents the access of terrorism-related					

	content or the promotion of these materials by users of the organisation's networks. All relevant staff are aware of the requirements of the IT Policy in relation to Prevent, and can access it				
	Risk Assessment				
1D	The organisation has a local risk assessment process reviewed against the Counter Terrorism Local Profile (this could be contributing to and adopting the HPPB's Situational Risk Assessment)				
2D	The organisation contributes annually to the Counter Terrorism Local Profile				
3D	For statutory partners ONLY: The organisation can evidence that it uses the HPPB's Situational Risk Assessment in its strategic planning for Prevent				
	Prevent Partnership Plan				
1E	The organisation has sight of the Prevent Partnership Plan, is aware of their allocated actions within it, and provides updates on these actions when required				
2E	The organisation contributes to the Prevent Partnership Plan through attendance at the HPPB's sub groups				
	Channel Panel				
1F	Managers and staff participate as required in Prevent Channel Panels, ensuring information is shared as appropriate				
2F	Organisational representatives on Channel Panel feel able to make sufficient and appropriate inputs to case discussion				
3F	Organisational representatives on Channel Panel have a robust understanding of what constitutes the appropriate thresholds for Channel intervention (as per the Channel Duty guidance)				
4F	Organisational representatives on Channel Panel are aware of the information sharing guidelines and responsibilities in relation to Channel Panel				
	Training				
1G	The organisation measures and delivers different levels of training across different teams and sectors, including offering more specialist training where appropriate; staff understand the risk of radicalisation and know				

	how to access support and additional advice when needed					
2G	All relevant staff in the organisation and its commissioned services know how and when to make a Prevent referral					
3G	The organisation tracks which staff members have been trained and has a training delivery plan for those who still require training					
4G	Prevent is formally recognised within the organisation's wider training programme and is included in all relevant staff inductions					
5G	Clear, accessible information and publicity material on Prevent is widely available for staff within the organisation					

Organisational Self-Assessment Action Plan

This action plan template should be used in response to any development needs highlighted in the self-assessment. Any actions identified should be designated a RAG rating (Red, Amber, or Green) and high, medium, or low priority assigned in the column provided. The comments section enables an update to be logged.

No.	Action required	Action Owner	RAG Rating	Priority (L, M, H)	Due date	Comments/ Update