

# Lancashire Schools Prevent Audit & Planning Tool

School: Mellor St Mary CE Primary School

Named Contact: J.Embley-Peers



"Work

No.	Prevent Vulnerability / Risk Area	Risk Y/N	Action/Control Measures	Who Leads?	When
1	<b>Leadership</b>  Do the following people have a good understanding of their own and school responsibilities in relation to the "Prevent Duty"?  <ul style="list-style-type: none"> <li>• The Governing Body</li> <li>• SLT</li> <li>• Staff (Teaching and Support)</li> </ul>	N	The Governing Body 2 yearly training through online and face to face sessions in school. New governors to complete within their first year of office	JEP	next training booked for 14.05.2025
		N	SLT	JEP	Nov-24
		N	Staff annual ASTUTE/ Channel online learning units built into annual training cycle	JEP	Nov-23

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1A	<b>Recruitment &amp; Vetting</b> <ul style="list-style-type: none"> <li>• Safer Recruitment</li> <li>• How are governors/ staff vetted/recruited</li> <li>• Is there a code of conduct that governors/staff are expected to adhere to?</li> <li>• Are training policies around Prevent in place</li> <li>• Are National Governance Guidelines followed</li> </ul>	N	Safer recruitment completed by Chair of Governors HT and Bursar and renewed every 5 years. Included in Governor and staff code of conduct on induction	JEP	ON GOING
2	<b>Partnership</b> <ul style="list-style-type: none"> <li>• Is there active engagement from the school's Governors, SLT, middle leaders and staff?</li> <li>• Does the school have an identified single point of contact (SPOC) in relation to Prevent?</li> <li>• Does the school engage with the Prevent staff in Local Authority (Prevent Education Officer), Primary/Secondary Prevent Forums (via PEO), Channel Panel( as required), LADO meetings (as required)</li> <li>• Prevent Training/CPD provided by Local Authority</li> </ul>	N	Contract staff and volunteers awareness	JEP	annual update
N		DSL and DDSL	JEP/ CB	annual update	
N		Middle Leaders	N/A		
N		Staff complete training on ASTUTE and face to face	JEP	annual update	
N		Prevent SPOC - J Embley-Peers	JEP	annual update	

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			Engagement with Regional Prevent Education Officer as and when required for training	JEP	
3	<b>Staff (CPD)</b> Do all staff have sufficient knowledge and confidence to: <ul style="list-style-type: none"> <li>• exemplify British Values in their leadership, teaching and through general behaviours in the school</li> <li>• understand the factors that make students vulnerable to being drawn into terrorism and to challenge extremist ideas which are used by terrorist groups and can purport to legitimise terrorism</li> <li>• 3) Do staff understand Channel, what it is and how to make a referral?</li> <li>• 4) Are staff aware of communication policies with DSL/ Prevent SPOC for advice &amp; consideration prior to making a referral?</li> </ul>	N	Exemplify British Values	CB	annual update
		N	Understand vulnerability factors	CB	annual update
		N	Sufficient Training - NEW STAFF AND GOVERNORS NEED UPDATED TRAINING WITHIN FIRST YEAR OF APPOINTMENT	JEP	annual update
4	<b>Speakers &amp; Events</b> <ul style="list-style-type: none"> <li>• Is there an effective policy/framework for monitoring guest speakers/ visitors?</li> <li>• Is there a policy/framework for managing on school events?</li> </ul>	N	Monitoring guest speakers - speakers are supervised by school staff at all times	JEP/CS/CB	

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	<ul style="list-style-type: none"> <li>Are off-site events assessed for risk under the framework of the Prevent duty?</li> </ul>	N	Managing School Events - evc risk assessment and checks, lettings policy and safeguarding checks made prior to event	JEP/CS	annual update
		N	Risk assessment for offsite events	JEP/CB	annual update
5	<p><b>Safety Online</b></p> <ul style="list-style-type: none"> <li>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?(Applicable to Staff/Students and Visitors</li> <li>Does the school employ filtering/firewall systems to prevent staff/students/visitors from accessing extremist websites and material?</li> <li>Does this also include the use of using their own devices via Wi-Fi?</li> <li>Can the system be used to search for serious and/or repeated breaches or attempted breaches of the policy?</li> <li>How are systems monitored and concerns flagged to relevant DSL</li> </ul>	N	IT Policy	CB	annual update
		N	Firewall/Filter Netsweeper supported by Digital education lancashire and JTRS	CB	daily and weekly checks
		Y	Personal device usage	CB	daily and weekly checks
		N	Tracking of breaches	CB	daily and weekly checks
		N	Parental Engagement	JEP	monthly newsletters

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6	<b>Prayer &amp; Faith Facilities (Note this is not Mandatory)</b> <ul style="list-style-type: none"> <li>Does the school have prayer facilities?</li> <li>How is the use of the prayer room monitored?</li> </ul>		Prayer room supervision		
7	<b>School Security</b> <ul style="list-style-type: none"> <li>Are there effective arrangements in place to manage access to the school by visitors and non- students/staff?</li> <li>Is there a policy regarding the wearing of ID on the school site? Is it enforced?</li> <li>Is there a policy covering the distribution (including electronic) of leaflets or other publicising material?</li> <li>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.?</li> </ul>	N	School access control measures	JEP	daily and weekly checks
Y		ID policy - no policy in place as small school with limited staff. Lanyards used for visit	JEP		
Y		Leafleting/publicising material - no policy in place	JEP		
Y		Off-site activity identification and intervention	JEP		
8	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>Is protection against the risk of radicalisation and extremism included within Safeguarding and other relevant policies?</li> <li>Do Safeguarding and welfare staff receive additional and ongoing training to enable the effective understanding and handling of referrals relating to radicalisation and extremism?</li> <li>Does the school utilise Channel as a support mechanism in cases of radicalisation and extremism?</li> </ul>	N	Inclusion within Safeguarding policy	JEP	annual update
N		Additional training for safeguarding staff	JEP	annual update	

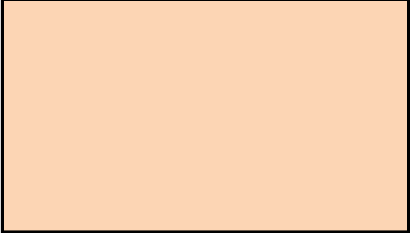
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	<ul style="list-style-type: none"> <li>School has Channel as part of their safeguarding referral processes, engages with the Channel Team and DSL attends Channel Panel as required</li> </ul>	N	Utilisation of Channel	JEP	annual update
		N	Policy regarding referral to Channel	JEP	annual update
9	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>Are the school's Prevent Lead and their role widely known across the school?</li> <li>Are staff and students made aware of the Prevent Duty, current risks and appropriate activities in this area?</li> <li>Are there information sharing protocols in place to facilitate information sharing with Prevent partners?</li> </ul>	N	Identified Prevent Lead	JEP	annual update
		Y	Staff and Pupil awareness	JEP	WEEKLY
		Y	Information sharing protocols	JEP	annual update
10	<p><b>Parental/ Wider Community Engagement</b></p> <ul style="list-style-type: none"> <li>How is information shared with parents and the wider community, in line with school policy?</li> <li>How does the school enhance awareness of prevent and related material i.e. online safety with parents and carers through workshops / newsletters etc.</li> </ul>	N	Information Sharing protocols - THROUGH MONTHLY NEWSLETTERS AND EMAILS	JEP/CS	daily and weekly

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11	<b>Staff and Volunteers</b> <ul style="list-style-type: none"> <li>• Does awareness training extend to sub- contracted staff and volunteers?</li> <li>• Do they sign up to same British Values / Code of conduct as staff etc.?</li> </ul>	N	Contract staff and volunteers awareness	JEP	induction pack
		N	Monitoring subcontracted staff and volunteers	JEP	induction pack
12	<b>Extremist Groups in the Community</b> <ul style="list-style-type: none"> <li>• Is the school aware of the existence of extremist groups in the community and their potential impact on its staff and students?</li> <li>• 2) Are procedures in place to ensure that the school is up to date with relevant briefings and information</li> </ul>	Y	Awareness of extremist groups within community -	JEP	
		Y	Regular briefing from local Police/prevent leads	JEP	

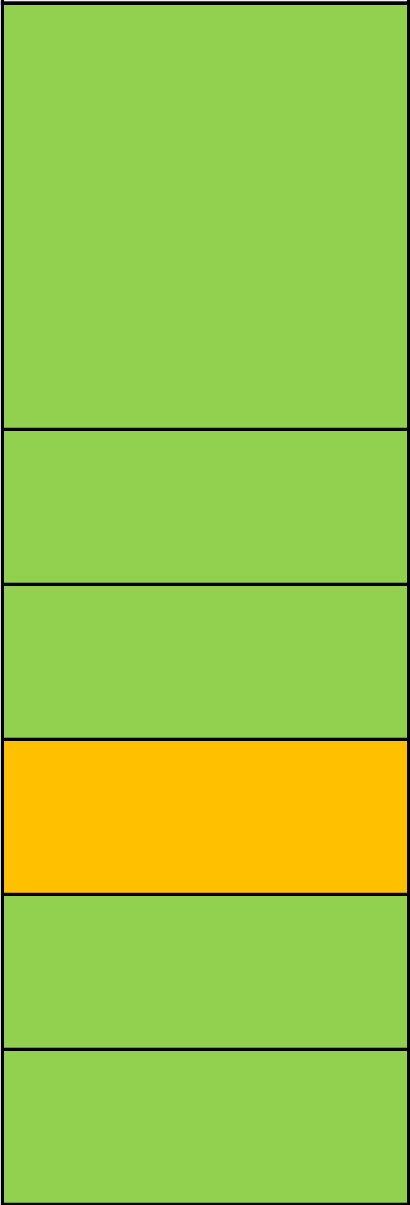
# Lancashire Prevent Partnership

*Working together for safer communities\**

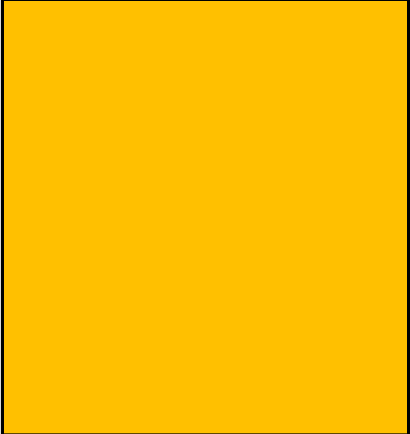
**RAG (type red, amber, green)**



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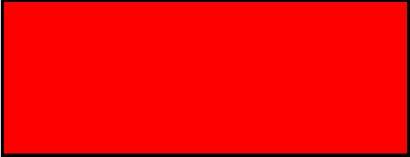


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Not applicable





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