

Lancashire Schools Prevent Audit & Planning Tool

School: Mellor St Mary CE Primary School

Named Contact: J.Embley-Peers



No.	Prevent Vulnerability / Risk Area	Risk Y/N	Action/Control Measures	Who Leads?	When	RAG
1	Leadership Do the following people have a good understanding of their own and school responsibilities in relation to the "Prevent Duty"? • The Governing Body • SLT • Staff (Teaching and Support)	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 2027	
		N	SLT	JEP	May-25	
		N	Staff annual ASTUTE/ Channel online learning units built into annual training cycle	JEP	Jun-26	

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1A	Recruitment & Vetting • Safer Recruitment • How are governors/ staff vetted/recruited • Is there a code of conduct that governors/staff are expected to adhere to? • Are training policies around Prevent in place • Are National Governance Guidelines followed	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	Partnership • Is there active engagement from the school's Governors, SLT, middle leaders and staff? • Does the school have an identified single point of contact (SPOC) in relation to Prevent? • 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) • Prevent Training/CPD provided by Local Authority	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	May 2025 - Tim Horbin, Update	
3	Staff (CPD) Do all staff have sufficient knowledge and confidence to: • exemplify British Values in their leadership, teaching and through general behaviours in the school • 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 • 3) Do staff understand Channel, what it is and how to make a referral? • 4) Are staff aware of communication policies with DSL/ Prevent SPOC for advice & consideration prior to making a referral?	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	Speakers & Events • Is there an effective policy/framework for monitoring guest speakers/ visitors? • Is there a policy/framework for managing on school	N	Monitoring guest speakers - speakers are supervised by school staff at all times	JEP/CS/CB		

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	events? • Are off-site events assessed for risk under the framework of the Prevent duty?	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	Safety Online • 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 • Does the school employ filtering/firewall systems to prevent staff/students/visitors from accessing extremist websites and material? • Does this also include the use of using their own devices via Wi-Fi? • Can the system be used to search for serious and/or repeated breaches or attempted breaches of the policy? • How are systems monitored and concerns flagged to relevant DSL	N	IT Policy	CB	annual update	
		N	Firewall/Filter SOPHOS supported by Digital education lancashire and JTRS	CB	live checks	
		Y	Personal device usage	CB	live checks	
		N	Tracking of breaches	CB	live checks	
		N	Parental Engagement - Knowsley Onlien Safety Newsletter and termly training.	JEP	monthly newsletters	

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6	Prayer & Faith Facilities (Note this is not Mandatory) - Does the school have prayer facilities? - How is the use of the prayer room monitored?		Prayer room supervision			Not applicable
7	School Security - Are there effective arrangements in place to manage access to the school by visitors and non-students/staff? - Is there a policy regarding the wearing of ID on the school site? Is it enforced? - Is there a policy covering the distribution (including electronic) of leaflets or other publicising material? - 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.?	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	DSL	
8	Safeguarding - Is protection against the risk of radicalisation and extremism included within Safeguarding and other relevant policies? - Do Safeguarding and welfare staff receive additional and ongoing training to enable the effective understanding and handling of referrals relating to radicalisation and extremism?	N	Inclusion within Safeguarding policy	JEP	annual update	
		N	Additional training for safeguarding staff	JEP	annual update	

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	- Does the school utilise Channel as a support mechanism in cases of radicalisation and extremism? - School has Channel as part of their safeguarding referral processes, engages with the Channel Team and DSL attends Channel Panel as required	N	Utilisation of Channel	JEP	annual update	
		N	Policy regarding referral to Channel	JEP	annual update	
9	Communications - Are the school's Prevent Lead and their role widely known across the school? - Are staff and students made aware of the Prevent Duty, current risks and appropriate activities in this area? - Are there information sharing protocols in place to facilitate information sharing with Prevent partners?	N	Identified Prevent Lead	JEP	annual update	
		Y	Staff and Pupil awareness	JEP	WEEKLY	
		Y	Information sharing protocols	JEP	annual update	
10	Parental/ Wider Community Engagement - How is information shared with parents and the wider community, in line with school policy? - How does the school enhance awareness of prevent and related material i.e. online safety with parents and carers through workshops / newsletters etc.	N	Information Sharing protocols - THROUGH MONTHLY NEWSLETTERS AND EMAILS	JEP/CS	daily and weekly	

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11	Staff and Volunteers - Does awareness training extend to sub- contracted staff and volunteers? - Do they sign up to same British Values / Code of conduct as staff etc.?	N	Contract staff and volunteers awareness	JEP	induction pack	
		N	Monitoring subcontracted staff and volunteers	JEP	induction pack	
12	Extremist Groups in the Community - Is the school aware of the existence of extremist groups in the community and their potential impact on its staff and students? 2) Are procedures in place to ensure that the school is up to date with relevant briefings and information	Y	Awareness of extremist groups within community -	JEP	BwD, LCC	
		Y	Regular briefing from local Police/prevent leads	JEP	BwD, LCC	

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