Prevent: guidance for English UK member centres
Risk assessment and action plan template

No.	Prevent vulnerability/ risk area	What has been/ is being done? With evidence	What still needs to be done?	By when?
1	**Leadership** Are owner / senior managers / aware of and had training in their 'Prevent Duty' responsibilities?			
2	**Internal & External contacts** Has internal Prevent lead been appointed? Is person known to all? Has that person made contact with local police/local authority prevent coordinator and got contact details?			
3	**Training** Do all staff and homestays/ sub-contractors have awareness of key Prevent points: i) what it is and its aim ii) how to recognise vulnerable students who might be drawn to extremism iii) know core British values iv) be ready to exploit opportunities to promote them v) be ready use them to challenge extremist statements vi) know to report when they have concerns about anyone, and who to report to?			

Prevent duties: risk assessment and action plan template

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4	**Welfare support** Does the provider have sufficient welfare support, especially for vulnerable students? Can the provider direct students to moderate places of worship if requested?			
5	**Prayer and faith facilities** Are these well managed and being used appropriately?			
6	**Safeguarding** Does the provider have policies to protect students from extremist materials? (incl. in safeguarding policy)E.g. i) Online safety: Reference to Prevent duty / filters to restrict extremist websites / info to and contract with staff and students about accessing extremist material on personal IT / response for failing to follow policy ii) Materials displayed: Student handouts/ notices posted on campus, especially those not in English to be checked? iii) Outside speakers / sub-lets: Are outside users of the campus / facilities appropriate? What is procedure for checking?			

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7	**Campus security** How are entrances / exits managed safely for access by non-students/staff? Are staff/students easily identified? What additional security measures are in place?			
8	**Serious incident management** Is there an Emergency Action Plan (EAP) showing how to respond in the event of a serious incident on or off campus?			
9	**Policy(ies)** Are above points covered in Prevent policy inclusion in existing safeguarding policy/separate policies/combination of these? Do policies include record keeping procedures (e.g. training / concerns / referrals to outside agencies?			

Completed by (Prevent Lead): _____   Date: _____   Review date: _____