



## Cumbria Framework for Identification and Prioritisation of Prevent Training and Development Needs



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# Framework for Identification and Prioritisation of Prevent Training and Development Needs

The Prevent Duty states that “all specified authorities subject to the Duty will need to ensure they provide appropriate training for staff involved in the implementation of this Duty”. (Prevent Duty Guidance, Home Office, 2015).

It is the responsibility of organisations to ensure that their workforce has the appropriate training to meet the requirements of the Prevent Duty. This framework is designed to assist organisations to identify which of their staff need awareness and understanding of Prevent and what level of training they require.

The framework provides clarity on the level of Prevent training required for staff through identifying staff groups that require basic prevent awareness and those who are required to attend the Prevent Workshop.

## 1. Identification and prioritisation

The identification and prioritisation of training and development needs in relation to Prevent is based on:

- The degree of contact practitioners / professionals have with members of the public including children, young people, families and vulnerable adults; and
- The knowledge and understanding of Prevent that they need to fulfil the requirements of their role.

This framework groups staff into high, mid priority and low priority:

*(NB This list of staff members is not exhaustive. It is the responsibility of organisations to ensure they consider all the specific roles in their own workforce)*

### High Priority:

These staff need a good understanding of Prevent including recognition of vulnerabilities, knowledge of how/where to refer and awareness of Channel process and potential for practitioner involvement in Channel. They need a clear understanding of their role in relation to Prevent and are likely to have involvement in advising and guiding staff, be a point of contact for staff and be responsible for cascading messages to other staff.

### Mid Priority:

These staff need a good understanding of Prevent including recognition of vulnerabilities, knowledge of how/where to refer and awareness of Channel process and potential for practitioner involvement in Channel. They are likely to have regular / intensive contact with the public on an infrequent basis.

### Low Priority:

These staff need a good understanding of Prevent including recognition of vulnerabilities, knowledge of how/where to refer. They may have little or no contact with members of the public.

### Group 1: Work predominantly

Those who work predominantly with members of the public including children, young people, families and vulnerable adults.

*For example, paediatricians, GPs, youth workers, those working in the early years sector, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers, probation staff, sports club welfare officers, those working with adults in, for example, learning disability, mental health, alcohol and drug misuse, those working in community play schemes, YOS in secure settings and in the community, community youth groups, early years including childminders.*

### Group 2: Specialists / Designated leads

Those who have particular **specialist** safeguarding responsibilities and professional advisors and **designated leads** for safeguarding.

### Group 3: Operational Managers

Operational managers of services for members of the public including children, young people, families and vulnerable adults.

### Group 4: Senior Managers / Strategic Managers and Officers

Senior managers responsible for strategic management of services for member of the public including children, young people, families and vulnerable adults, Directors of services, commissioners, human resources.

### Group 5: Regular or Intensive but Infrequent Contact

Those in **regular or intensive but infrequent contact** with members of the public including children, young people, families and vulnerable adults.

For example, housing officers, hospital staff, the police other than those in specialist child / adult protection roles, sports development officers, allied health professionals, disability specialists, faith groups, play scheme volunteers, revenues and benefits staff.

High Priority

Mid Priority

### **Group 6: Elected members**

Elected members - county council, district and borough council, parish council members.

### **Group 7: Occasional Contact**

Those who **have occasional contact** with members of the public including children, young people, families and vulnerable adults.

*For example, librarians, GP receptionists, community advice centre staff, groundsmen, recreation assistants, housing support staff, school governors and environmental health officers, leisure services.*

### **Group 8: No contact**

Staff whose job does not involve contact with members of the public including children, young people, families and vulnerable adults and who are not involved in developing strategy or policy which impacts upon frontline services.

*For example, accountants, auditors, business support administrators, democratic services support, systems analysts, technical infrastructure engineers, payroll staff.*

**Low Priority**

### 3. Prevent Information Leaflet

#### Staff group

Low priority – Groups 6-8

#### Competencies

##### Knowledge

- Understands the vulnerability factors that can make individuals susceptible to radicalisation or a risk to others;
- Knows who to contact and seek advice from if they have concerns about an individual who may be being groomed into terrorist activity.
- *Group 6 should have additional knowledge and understanding of the role of the elected member in relation to the Prevent Duty, as community champion / mediator.*

##### Skills

- Demonstrates an awareness and understanding of indicators of risk relating to individuals being radicalised;
- Knows who to refer concerns to (Prevent lead) and where to access advice;

#### Criteria for assessment

- Demonstrates an awareness and understanding of indicators of risk relating to individuals being radicalised ;
- Demonstrates an understanding of appropriate referral mechanisms and information sharing;
- *Group 6 demonstrates and understanding of the role of the elected member in relation to the Prevent Duty, as community champion / mediator.*

#### Training delivery and compliance targets

Competency can be acquired by reading or discussing the Prevent information leaflet developed by the organisation that clearly demonstrates meeting the needs of staff at low priority.

*Group 6 should receive additional information regarding their specific role in prevent. The delivery of this training should be developed by the organisation and should clearly demonstrate that it meets the needs of the staff in this group.*

##### **Maintaining Knowledge and skills.**

Staff should receive the Prevent Information Leaflet at their annual appraisals. The leaflet should be reviewed and updated annually by the organisational Prevent lead. They should ensure the information is relevant and up to date with local and national guidelines.

## 4. Basic Prevent Awareness Training

### Staff group

Mid Priority – Group 5

Competencies should be reviewed annually as part of the appraisal process.

### Competencies

#### Knowledge

- Understands the objectives of the Prevent strategy and their sectors contribution to the Prevent agenda;
- Knows what their professional responsibilities are in relation to the safeguarding of adults, children and young people at risk;
- Understands the vulnerability factors that can make individuals susceptible to radicalisation or a risk to others;
- Knows who to contact and seek advice from if they have concerns about an individual who may be being groomed into terrorist activity.

#### Skills

- Demonstrates an awareness and understanding of indicators of risk relating to individuals being radicalised;
- Understands what impact direct (bullying, be-friending and influencing) or indirect (internet, media etc.) factors might have on individuals and how it might change their thoughts and behaviours;
- Demonstrates ability to raise concerns and take action when they have concerns;
- Knows who to refer concerns to (Prevent lead) and where to access advice;
- Has an understanding of the importance of sharing information (including the consequences of failing to do so).

### Criteria for assessment

- Demonstrates an awareness and understanding of indicators of risk relating to individuals being radicalised ;
- Demonstrates an understanding of appropriate referral mechanisms and information sharing;
- Demonstrates an awareness of the Channel process:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/425189/Channel\\_Duty\\_Guidance\\_April\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf)
- Is aware that Prevent aims to tackle all forms of terrorism and how their sector contributes.

### Training delivery and compliance targets

Competency can be acquired by incorporating face to face or e-learning Prevent material into the organisation via:

- Induction sessions;

- Level 1 Safeguarding Children training and Level 1 Safeguarding Adults training;
- Level 2 Safeguarding Children training and level 2 Safeguarding Adults training;
- Safeguarding e-learning package.

Competency at mid priority can also be achieved by completing the other suitable package developed by the organisation that clearly demonstrates meeting the needs of staff at mid priority.

### **Maintaining Knowledge and skills.**

Staff should receive refresher training every three years as a minimum, all refresher safeguarding training should include key information on Prevent including reference to vulnerable groups and the appropriate actions to be taken if a concern is raised. In addition to these programmes, Named Designated Professionals should circulate written update briefings and literature to all staff at least annually which would include, for example, any changes in legislation, changes to local policy and procedure or lessons learnt in respect of Prevent.

The training compliance target for Basic Prevent awareness training should be in line with the local agreed safeguarding key performance indicator.

## **5. Workshop Raising Awareness of Prevent (WRAP)**

### **Staff group**

High Priority – Groups 1-4

Competencies should be reviewed annually as part of the appraisal process.

### **Competencies**

As outlined for Levels 1 and 2, and in addition:

- How to support and redirect vulnerable individuals at risk of being groomed into terrorist related activities; and
- How to share concerns, get advice, and make referrals into the Channel process and Prevent case management.

Knowledge:

- Understand Prevent in the context of the CONTEST strategy 2011 <https://www.gov.uk/government/publications/counter-terrorism-strategy-contest> , and the concept of pre-criminal space;
- Understand that radicalisation uses normal social processes, and the “power of influence” on all;
- Recognise influence, and understand the concepts of polarisation and the use of narratives and ideology;
- Understand the current threat level and that Prevent can be applied to all forms of terrorism, present or emerging;
- Understand the term “vulnerable” in the context of Prevent and what

- vulnerabilities are exploited by terrorist groups;
- Understand there is no single checklist or profile of a terrorist, and that health staff are a key group and must use their professional judgement in assessing behaviours and risks;
  - Understand how to recognise, understand, share concerns, seek support and advice, and make referrals within their own organisations and with other agencies where appropriate;
  - Understand Channel multi-agency arrangements to provide support and redirection to individuals at risk of radicalisation;
  - Have knowledge of any sector relevant documents that provide information and guidance around prevent.

### Criteria for assessment

Competency can be acquired by attending a Workshop to Raise Awareness of Prevent (WRAP)

Ongoing: Organisations should ensure that staff are provided with appropriate updating/briefing on Prevent.

Knowledge and skills reviewed during annual appraisal should ensure that individuals are up to date with current policy and practice.

### Training delivery and compliance targets

Only a WRAP Facilitator can deliver WRAP. WRAP can be delivered to staff in a single organisation, on a partnership basis between organisations, or on a multi-agency basis. The employing organisation should be assured that all Facilitators have appropriate experience, background and qualifications to deliver this training. Workshops to Raise Awareness of Prevent (WRAP) should be completed within **12 months** of starting in a role requiring this level of training.

The training compliance target for organisations at this level is 85% over 3 years or as agreed locally.

## 6. Competency Level for organisational Prevent Leads

### Staff group

Organisational Prevent Leads in both commissioner and provider organisations.

### Competencies

In addition to the competencies gained from attending Basic Prevent Awareness (BPA) training and Working to Raise Awareness of Prevent (WRAP) - the Home Office training module, a Prevent Lead will be able to demonstrate that they:

- Are aware of the HM Government's Prevent strategy for their sector, if applicable.
- Are aware of and understand the requirements of relevant policy, including the Prevent Duty 2015 and the Channel guidance 2015;
- Are able to advise staff in relation to any Prevent concerns;

- Understand how to make a Prevent referral to Channel or alternative local multi-agency group and how to escalate unresolved concerns;
- Understand the role of Channel panels and how to advise managers and practitioners on their participation in local panels;
- Understand the Prevent Standards contained in their Contract and the need for compliance;
- Are able to advise staff in relation to those thresholds and links to other adult and children's safeguarding and public protection processes.

### Skills

- Know who the Channel Coordinator is for their area and how to contact them;
- Are aware of the HM Government's Prevent strategy for their sector, if applicable.
- Understand the role of Channel panels and how to advise managers and practitioners on their participation in local panels;
- Understand the Prevent Standards contained in their Contract and the need for compliance;
- Are able to advise staff in relation to those thresholds and links to other adult and children's safeguarding and public protection processes;
- Understand the requirements of both the Prevent Duty and Channel duty and their sector role within it.

### Criteria for assessment

- Attendance at a minimum of two sector Prevent Forums every financial year;
- Evidence of partnership working with the areas Channel Coordinator and Counter-Terrorism Unit officer(s);
- Completion of Prevent related training advised by the relevant organising body e.g. NHS England for health..

On-going: Competence, knowledge and skills should be reviewed annually as part of an individual's appraisal to ensure individuals are up to date with current Prevent policy and practice to undertake the role of organisational Prevent Lead.

### Competency development options and compliance targets

Competencies of a Prevent Lead may be developed on a single organisation basis or on a partnership basis between health organisations, or on a multi-agency basis. It should include:

- Participation in local or regional multi-agency Prevent Forums/Boards when required;
- Attendance at local, regional, national multi-agency training events and/or Prevent conferences when required.

The compliance target for organisational Prevent Leads is 100%.

## 7. Prevent Training Overview

Training	Priority	Training Delivery	Training Compliance targets	
			Completion	Refresher
<b>Prevent Information Leaflet</b>	Low Priority Groups 6-8	Receive Prevent leaflet during induction. Leaflet can be verbally discussed if more appropriate.  <i>Group 6 to receive additional information (See page 6)</i>  Completed within normal induction process.	As induction guidelines	Annually, during appraisal.
<b>Basic Prevent Awareness Training</b>	Mid Priority Group 5	Any one of the below that clearly demonstrates meeting the needs of staff at this priority level: <ul style="list-style-type: none"> <li>• Face to Face</li> <li>• E-learning Prevent</li> <li>• Other suitable package developed by the organisation.</li> </ul> Completed within <b>12 months</b> of starting in a role requiring this level of training.	Training should be in line with the local agreed safeguarding key performance indicator	Every 3 years(minimum)  Organisations provide staff with updates/briefs on Prevent (annually, at least)  Competencies reviewed annually as part of the appraisal process.
<b>Workshop Raising Awareness of Prevent</b>	High Priority Group 1-4	Attend WRAP training delivered by suitably trained facilitator.  Completed within <b>12 months</b> of starting in a role requiring this level of training.	85% over 3 years	Every 3 years(minimum)  Organisations provide staff with updates/briefs on Prevent (annually, at least)  Competencies reviewed annually as part of the appraisal process.
<b>Competency Level for organisational Prevent Leads</b>	Organisational Prevent Leads in both commissioner and provider organisations.	Attend WRAP training delivered by suitably trained facilitator.  Completed within <b>12 months</b> of starting in a role requiring this level of training.  <i>Plus other competency development options (see Page 10)</i>	100%	Competence, knowledge and skills reviewed annually as part of an individual's appraisal to ensure individuals are up to date with current Prevent policy and practice to undertake the role of organisational Prevent Lead (Ongoing).