



# Policy on the PREVENT escalation process at LSTM

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## Modifications from previous version of document

Version	Date of issue	Details of modification
1.0	01/02/2017	Updated information and to reflect changed PREVENT lead
2.0	23/10/2020	Periodic review. Update to LSTM Prevent contacts

## Contents

<b>1. Introduction and context</b>	<b>4</b>
<b>2. Equality and diversity</b>	<b>4</b>
<b>3. Safeguarding</b>	<b>4</b>
<b>4. Scope</b>	<b>4</b>
<b>5. Roles and responsibilities</b>	<b>4</b>
<b>6. Process</b>	<b>5</b>
<b>7. Appendices</b>	<b>6</b>
<b>7.1 PREVENT decision process for Channel referral</b>	<b>7</b>
<b>7.2 Channel referral form</b>	<b>8</b>

## 1 Introduction and Context

- 1.1 **CONTEST** is the Government's counter terrorism strategy. Prevent is one of the four strands of **CONTEST** and aims to stop people becoming drawn into radicalisation and ultimately prevent them from engaging in or supporting acts of terrorism.
- 1.2 This policy describes the escalation process for raising concerns and gives practical guidance on how to make a referral into **Channel** (a process to escalate internal Prevent concerns), to reduce the risk of an individual becoming drawn into terrorism. This is fundamental to LSTM's duty of care and falls within LSTM safeguarding responsibilities.
- 1.3 Also contained in this Policy is a template for referral into **Channel** and a decision process to guide the user through the various steps involved before referring to **Channel**.

## 2 Equality and Diversity

LSTM is committed to promoting equality of opportunity, combatting unlawful discrimination and promoting good community relations. We will not tolerate any form of unlawful discrimination or behaviour that undermines this commitment and is contrary to our equality policy.

## 3 Safeguarding

In line with our Safeguarding policy and procedures, LSTM's processes reflect our organisational commitment to keeping children and vulnerable adults safe.

## 4 Scope

The PREVENT agenda is relevant to all staff and students and, in particular, to those who work face to face with students or vulnerable people.

## 5 Roles and Responsibilities

- 5.1 It is the responsibility of everyone within LSTM to understand the mechanisms in place to deal with concerns that relate to Prevent and to report them according to this policy. Specific responsibilities lie with the following:

- 5.2 It is the responsibility of the Authorised Individual within LSTM to ensure that the Prevent Duty is given due regard and that procedures are sufficiently robust.
- 5.3 LSTM Prevent lead (PL) is responsible for developing the policy and procedures within the School and to ensure that these are in line with government requirements and are communicated effectively. The Prevent lead should also be the central point for raising any concerns and should assemble key members of the School including HR and Head of Security as soon as a concern is raised.
- 5.4 The Academic Registrar (AR) is responsible for developing appropriate forums and oversight to ensure any concerns from the student population within LSTM are both recognised and acted upon according to this policy. They should work with the LSTM Prevent lead to ensure escalation of concerns is handled sensitively and according to the process described herein.

## **6 Process**

- 6.1 When staff or students identify a person at risk of exploitation or are exhibiting extremist beliefs or behaviours, they must share these concerns according to the process described in this policy and with reference to the decision tree appended to this policy.
- 6.2 The concern should be initially shared with the line manager or supervisor and AR in the case of a student, who will alert the Prevent lead to discuss the case. If the student does not have a supervisor the AR will act as the point of contact. This will trigger a discussion to consideration if the case is Prevent related. If there is a Prevent related element to the concern a further consideration will be given to deciding if the case should go through a referral to Channel or should be handled according to standard welfare policy within LSTM.
- 6.3 Where a case is considered appropriate for referral to Channel, then, following discussion with the Channel Coordinator, consent should be obtained from the individual concerned prior to referral. It may be that, in certain circumstances, limited information may be shared prior to consent being obtained where this is deemed necessary from a safety perspective. For instance, using certain key information it may be that a decision can be made as to whether the case should be handled through Prevent or is better to be considered as a Counter Terrorism case. The appropriate Channel Referral Form is appended to this policy. The form will be completed by the Prevent Lead together with the individual's direct supervisor, the Academic Registrar and a representative from Human Resources. Where consent is not possible, the Director of Human Resources will hold the information.
- 6.4 On receipt by Channel, each referral is then screened for suitability according to the vulnerability and risk factors. Appropriate referrals will go through a

preliminary assessment coordinated by the Channel Co-ordinator and key statutory partners. A Channel panel, chaired by the local authority, will then take place, where individual's needs will be identified and a support plan will be put in place.

- 6.5 Where a person linked to LSTM is being considered at a Channel panel, the appropriate person from LSTM (either the Academic Registrar or the Prevent Lead or both) should attend. According to national guidelines the Channel panel will monitor each case on a six weekly basis, with a further review meeting for each case at 6 and 12 months, once the referral has exited the process.
- 6.6 However, it should be noted that not all individuals at risk of radicalisation and acts of terrorism are susceptible or vulnerable, and may be acting out of choice. If concern exists that an individual is actually engaged in the planning or implementation of an act or acts of terrorism:
  - 6.6.1 If there is an immediate threat to life; **ring the Police on 999**
  - 6.6.2 **Or Crimestoppers on 0800 555111**
  - 6.6.3 Otherwise, **ring the Anti-Terrorist Hotline on 0800 789 321**
- 6.7 The Global Director of HR, the Prevent Lead in LSTM and/or the Academic Registrar should always be informed should any of the actions above be triggered. These individuals will then take advice from the relevant partners prior to making any official report regarding the case. This is to ensure that reports are as effective as possible and to ensure that LSTM can ensure it is able to record and report on Prevent related information to internal and external parties in a timely manner.
- 6.8 Regarding confidentiality and information sharing/disclosure, LSTM staff should ensure they share information appropriately both professionally and legally when there is a safeguarding concern, in line with internal and national policy on data protection and safeguarding policies.
- 6.9 It should be remembered that Prevent is based on the active engagement of the vulnerable individual and is at a pre-criminal stage, therefore appropriate consent should be obtained from the individual prior to a referral to **Channel** intervention so as to comply with confidentiality issues and to establish an open relationship with the vulnerable individual at the start of the process.
- 6.10 However, in exceptional circumstances, where seeking consent prior to referral would cause immediate significant harm to the vulnerable individual and/or where the vulnerable person lacks capacity to give consent, a referral may be made without consent in their best interests.
- 6.11 Where there is concern or evidence that the individual is actively engaged in the planning or undertaking of terrorist acts, or staff are concerned for their safety or that of others, then consent is not required to share any information that may be required to assess and manage the risk of a serious criminal

offence occurring. In these cases, the individual should not be informed that information is being shared without multi-agency agreement of what is required to ensure the safety of others. If staff are not sure on information sharing and consent issues, they should seek advice from the Prevent Lead, Academic Registrar and HR.

6.12 Further Channel guidance can be found at:

[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)

6.13 LSTM contacts for Prevent are:

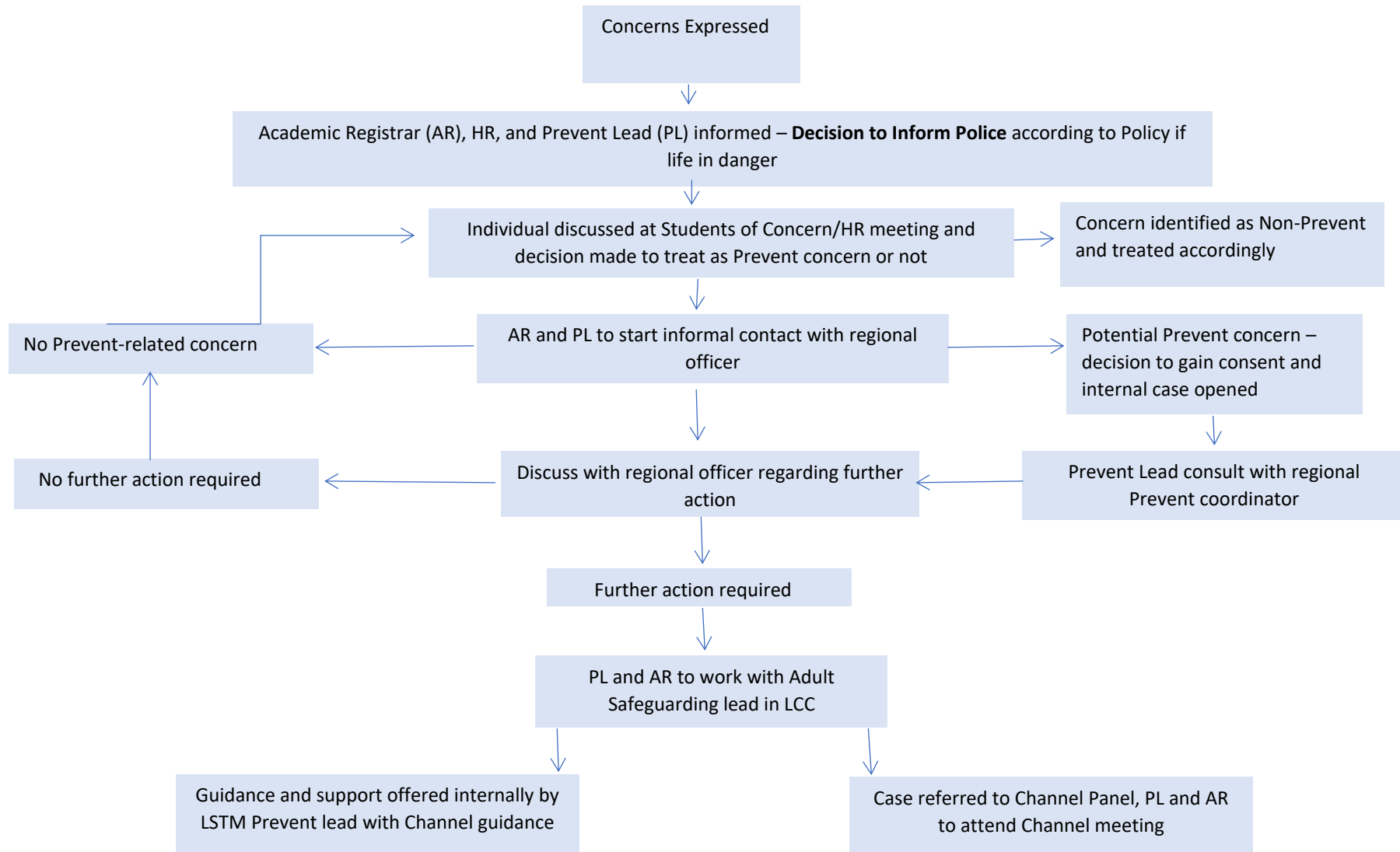
6.13.1 Prevent Lead – Kevin Francis – kevin.francis@lstmed.ac.uk

6.13.2 Academic Registrar – Sarah O’Keefe – Sarah.OKeefe@lstmed.ac.uk

## 7 Appendices

### 7.1 PREVENT decision process for **Channel** referral

#### Prevent Decision Process for Channel Referral





## 7.2 Channel referral form

### LSTM Channel Referral Form – email to address below as shown

#### RESTRICTED WHEN COMPLETE

Local Police Contact for queries, advice and referrals:	<a href="mailto:msoc.special.branch@merseyside.police.uk">msoc.special.branch@merseyside.police.uk</a>
Local Authority contact details for advice and referrals:	<a href="mailto:Sue.Harris3@liverpool.gov.uk">Sue.Harris3@liverpool.gov.uk</a>
North-West Regional Prevent Coordinator:	<a href="mailto:n.lund@manchester.gov.uk">n.lund@manchester.gov.uk</a>
DETAILS OF THE INDIVIDUAL BEING REFERRED INTO CHANNEL	
Name of individual	Has the individual consented to be part of this process?
Date of birth	Does the individual have mental capacity
Address	Gender
DETAILS OF REFERRING ORGANISATION	
Name of organisation making referral	Date of referral
Name of staff contact	Contact telephone number
Secure email address	
REFERRAL FACTORS (short description)	
<p><b>Engagement:</b> Information indicating individual is showing any signs of becoming involved in a group, cause or ideology that justifies the use of violence and other illegal conduct in pursuit of its objectives?</p>	
<p><b>Intent:</b> Any information that individual has indicated that they may be willing to use violence or other illegal means?</p>	
<p><b>Capability:</b> Is there any information supporting what the individual may be capable of doing?</p>	