



City of London Prevent Policy and Guidance

May 2021

Appendix 1: City of London Prevent Policy and Guidance

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1.0. Policy

1.1. Introduction

Prevent forms one of the four work streams of the CONTEST strategy, which is the overall UK strategy for countering terrorism. The aim of CONTEST is to reduce the threat to the UK and its interests overseas from terrorism, so that people can go about their lives freely and with confidence. The purpose of Prevent, more specifically, is to stop people becoming terrorists or supporting terrorism.

The objectives of Prevent are:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism
- Safeguard and support those most at risk of radicalisation – through early intervention, identifying them and offering support
- Enable those who have already engaged in terrorism to disengage and rehabilitate.

To safeguard and support individuals within our community who are vulnerable to radicalisation and to stop them from becoming terrorists or supporting terrorism, the City Corporation will work with its partners to deliver the following objectives:

- Deliver Prevent training detailing the referral mechanisms and the Channel process to corporate staff within the City of London Corporation (COLC) and its partner agencies
- Develop relationships with key stakeholders and ensure confidence in supporting the Prevent agenda, and that partners are aware of their responsibilities
- Develop a series of multi-agency pilots and case studies to trial methods to improve our understanding of those at risk of involvement in terrorism and enable earlier intervention
- Build stronger partnerships with communities, civil society groups, and faith groups to improve Prevent delivery and re-enforce safeguarding at the heart of Prevent
- Support our Education sector through training, advice and guidance
- Engage with businesses within the square mile and offer training and campaign material/literature
- Ensure that Channel processes are in place. This includes ensuring leads from required agencies are identified and the pathway to contacting intervention providers is well established.

These outcomes link strongly to the priorities for Safer City Partnership: *‘Vulnerable people and communities are safeguarded from radicalisation and the threat of terrorism.’*

For further information see [Prevent Duty Guidance for England and Wales](#)

1.2. Channel

Channel is a key element of Prevent. It is a multi-agency approach to identify and support people at risk from radicalisation, extremism and effectively being drawn into terrorism. Channel uses existing collaboration between local authorities, statutory partners (such as social services, education, health representatives, children's and youth services and probation), the police, and with the support of the local community to:

- identify individuals at risk
- assess the nature and extent of that risk
- develop the most appropriate support plan for the individuals concerned.

Participation in Channel for an identified 'at risk' individual is voluntary and requires consent. If consent cannot be obtained, the individual poses a risk, and they will enter a Police Case Management (PCM) system for the risk to be managed.

For further information see [Channel Duty Guidance](#)

1.3. Definitions

Definitions are taken from the HM Government Prevent Strategy 2011.

- Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist activity.
- Extremism is vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of the armed forces.

1.4. Information sharing

Information sharing must be assessed on a case-by-case basis and is governed by legislation. To ensure that the rights of individuals are fully protected, it is important for partners to sign up to the Safer City Partnerships Information Sharing Agreement and follow the guidance set out in this protocol. To obtain this document, please contact CSTreferrals@cityoflondon.gov.uk. When considering sharing personal information, the specified authority should take account of the following:

- Necessity and proportionality: personal information should only be shared where it is strictly necessary to the intended outcome and be proportionate to it. Key to determining the necessity and proportionality of sharing information will be the professional judgement of the risks to an individual or the public.

- Consent: wherever possible the consent of the individual concerned should be obtained before sharing any information about them.
- Power to share: the sharing of data by public sector bodies requires the existence of a power to do so, in addition to satisfying the requirements of the Data Protection Act 1998 and the Human Rights Act 1998; Data Protection Act and the Common Law Duty of Confidentiality: in engaging with non-public bodies, the specified authority should ensure that they are aware of their own responsibilities under the Data Protection Act and any confidentiality obligations that exist.

There may be some circumstances where professionals, in the course of Prevent-related work, identify a person or group who may already be engaged in illegal terrorist-related activity. People suspected of being involved in such activity must be referred to the police. For guidance on information sharing, speak with your manager in the first instance.

Under the General Data Protection Regulation (GDPR) and Data Protection Act 2018, information may be shared where there is a lawful basis to do so – for example, when fulfilling a statutory function such as that set out in section 36 of the Counter-Terrorism and Security Act 2015.

Data Protection Guidelines require that personal information should be:

- processed lawfully and fairly
- obtained for a lawful purpose only
- relevant and appropriate, in relation to the purposes for which it is being processed
- accurate, and kept up to date
- retained no longer than is necessary for the required purpose
- processed in accordance with the rights of data subjects
- stored securely to prevent unauthorised access.

The Human Rights Act requires public agencies to act within their powers only, and to respect the individual's right to privacy. Any disclosure of appropriate information must be seen as being both legal and fair.

1.5 Recording and case management

COLC uses Empowering Communities as a case management and recording system, which is where Prevent intelligence and cases will be held. This system is GDPR compliant.

2.0. Guidance

2.1 Channel Panel process

The Channel Panel is a multi-agency panel, which aims to develop an appropriate support package to safeguard those at risk of being drawn into terrorism based on an assessment of their vulnerability. The panel is responsible for managing the safeguarding risk which is in line with other multi-agency panels where risk is managed, such Multi-Agency Public Protection Arrangements (MAPPA). In common with other such programmes, it does require the sharing of personal information to ensure that the full range of an individual's vulnerabilities are identified and addressed.

Channel Panels oversee and co-ordinate Prevent interventions in the City of London. The panel has a statutory basis: under the terms of the Counter-Terrorism and Security Act 2015, local authorities must:

- ensure that a multi-agency panel exists and chair the panel
- use the panel to develop a support plan for accepted cases and signpost to other support where cases are not accepted
- ensure that consent is sought prior to support being provided
- co-operate with other panel partners.

Channel is not a process for gathering intelligence and must not involve any covert activity against people or communities. Channel is also not an alternative to the criminal justice system for those who have been engaged in illegal activity. Channel is about early intervention to protect and divert people away from the risk they may face before illegality relating to terrorism occurs. Therefore, in line with other safeguarding processes, being referred to Channel will not lead to an individual receiving a criminal record as a consequence of the referral, nor as a result of any support they may receive through Channel.

2.2. Membership

The Channel Panel will meet when required (e.g. when a referral has been received/potential community tensions relevant to Prevent). Permanent members will include Social Care (Adult and Children), Community Safety and City of London Police (COLP). Channel representatives should be at senior management level to ensure that the appropriate decision-making can be made, and actions agreed. The composition of the panel is a decision that should be made based on the nature of individual cases and time-bound actions that may be required. The panel is chaired by the Community Safety Manager (see Annex C for local authority contact details). Other relevant partners are listed below:

- Mental Health Services
- NHS, including GPs and hospitals
- Probation
- Youth Offending Services
- Prisons and Young Offender Institutes
- Housing teams
- Education establishments
- Youth Services
- Drug and Alcohol Services
- Faith representatives.

Appendix D provides a current list of City of London Channel/Prevent representatives for the various statutory and required organisations.

2.3 Assessing vulnerability

Channel assesses vulnerability using a consistently applied Vulnerability Assessment Framework (VAF) built around three dimensions:

- Engagement with a group, cause or ideology
- Intent to cause harm
- Capability to cause harm.

The dimensions are considered separately, as experience has shown that it is possible to be engaged without intending to cause harm, and that it is possible to intend to cause harm without being particularly engaged. Experience has also shown that it is possible to desist (stop intending to cause harm) without fully disengaging (remaining sympathetic to the cause); though losing sympathy with the cause (disengaging) will invariably result in desistance (loss of intent).

The three dimensions are assessed by considering 22 factors that can contribute to vulnerability (thirteen associated with engagement, six that relate to intent, and three for capability). These factors taken together form a rounded view of the vulnerability of an individual that will inform decisions on whether an individual needs support and what kind of support package may be appropriate. These factors can also be added to and are not considered an exhaustive list. By undertaking regular vulnerability assessments, the progress that is being made in supporting an individual can be tracked through changes in the assessment.

For further information and to access the framework, visit [Channel: Vulnerability assessment framework](#)

2.4 Identifying vulnerable people

Completing a full assessment for all 22 factors requires thorough knowledge of the individual that may not be available at the point of the initial referral (see National Prevent Referral Form at Annex B). However, there are a number of behaviours and other indicators that may show the presence of these factors.

Below are a number of example indicators that can support identifying that a person is engaged with an extremist group, cause or ideology:

- Spending increasing time in the company of other suspected extremists
- Changing their style of dress or personal appearance to accord with the group
- Their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause
- Possession of material or symbols associated with an extremist cause (e.g. the swastika for far-right groups)
- Attempts to recruit others to the group/cause/ideology
- Communications with others that suggest identification with a group/cause/ideology
- Excessive internet or social media use/online interest in extremist groups or material.

Example indicators that an individual has an intention to use violence or other illegal means include:

- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills
- Using insulting or derogatory names or labels for another group
- Speaking about the imminence of harm from the other group and the importance of action now
- Expressing attitudes that justify offending on behalf of the group, cause or ideology
- Condoning or supporting violence or harm towards others
- Plotting or conspiring with others.

Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include:

- Having a history of violence
- Being criminally versatile and using criminal networks to support extremist goals
- Having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction)

- Having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

The examples above are not exhaustive and vulnerability may present itself in other ways. There is no single route to terrorism, nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

2.5. Consent

Individuals who are vulnerable to violent extremism or radicalisation are more likely to be reached by supportive services if issues of consent are handled with sensitivity and an informed understanding of the issues.

Before making a referral, practitioners should respond as we would to all concerns, by clarifying the information. For children, this will involve talking to the child/young person and their parents or legal guardian (unless the family is implicated in potential extremism), and to other professionals working with the child/young person. Any referral should be made with the family's knowledge and consent, unless to do so would place the child/young person at risk of harm.

For adults (over 18 years old) practitioners should seek the consent of the person who may be at risk of extremism or radicalisation before taking action or sharing information. In some cases, where a person refuses consent, information can still lawfully be shared if it is in the public interest to do so. This may include protecting someone from serious harm or preventing crime and disorder.

When there are grounds to doubt the capacity of those aged 16 and over, steps need to be taken to provide support to enable an informed decision to be made whether to consent to work with the Channel Panel. Please refer to the [Mental Capacity Act 2005](#) for further information.

Any practitioner who is in doubt about whether or not they should share information, or whether they have consent either to share information or carry out a piece of work, should consult the above guidance, or their line manager or Prevent Lead within their organisation. Advice on information sharing can also be sought from the Safer City Partnership Information Sharing Agreement, as well as their own organisation's internal governance or legal teams.

2.6 Referral process

Any agency or member of the public can make a referral into Channel. However, staff need to consider their internal safeguarding procedures in the first instance and,

whenever a vulnerable to radicalisation risk is of concern, they should consult with the Prevent or Safeguarding Leads within their organisation. Prevent or Safeguarding Leads should provide support in making the decision as to whether a referral to Channel Panel is needed and if this is the appropriate route.

Referrals should be made without delay, where there are concerns about significant harm, or directly to the Police on 999 if there is an imminent risk of harm.

Referrals received will initially be screened by the Prevent team (COLP Prevent Officer/COLC Prevent Co-ordinator) to assess the information provided in the referral. The referral is reviewed by COLP Special Branch to ensure that the individual is not the subject of a current live investigation.

The preliminary assessment is co-ordinated and should be informed by multi-agency information gathering and can include consideration of an initial vulnerability assessment. The referrer and any identified relevant agency working with the individual is required to attend the Channel Panel meeting if the case is heard.

At this point partners should collectively assess the risk and decide whether the person:

- is vulnerable to being drawn into terrorism, and therefore appropriate for Channel
- should be referred to a different support mechanism
- should exit the process.

In assessing the risk, consideration should be given to:

- the risk the individual faces of being drawn into terrorism
- the risk the individual poses to society.

All cases that progress through the Channel process will be subject to a thorough assessment of vulnerabilities in a multi-agency safeguarding environment.

Intervention and support will be decided, and the case will be monitored until the risk has reduced.

If a referral does not meet the threshold or is safe to exit the process, consideration will be given to signpost the individual to support services most appropriate to their needs. If there are concerns that the person is suffering or likely to suffer significant harm, a referral to Children's or Adult Social Care must be made, this will be discussed and it will be determined who will raise this before the case exits the process.

A referral form can be requested from your local Prevent contacts (see Annex B)
Once completed, this should be returned **password protected** to:
CSTreferrals@cityoflondon.gov.uk or prevent@city-of-london.pnn.police.uk

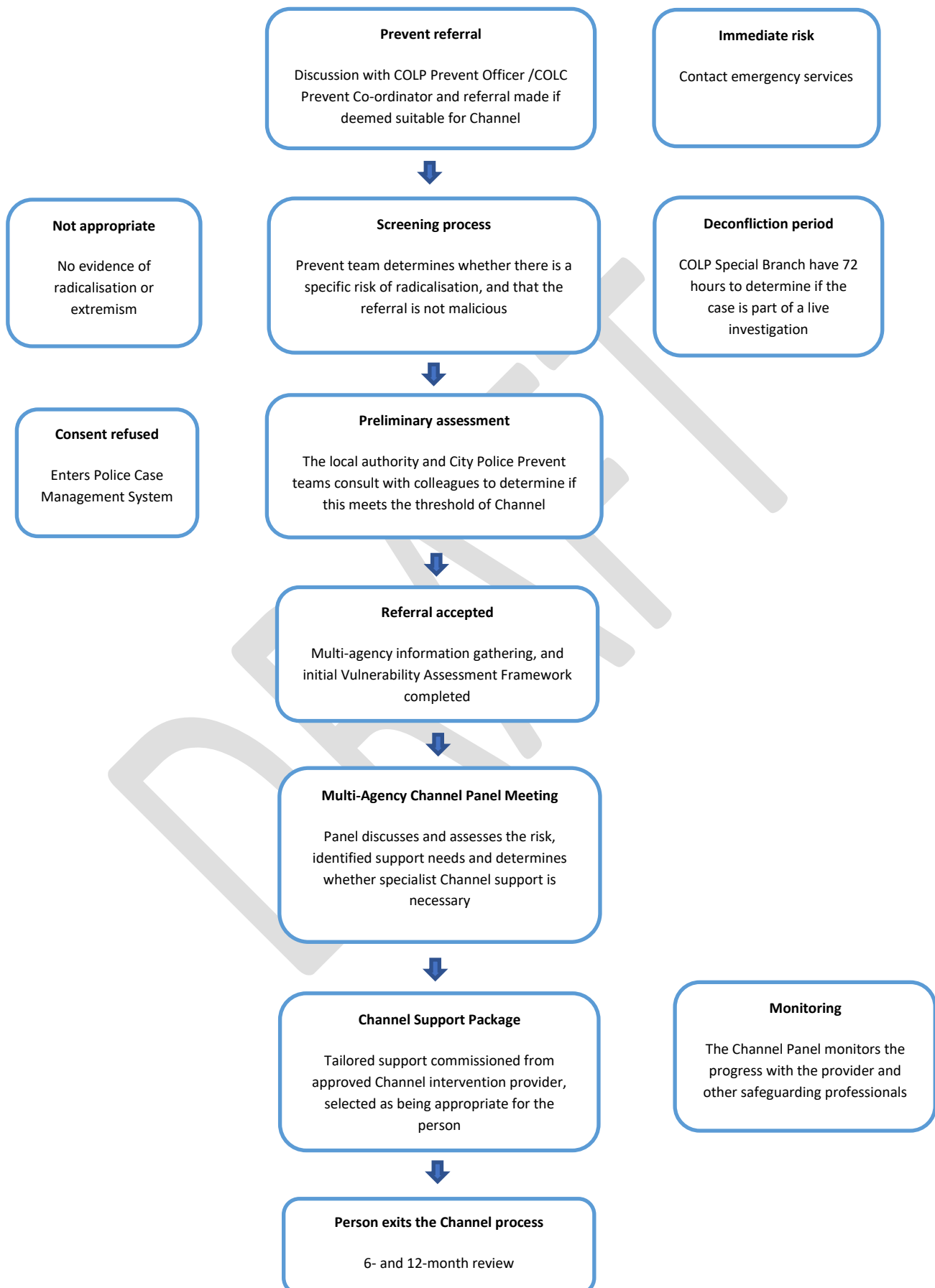
If you need to speak to the Prevent team regarding a referral, contact numbers are as follows:

- City of London Corporation Prevent Co-ordinator – 020 7332 1639 / 07749 046766
- City of London Police Prevent Officer - 0207 6012442 / 07523 944209

2.7 Transfer arrangements

Transfer arrangements need to be discussed and decided by the Channel Panel chairs of the local authority the case is leaving and the authority the case is moving to. Both chairs need to agree where the case sits and factor in how long the move is likely to be for.

2.8 Referral flowchart



2.9 Managing risk and the intervention process

If the panel considers that support is required to reduce vulnerability of being drawn into terrorist-related activity, they should devise an appropriate support package using their professional expertise. This will be based on a review of the vulnerability assessment completed by the Prevent team prior to the panel meeting and, if necessary, after the meeting. This should take the form of a support plan setting out details of the statutory or community partners who will lead on delivery of the support. The action plan should highlight identified behaviours and risks that need to be addressed. This will assist in future case reviews and evaluating the effectiveness of the support package. All decisions should be properly recorded.

Consideration must also be given to potential risks posed to the provider of any support package. Risk is a theme that runs through the entire Channel process: risk to the individual; risk to the public; and risk to statutory partners and any intervention/support providers.

The panel may conclude that the individual is better suited to alternative support mechanisms or that further assessment indicates that the individual is not vulnerable to being drawn into terrorism. In such cases the Chair of the panel is responsible for confirming the recommendation and ensuring that the decision is properly recorded.

Responses to those who are at risk from involvement in violent extremism are more likely to be effective if they are delivered at an early stage and at the lowest level of intervention. For this reason, it is important to understand the signs, and to be able to engage people effectively. It is anticipated that COL Social Care services, will provide effective, whole family-based interventions, but the thresholds for higher-level interventions must also be understood, and applied where appropriate.

The type of activities that are included in a support package will depend on risk, vulnerability and local resource. For example, a diversionary activity may be sufficient for someone who is in the early stages of radicalisation, whereas a more in-depth and structured one-to-one mentoring programme may be required for those whose radicalisation is more entrenched.

The following kinds of support might be considered appropriate:

- Life skills – work on life skills or social skills generally, such as dealing with peer pressure
- Mentoring/one-to-one support – work with a suitable adult as a role model or providing personal guidance, including guidance addressing extremist ideologies
- Anger management programmes – formal or informal work dealing with anger
- Cognitive/behavioural therapies

- Constructive pursuits – supervised or managed constructive leisure activities such as sports or the arts
- Employment, Education and Training support
- Family support – activities aimed at supporting family and personal relationships, including formal parenting programmes
- Health checks – work aimed at assessing or addressing any physical or mental health issues
- Housing/Tenancy services – support to address living arrangements and accommodation provision
- Drug and alcohol misuse interventions.

Community or non-statutory partners providing support to vulnerable people need to be credible with the vulnerable individual concerned and to understand the local community. They have an important role and their reliability, suitability to work with vulnerable people and commitment to shared values need to be established.

Channel panels should make the necessary checks to be assured of the suitability of support providers, including checks to the Disclosure and Barring Service (DBS) for those seeking to work with children, young people and adults.

If the panel is satisfied that the risk has been successfully reduced or managed, they should recommend that the case exits the process. This is noted in the minutes. The recommendations will need to be endorsed by the Chair of the panel and COLP Prevent Supervisor.

If the panel is not satisfied that the risk has been reduced or managed, the case should be reconsidered. A new support plan should be developed, and alternative support put in place. If the risk of criminality relating to terrorism has increased, the COLP must consider escalating the case through existing police mechanisms and must decide whether the case remains suitable for the Channel process.

All open cases are reviewed until the point at which they exit the process, using the vulnerability assessment framework. All decisions and actions should be fully recorded in the minutes of the meeting.

2.10 Working with partner agencies

Home Office 2021 Prevent duty guidance places a specific duty on local authorities to co-operate with all partners to support and complement their work. It is imperative that all supporting partner agencies adopt a collaborative and co-operative multi-agency approach.

Key partners include: COLP, specifically the Prevent team, Community Safety team, Adults and Children Social Care, Youth Offending Services, Probation, Prisons and Youth Offender Institutions, Child and Adolescent Mental Health Services, Adult Mental Health services, Early Help services, all usual health and education

colleagues, including colleges and universities, and the full range of community and voluntary organisations, especially youth and faith organisations.

Schools and certain voluntary organisations are often best placed to identify emerging concerns. This places an additional duty of vigilance on them, and they have specific support requirements. *Keeping Children Safe in Education* (DfE, 2020) says that the Prevent duty should be seen as part of schools' wider safeguarding duties.

If an organisation is asked to provide information to the Channel Panel or Prevent team, it is the Prevent or Safeguarding leads' responsibility from within the organisation to respond within a set timeframe outlined by the Prevent Chair and/or co-ordinator. It is also the organisation's responsibility to notify the Channel Panel of relevant changes in circumstances or provide an update on progress and intervention.

2.11 Training

The Home Office will be procuring a new supplier to support the delivery of the Prevent training strategy to replace Workshop to Raise Awareness of Prevent (WRAP). Once a replacement has been confirmed, details will be uploaded on the COLC website and communicated to stakeholders by email.

The current eLearning packages are accessible and available at the following links:

<http://www.elearning.prevent.homeoffice.gov.uk>

<https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>

<https://www.elearning.prevent.homeoffice.gov.uk/channelawareness>

The Prevent team within the City of London are available to deliver bespoke Prevent Awareness packages to all stakeholders. For more information, please contact:

CSTreferrals@cityoflondon.gov.uk

2.12 References

Home Office, Revised Prevent duty guidance: for England and Wales (1 April 2021) available at: <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

HM Government, Channel Duty Guidance: Protecting people vulnerable to being drawn into terrorism (2020) available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964567/6.6271_HO_HMG_Channel_Duty_Guidance_v14_Web.pdf

HM Government, Channel: Vulnerability assessment frame (October 2012) available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/118187/vul-assessment.pdf

HM Government, CONTEST The United Kingdom's Strategy for Countering Terrorism (June 2018) available at: <https://www.gov.uk/government/publications/counter-terrorism-strategy-contest-2018>

Department for Education, The Prevent duty (June 2015) available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Department for Education, Keeping children safe in education (2020) available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

UK Public General Acts (2005) available at: <http://www.legislation.gov.uk/ukpga/2005/9/contents>

Annex A – Guidance to completing the Prevent Referral Form

GUIDANCE NOTES FOR COMPLETING A PREVENT REFERRAL

The list is not exhaustive and other factors may be present but they are intended as a guide.

Reason for referral

Has some context been obtained from the subject – e.g. What do they mean by their comment? Do they understand what they are saying? Has their response been noted?

Has there been any similar incidents/comments made in the past?

Was it aimed at someone in particular?

What is the concern?

Does a separate Safeguarding referral need to be considered?

Faith/ideology

Are they new to a particular faith/faith strand?

Do they seem to have naïve or narrow religious or political views?

Have there been sudden changes in their observance, behaviour, interaction or attendance at their place of worship/organised meeting?

Have there been specific examples or is there an undertone of “Them and Us” language or violent rhetoric being used or behaviour occurring?

Is there evidence of increasing association with a closed tight-knit group of individuals/known recruiters/extremists/restricted events?

Are there particular grievances, either personal or global, that appear to be unresolved/festering?

Has there been an increase in unusual travel abroad without satisfactory explanation?

Personal / Emotional / Social issues

Is there conflict with their families regarding religious beliefs/lifestyle choices?

Is there evidence of cultural anxiety and/or isolation linked to insularity/lack of integration?

Is there evidence of increasing isolation from family, friends or groups towards a smaller group of individuals or a known location?

Is there history in petty criminality and/or unusual hedonistic behaviour (alcohol/drug use, casual sexual relationships, and addictive behaviours)?

Have they got/had extremist propaganda materials (DVDs, CDs, leaflets, etc.) in their possession?

Do they associate with negative/criminal peers or known groups of concern?

Are there concerns regarding their emotional stability and or mental health?

Is there evidence of participation in survivalist/combat simulation activities, e.g. paint balling?

Risk/protective factors

What are the specific factors which are contributing towards making the individual more vulnerable to radicalisation? E.g., mental health, language barriers, cultural anxiety, impressionability, criminality, specific grievance, transitional period in life, etc.

Is there any evidence of others targeting or exploiting these vulnerabilities or risks? What factors are already in place or could be developed to firm up support for the individual or help them increase their resilience to negative influences? E.g. positive family ties, employment, mentor/agency input, etc.

Do they use social media?

Which platforms (apps) do they use i.e. Facebook, Twitter, Snapchat, etc?

Do you know their user names?

Annex B – National Prevent Referral Form

| REFERRAL PROCESS | |
|---|---|
| <p>By sending this form you consent for it to arrive with your regional Prevent policing unit for a safeguarding triage. Wherever possible we aim to give you feedback on your referral. Please be aware, however, that this is not always possible due to data protection considerations & other sensitivities.</p> <p>Once you have completed this form, please email it to: CSTreferrals@cityoflondon.gov.uk</p> <p>If you have any questions whilst filling in the form, please call: 0207 332 1639</p> | |
| INDIVIDUAL'S BIOGRAPHICAL & CONTACT DETAILS | |
| Forename(s): | |
| Surname: | |
| Date of Birth (DD/MM/YYYY): | |
| Approx. Age (if DoB unknown): | |
| Gender: | |
| Known Address(es): | |
| Nationality / Citizenship: | |
| Immigration / Asylum Status: | |
| Primary Language: | |
| Contact Number(s): | |
| Email Address(es): | |
| Any Other Family Details: | |
| DESCRIBE CONCERNS | In as much detail as possible, please describe the specific concern(s) relevant to Prevent. |
| <p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> How / why did the Individual come to your organisation's notice in this instance? Does it involve a specific risk or event? What happened? Is it a combination of factors? Describe them. Has the Individual discussed personal travel plans to a warzone or countries with similar concerns? Where? When? How? Does the Individual have contact with groups or individuals that cause you concern? Who? Why are they concerning? What is the nature of this contact and how frequent is it? Is there something about the Individual's mobile phone, internet or social media use that is worrying to you? What exactly? How do you have access to this information? Has the Individual expressed a desire to cause physical harm, or threatened anyone with violence? Who? When? Can you remember what was said / expressed exactly? Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism? Consider <i>any</i> extremist ideology, group or cause, as well as support for "school-shooters" or massacres, or violence against public figures. Please describe any other concerns you may have that are not mentioned here. | |
| COMPLEX NEEDS | Is there anything in the Individual's life that you think might be affecting their wellbeing or that might make them vulnerable in any sense? |
| <p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> A child or very elderly. Victim of abuse or bullying. Citizenship, asylum or immigration issues. Living in Care; ward of the State; work, financial or housing problems. Personal problems, emotional difficulties, relationship problems, family issues, ongoing court proceedings. On probation; any erratic, violent, self-destructive or risky behaviours, or alcohol / drug misuse or dependency. Expressed feelings of injustice or grievance involving any racial, religious or political issue, or even conspiracy theories. Educational issues, developmental or behavioural difficulties, mental ill health (see Safeguarding Considerations below). Please describe any other need or potential vulnerability you think may be present but which is not mentioned here. | |

| | | |
|---|---|--|
| OTHER INFORMATION | Please provide any further information you think may be relevant, e.g. social media details, military service number, other agencies or professionals working with the Individual, etc. | |
| | | |
| PERSON WHO FIRST IDENTIFIED THE CONCERNS | | |
| Do they wish to remain anonymous? | | |
| Forename: | | |
| Surname: | | |
| Professional Role & Organisation: | | |
| Relationship to Individual: | | |
| Contact Telephone Number: | | |
| Email Address: | | |
| PERSON MAKING THIS REFERRAL (if different from above) | | |
| Forename: | | |
| Surname: | | |
| Professional Role & Organisation: | | |
| Relationship to Individual: | | |
| Contact Telephone Number: | | |
| Email Address: | | |
| REFERRER'S ORGANISATIONAL PREVENT CONTACT (if different from above) | | |
| Forename: | | |
| Surname: | | |
| Professional Role & Organisation: | | |
| Relationship to Individual: | | |
| Contact Telephone Number: | | |
| Email Address: | | |
| RELEVANT DATES | | |
| Date the concern first came to light: | | |
| Date referral made to Prevent: | | |
| SAFEGUARDING CONSIDERATIONS | | |
| Does the Individual have any stated or diagnosed disabilities, disorders or mental health issues? | Yes / No | |
| Please describe, stating whether the concern has been diagnosed. | | |
| Have you discussed this Individual with your organisation's Safeguarding / Prevent lead? | Yes / No | |
| What was the result of the discussion? | | |
| Have you informed the Individual that you are making this referral? | Yes / No | |
| What was the response? | | |
| Have you taken any direct action with the Individual since receiving this information? | Yes / No | |
| What was the action & the result? | | |
| Have you discussed your concerns around the Individual with any other agencies? | Yes / No | |
| What was the result of the discussion? | | |
| INDIVIDUAL'S EMPLOYMENT / EDUCATION DETAILS | | |
| Current Occupation & Employer: | Current Occupation(s) & Employer(s) | |
| Previous Occupation(s) & Employer(s): | Previous Occupation(s) & Employer(s) | |
| Current School / College / University: | Current Educational Establishment(s) | |
| Previous School / College / University: | Previous Educational Establishment(s) | |

Annex C – PREVENT and CHANNEL leads/administrators

| Organisation | Name | Job title/role | Email |
|----------------------------|-----------------|---|--|
| City of London Corporation | Ali Burlington | Prevent/ Channel Co-ordinator | Ali.burlington@cityoflondon.gov.uk Referrals: CSTreferrals@cityoflondon.gov.uk |
| City of London Police | Claire Doyle | Prevent Officer | Claire.doyle@city-of-london.pnn.police.uk prevent@city-of-london.pnn.police.uk |
| City of London Corporation | Valeria Cadena | Community Safety Manager - DCCS Channel Panel Chair | Valeria.cadena@cityoflondon.gov.uk |
| City of London Police | Sgt Mark Haddon | Prevent Supervisor | Mark.haddon@city-of-london.pnn.police.uk |
| City of London Corporation | Chris Pelham | Assistant Director – DCCS Deputy Channel Chair | Chris.Pelham@cityoflondon.gov.uk |

Annex D – City of London Channel/Prevent representatives

| Organisation | Name | Job title/role |
|---|-----------------|---|
| City of London Corporation Community Safety Team | Ali Burlington | Prevent/ Channel Co-ordinator |
| | Valeria Cadena | Community Safety Manager /Channel Panel Chair |
| City of London Police | PC Claire Doyle | Prevent Officer |
| | Sgt Mark Haddon | Prevent Supervisor |
| City of London Corporation Adult Social Care | | |
| City of London Corporation Children's Social Care | | |
| City of London Corporation Housing | | |
| Guinness Partnership | | |
| London Probation Service | | |
| Youth Offending Service | | |
| Mental Health Service (ELFT) | | |
| Youth Service | | |
| Turning Point (Drug and Alcohol Service) | | |
| Faith Representative (specific to case) | | |
| Education Establishment (specific to case) | | |
| Prison/Youth Offender Institute (specific to case) | | |
| Hospital/ GP (specific to case) | | |