Note: This document is intended to assist local authorities with a means of assessing their Prevent delivery and to support effective and consistent implementation of the Prevent Duty. It can be used to assist with a Prevent peer review and for any other internal self-assessment. It does not represent any form of legal advice issued by, or on behalf of, the Scottish Government, nor should it be considered an authoritative statement of the law.

Prevent Delivery	1. The organisation can demonstrate active engagement with Prevent partners; has appointed a single point of contact (SPOC) for Prevent; and is aware of the different channels through which support for Prevent delivery can be obtained.			
Outcome	The organisation has a clear point of contact who is accessible and visible to staff, whilst also being engaged with partners and national support mechanisms.			
		Yes	No	Supporting evidence
Expectation for compliance (Statutory Guidance paragraph 35)	1.1 Is there active engagement from the Chief Executive and the senior management team with the range of Prevent partners, including police?			*For example: What is the level of engagement and support demonstrated by the Chief Executive and senior management team with Prevent? What form does this engagement take? How often does the engagement take place?*
Expectation for compliance (Statutory Guidance paragraph 35)	1.2 Has the organisation appointed a single point of contact (SPOC) for Prevent?			*For example: Who is the SPOC and what role within the organisation do they hold? How are the contact details of the SPOC circulated to staff? How easily accessible is the SPOC to staff? How visible and engaged is the SPOC with other relevant partners?*
Expectation for compliance (Statutory Guidance paragraph 36)	1.3 Can the organisation demonstrate awareness of, and engagement with, national strategic Prevent leads from Society of local authority chief executives (SOLACE) and COSLA?			*For example: What examples are there of awareness and engagement with Prevent national leads?*
Additional good practice	1.4 Is the SPOC engaged with the different means of			*For example: Is the SPOC fully engaged with the relevant regional*

suggestion	obtaining support for Prevent delivery?			*SPOC network?* *Is the SPOC a member of the online knowledge hub and do they contribute material to the forum?*

Prevent Delivery	**2. A representative of the local authority is engaged with the local CONTEST group and oversees the delivery of Prevent in collaboration with other local partners.**			
Outcome	The organisation supports and engages with the local multi-agency CONTEST group in order to agree and co-ordinate Prevent activity.			
		Yes	**No**	**Supporting evidence**
Expectation for compliance (Statutory Guidance paragraph 37)	2.1 Does the organisation support and engage with the local multi-agency CONTEST group in order to agree and co-ordinate Prevent activity based on a shared understanding of the risk, threat and vulnerability in the area?			*For example:* *Who is the representative who attends the CONTEST group?* *Is this the Prevent SPOC or another staff member?* *Is the engagement with the CONTEST group regular and active?* *How is the understanding of risk, threat and vulnerability shared throughout the group?* *Is the CONTEST group effective at providing networking opportunities for the local authority to communicate with Prevent leads from other sectors?* *What other partners attend? Are there any gaps in attendance that are potential barriers to effective local authority delivery of Prevent activity?*
Expectation for compliance (Statutory Guidance Paragraph 37)	2.2 Does the organisation make use of other multi-agency forums, such as Community Planning Partnerships, to agree and co-ordinate Prevent activity where appropriate?			*For example:* *What other forums does the organisation engage with?* *What examples are there of activity being co-ordinated in this way?*

		Yes	No	Supporting evidence
Expectation for compliance (Statutory Guidance Paragraph 38)	2.3 Does the organisation report activity to the local multi-agency CONTEST group and provide a performance update on any relevant Prevent objectives in the implementation plan?			*For example:* *Has the local multi-agency CONTEST group developed collaborative Prevent activity in response to threat and risk identified in the locality?* *Is the organisation responsible for any of this activity?* *What other activity is reported to the CONTEST group?* *Is there a Prevent Implementation Plan in which actions are identified and performance recorded?*
Additional good practice suggestion	2.4 Have local CONTEST partners implemented a stand-alone Prevent sub-group to support and co-ordinate the implementation of the Prevent Duty between partners?			*For example:* *Has a local Prevent sub-group been created?* *How has any local sub-group assisted the local authority in implementing the obligations within the Prevent Duty?* *What examples of collaborative work can be highlighted?*

Prevent Delivery	**3. The local authority is engaged with the local CONTEST group which has considered and agreed a local Prevent implementation plan informed by the ERTLP.**			
Outcome	The local authority works collaboratively with the local CONTEST group in order to deliver Prevent activity aligned to an agreed plan, which has been developed through a shared understanding of relevant threat and risk.			
		Yes	**No**	**Supporting evidence**
Expectation for compliance (Statutory Guidance Paragraph 40)	3.1 Does the local authority participate in the local multi-agency CONTEST groups and consider the most effective way of developing a local Prevent implementation plan			*For example:* *How does the CONTEST group consider and agree actions for the implementation plan?* *Are these actions linked to the ERTLP?* *What actions have been allocated to the local*

	that will describe local Prevent actions, aligned to the national Prevent strategy?			*authority?* *What good practice can be highlighted from your local implementation plan?*
Additional good practice suggestion	3.2 Has the ERTLP produced by the police been used to brief the Chief Executive and their senior management team on the threat, risk and vulnerability in their area?			*For example:* *When is the ERTLP briefing provided?* *Who provides this briefing and who attends from the local authority?* *Are any other partners involved in this briefing?* *Does the ERTLP effectively identify threat, risk and vulnerability?* *How is the information contained within the ERTLP thereafter cascaded to relevant staff and is a summary provided to the local CONTEST group?*

Prevent Delivery	**4. The organisation has sufficient partnership contacts to enable the identification and mitigation of threats and risks that emerge outside of the ERTLP process (for example, community tensions following a terrorist incident).**			
Outcome	The organisation is able to respond effectively to emerging threat and risk in a proportionate way.			
		Yes	**No**	**Supporting evidence**
Additional good practice suggestion	4.1 Threat and risk can emerge at any time and may not be captured in the annual ERTLP briefing. Does the organisation have the means to not only identify these issues as they present, but also to undertake effective mitigating activity?			*For example:* *What partnership links exist to support this activity?* *Are there any examples of threat and risk that have been mitigated in this way?* *Are there any recommendations for improvement that could be made, for both the organisation itself and also partners?*

Prevent Delivery	**5. The organisation has an agreed training programme in place and has conducted an internal training needs analysis to effectively target Prevent**

		Yes	No	Supporting evidence
	awareness raising according to staff roles.			
Outcome	The organisation is providing staff with the right understanding and information in order for them to effectively discharge their responsibilities under the Prevent Duty.			
		Yes	**No**	**Supporting evidence**
Expectation for compliance (Statutory Guidance Paragraphs 19-21 and 41)	5.1 Does the organisation ensure that frontline staff have a good understanding of Prevent and are aware of available programmes to deal with any individual who is vulnerable to being drawn into terrorism?			*For example:* *Is there a formal training programme for staff?* *Are steps being taken to ensure that this is being taken up by all relevant staff?* *What training resources does the authority utilise and how are these tailored to the particular roles of staff?* *Does the training incorporate the induction of relevant staff?* *What support is provided to those members of staff who are responsible for providing the training and how is their capacity to deliver training managed by the organisation?* *How is the effectiveness of the staff training evaluated?* *How are the numbers of staff receiving training captured and overseen?*
Additional good practice suggestion	5.2 Has the organisation taken steps to understand the specific needs of each role in relation to Prevent and ensured that the training provided is tailored accordingly?			*For example:* *Has there been a training needs analysis carried out?* *How is this analysis used to determine the right form of training for each member of staff?*

Prevent Delivery	**6. The organisation has an agreed process in place for the referral of those identified as being at risk of radicalisation and information concerning this process is accessible to all staff.**

Outcome	Individuals who have been identified as being vulnerable to radicalisation are referred to the appropriate agency.			
		Yes	**No**	**Supporting evidence**
Expectation for compliance (Statutory Guidance paragraph 42)	6.1 Is there an agreed process in place to make referrals to the Prevent Professional Concerns process of individuals who are identified as at risk of being drawn into terrorism?			*For example:* *How well does this process work?* *Do staff feel empowered to make referrals where necessary?* *Are relevant referrals made to the Police Scotland Prevent Delivery Unit as quickly as possible?* *Was the process developed and agreed in collaboration with other relevant partners?* *Is feedback given to those making referrals where appropriate?* *How are links made with other areas of public protection in order to make referrals where necessary?* *Is there a process in place to capture the number of referrals made?* *Is the process of making a referral and conducting inter-agency discussions supported by an information sharing agreement?*
Additional good practice suggestion	6.2 Has the organisation taken steps to publicise the referral process to staff and store relevant information in an accessible location, for example, on the intranet system?			*For example:* *Is the referral process easily accessible to all staff?* *How is the referral process made available to staff?* *What training and support is provided to staff who may have cause to make a referral?*

Prevent Delivery	7. There are suitable processes and policies in place to enable the formation of a Prevent Professional Concerns (PPC) multi-agency panel where required and a chairperson has been identified who will oversee the meeting and actions.			
Outcome	The organisation is able to respond effectively to a PPC referral by forming the panel with attendance from appropriate partner agencies.			
		Yes	No	Supporting evidence
Additional good practice suggestion	7.1 Has the organisation given consideration to its obligations under Part 5, Chapter 2 of the Counter Terrorism and Security Act 2015 (Support etc for people vulnerable to being drawn into terrorism)?			*For example:* *Is there an agreed process for the formation of a PPC multi-agency panel?* *Are roles clearly assigned to relevant staff?* *Have all partners required at a PPC been briefed as to the process and their obligation to attend when a meeting is called?* *Is there an information sharing agreement in place to cover the PPC process?* *If the organisation has held a PPC meeting, what learning has been captured to enhance the process for future referrals?*
Additional good practice suggestion	7.2 Do relevant staff receive training regarding PPC processes and purpose and is the identified chair of the meeting adequately trained and supported?			*For example:* *What training, if any, has been put in place?* *How are relevant staff identified for the training?* *What information is available to relevant staff about the purpose and remit of a PPC process? Is this information accessible at all times?*

Prevent Delivery	8. The organisation has agreed an Information Sharing Protocol (ISP) with relevant local partners to support both Prevent Case Management (PCM) and Prevent Professional Concerns (PPC) processes.
Outcome	The process of information sharing to facilitate Prevent activity has been agreed by all relevant partners.

		Yes	No	Supporting evidence
Expectation for compliance (Statutory Guidance paragraph 22)	8.1 Is an information sharing agreement in place at a local level for the purposes of sharing personal information to ensure, for example, that a person at risk of radicalisation is given support?			*For example:* *Has an ISP been agreed? If not, what are the challenges to progression?* *What signatories have signed up to the ISP? Are there any gaps identified?*

Prevent Delivery	**9. There is a venue hire policy in place to ensure the organisation's venues and resources are not used by extremists.**			
Outcome	Extremists are prevented from hiring the organisation's premises through awareness of Prevent being integrated with relevant policies.			
		Yes	**No**	**Supporting evidence**
Expectation for compliance (Statutory Guidance paragraph 43)	9.1 Does the organisation ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views?			*For example:* *Is there a venue hire policy in place ensuring that Prevent is considered when hiring out venues and resources?* *How has this policy been developed?* *Is awareness of the policy spread throughout the organisation?* *Does the policy contain relevant contact information for staff so they know who to contact if they have a concern?* *What communication and information sharing is there between staff dealing with venue hire and other partners, for example, the police?*

Prevent Delivery	**10. There is an effective IT policy in place to prevent users of the organisation's networks from accessing extremist materials.**
Outcome	Extremist material cannot be accessed from the organisation's network.

		Yes	No	Supporting evidence
Expectation for compliance (Statutory Guidance paragraph 43)	10.1 Has consideration been given to whether IT equipment available to the general public should use filtering solutions that limit access to terrorist and extremist material?			*For example:* *What policies are in place?* *Has there been any investment in software that automatically blocks extremist content?* *Has this policy been effective?* *Does the policy include libraries and WiFi hotspots where relevant?*

Prevent Delivery	**11. The organisation has implemented the Prevent Duty across its school estate and in relevant policy areas that affect young people.**			
Outcome	The organisation has taken appropriate steps to ensure that teachers and staff are equipped with the right skills and resources to safeguard children and young people from radicalisation.			
		Yes	No	Supporting evidence
Expectation for compliance (Statutory Guidance paragraph 44)	11.1 Have the organisation's arrangements in relation to the Prevent duty been applied to schools? Has training for Parent Councils been considered where appropriate?			*For example:* *What aspects of the organisation's responsibilities to deliver the Prevent Duty have been applied to schools?* *Are there any gaps?* *Have Parent Councils been involved in any training at all? If so, what form of training was used?*
Expectation for compliance (Statutory Guidance paragraph 45)	11.2 Does the organisation have policies in place relating to the use of IT in schools? Do policies around general usage, covering what is and is not permissible, contain specific reference to the statutory duty? Has consideration been given to the use of filters as part of the			*For example:* *What policies have been implemented relating to the use of IT in schools?* *Do the policies make specific reference to the Prevent Duty?* *Has the use of filtering software been considered and implemented?*

	strategy to prevent people from being drawn into terrorism?			
Expectation for compliance (Statutory Guidance paragraph 46)	11.3 Can the organisation demonstrate an awareness of Prevent in their work to implement the (Getting it right for every child) GIRFEC approach, Curriculum for Excellence and arrangements for recognising and realising children's rights?			*For example:* *How has the organisation incorporated consideration of the GIRFEC agenda into its delivery of the Prevent Duty? Are there examples of good practice in this regard that could be highlighted?* *Has the Curriculum for Excellence also been given consideration in the delivery of Prevent?*

Prevent Delivery	**12. Prevent has been embedded within commissioning and procurement processes and Prevent is given consideration in the organisation's relationship with arms-length companies where relevant.**			
Outcome	Prevent is mainstreamed into commissioning and procurement processes and the organisation's relationship with arms-length companies.			
		Yes	**No**	**Supporting evidence**
Expectation for compliance (Statutory Guidance paragraph 47)	12.1 Has the Prevent Duty been covered in contracts and grants made with and to any Organisation performing a relevant function?			*For example:* *Does the organisation have any arms-length companies? Are any private or voluntary organisations involved in the delivery of council services? If so, how has Prevent been given consideration? Has this duty necessitated any re-writing of policies or additional staff training? How have relevant staff been trained?*

Prevent Delivery	**13. The organisation has a communications plan in place to proactively communicate the reality and impact of Prevent work to senior management, elected members and front-line staff.**
Outcome	Key stakeholders are fully informed as to the value of Prevent activity in supporting vulnerable people and of the organisation's commitment and obligations in delivering this.

		Yes	No	Supporting evidence
Additional good practice suggestion	13.1 Does the organisation have a communications plan in place which proactively communicates the reality and impact of Prevent to professionals and elected members?			*For example:* *How was the plan developed?* *Who has been engaged with so far as a result of the plan?* *What response have the communications received?* *What methods or platforms are used to communicate Prevent in the area?* *Are any communications undertaken in partnership with other agencies?*

Prevent Delivery	**14. The organisation engages with a range of community groups, both faith based and secular, to encourage an open and transparent dialogue on the Prevent agenda.**			
Outcome	The organisation fosters a joint approach to the delivery of Prevent alongside local communities.			
		Yes	No	Supporting evidence
Additional good practice suggestion	14.1 Has the organisation sought to engage with respective community groups about the Prevent agenda?			*For example:* *What engagement has been carried out?* *With which groups has this engagement been undertaken with?* *What has been the reaction to any engagement carried out?* *Who has undertaken the engagement? Has this been solely the local authority, or was it undertaken in partnership with other agencies?* *What methods or platforms were utilised to carry out this engagement?*