

Channel Referral Guidance

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Introduction

This document has been developed to assist you in making a referral to Wakefield Prevent. This document should aid your decision making on whether to make a referral and provide you with guidance on what information should be included within the referral. It must be stressed that this document is for guidance, must not be taken out of context to highlight single issues or statements and is not intended to be used as a definitive checklist. This guidance must be read, taken as a whole and used in line with your professional judgement, safeguarding training and Prevent policies.

Background

Section 26 of the Counter Terrorism and Security Act 2015 places a statutory Prevent duty on specified authorities in the exercise of their functions, to have “due regards to the need to prevent people from being drawn into terrorism”. This includes referring vulnerable individuals to Channel. Specified bodies outlined within this duty include local Authorities, Police, Schools, Further and Higher Education, Health, Prisons and Probation.

More information on the Prevent duty for specific bodies can be found on the [Prevent duty guidance](#).

Vulnerability and risk indicators

Prevent in Wakefield identifies and tackles all forms of extremism (violent, non-violent, Islamist and right wing) and aims to prevent radicalisation by identifying risk at the earliest possible stage by safeguarding individuals through the Wakefield Channel panel before risk establishes itself at a more severe or harmful level.

Channel is a multi-agency safeguarding program run in every local authority in England and Wales. It works to support vulnerable people from being drawn into terrorism and provides a range of support such as mentoring, counselling and assistance with employment. Channels focus is on early intervention to protect vulnerable people from being drawn into committing terrorist-related activity and addresses all types of extremism. If an individual is discussed at Channel and deemed vulnerable, participation is voluntary and it is up to the person, or their parents (for children aged 17 and under), to decide whether to take up the support the panel offers. Channel does not lead to a criminal record and the Wakefield Channel panel is chaired by the Strategic Communities Manager (Wakefield West) for Wakefield Council.

The Wakefield Channel Panel recognises that the radicalisation process can be complex and that there is no single factor or indicator to identify an individual at risk of radicalisation.

There are no academically proven checklists that exist that will accurately identify a person who is becoming radicalised and may go on at a later time to commit acts of terrorism.

A single comment or one off statement does not necessarily mean that an individual is at risk of radicalisation and those involved in extremism can come from a range of backgrounds and experiences.

The Channel process in Wakefield ensures that referrals made to Prevent are appropriate before they are discussed at the Channel panel and it is hoped that the information contained within this document will provide referrers with more support around the suitability of their prevent related concern.

Additional information on Channel including a description of the vulnerability assessment framework used by the Channel Panel to guide decisions about whether an individual needs support to address their vulnerability to radicalisation can be found on page 28 on the **Government's Channel Duty Guidance**.

Terminology

Understanding the terminology associated with Prevent will assist you in your decision making process. The following definitions are commonly used within Prevent and Channel.

Radicalisation: “the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.”

Extremism: “the vocal or active opposition to fundamental 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 member of our armed forces.”

Terrorism: “The use or threat of action designed to influence the government or an international governmental organisation or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause; and it involves or causes:

- Serious violence against a person
- serious damage to a property
- a threat to a person’s life
- a serious risk to the health and safety of the public; or
- serious interference with or disruption to an electronic system

Making a referral

Referrals made to Channel should contain concerns based on a person's vulnerability to radicalisation and should not be because of the person's faith or ethnic origin.

Ideally, the person considering making the referral will be the designated safeguarding officer for their organisation and have a good understanding of Safeguarding and prevent. They should have attended the Home Office approved Workshop to Raise Awareness of Prevent (WRAP) and completed the free e-learning **Channel General Awareness Training**.

If the referring person or organisation have not completed the above then it is highly recommended that they speak with a member of the Prevent team in the first instance to discuss any concerns before making any referral. How and where to access training can also be discussed during this conversation.

The following flow chart can be used in your assessment on whether or not to make a referral and if a referral is to be made, the information needed within the referral form. The information within this flow chart is not a definitive guide and should be used as prompt to promote further questioning, reasoning and clarity for the necessity of Prevent referral.

NOTICE

What have you noticed? Who was involved?

Does the incident relate to recent, local, national or international events? Does the incident relate to local or national news stories?

Has the individual been involved in similar incidents?

Why do you feel the individual is vulnerable to radicalisation? What makes the individual at risk?

Was it a one off comment or statement and out of context for individual?

Are there any other apparent vulnerabilities or concerns that make the individual at risk of radicalisation?

Can the concern be dealt with in house or does it need wider checking?



CHECK

Have you checked your concern with your Safeguarding Lead? If you are the Safeguarding Lead have you checked with other members of your Senior Leadership Team/management? Do they share your Prevent related concerns?

From your checks has any other information come to light?

Has the individual of concern been spoken to for clarity? If not, what are the reasons for this (inappropriate, safeguarding risk). Do they offer a reasonable explanation and or account?

If under 18, have their parents been spoken to for clarity? Have they noticed a change in behaviour? Do they offer a reasonable explanation and or account?

Are any other agencies currently or historically working with the individual or family? Have they been consulted?

Is the concern Prevent related? Or is it more suitable under general safeguarding? (Please refer back to the terminology section).

Have there been any historical concerns? i.e. concerns at previous school?

Could the concern be addressed in house? Is there a genuine radicalisation risk? Do you and or the individual need additional support?

Do you need to clarify or discuss with a member of the Prevent team?



SHARE

Having noticed the initial concern and carrying out the appropriate checks do you feel a referral is necessary? If so, all referrals should be made using Wakefield Prevent Referral Form (Appendix 1). On the referral form have you included all the relevant contact details and basic information for the individual of concern, including parent/guardians details and any siblings if appropriate?

Have you provided as much detail as possible in the nature of concern box? Have you provided a rounded picture of the individual?

Have you detailed your actions as the referrer? Who have you consulted? What intervention, if any, have you put in place? Have you made any other referrals or discussed the case with other agencies? Have you discussed with the Prevent team and been advised to make the referral?

We encourage all referrers to discuss their concerns with the individual and parents if applicable and make them aware of the referral to prevent (with reasons) unless sharing this information places the individual or another person at serious risk of harm.

Where to send referrals

All referrals should be sent by email to:

wakefieldpreventreferrals@westyorkshire.pnn.police.uk

And

communitysafety@wakefield.gov.uk

If you need to speak to someone about your referral please contact:

Wakefield Council on 01924 306645 or 306776

What happens next?

Following a referral, the information received is assessed by the Police. Following this assessment a decision will be made on the suitability of the case for discussion at the Wakefield Channel Panel. If the case is not suitable for Channel the Police will notify the referrer about the outcome of the assessment and if necessary make a referral other agencies for support. Following assessment, if the case is deemed suitable for Channel support then the referrer will be invited to the next channel Panel meeting. The referrer should continue to monitor the case and keep Prevent updated with any additional information which could lead to an increase in vulnerabilities to radicalisation.

Contacts

For further advice about a concern you may have please contact Wakefield Prevent on 01924 306645 or 306776. If no one is available to take your call please email Prevent at: communitysafety@wakefield.gov.uk and someone will get back to you.

If your enquiry is urgent and an emergency please contact the Police on 999.

More information about Prevent in Wakefield can be found at

www.wakefield.gov.uk

REFERRAL PROCESS	
<p>By sending this form you consent for it to arrive with both your dedicated Local Authority safeguarding team & Prevent policing team for a joint assessment. 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 & other case sensitivities.</p> <p>Once you have completed this form, please email it to: wakefieldpreventreferrals@westyorkshire.pnn.police.uk</p> <p>If you have any questions whilst filling in the form, please call: Council Prevent Team 01924 306645 or CTU 07789 753634 or 07590 357469</p>	
INDIVIDUAL'S BIOGRAPHICAL & CONTACT DETAILS	
Forename(s):	First Name(s)
Surname:	Last Name
Date of Birth (DD/MM/YYYY):	D.O.B.
Approx. Age (if DoB unknown):	Please Enter
Gender:	Please Describe
Known Address(es):	Identify which address is the Individual's current residence
Nationality / Citizenship:	Stated nationality / citizenship documentation (if any)
Immigration / Asylum Status:	Immigration status? Refugee status? Asylum claimant? Please describe.
Primary Language:	Does the Individual speak / understand English? What is the Individual's first language?
Contact Number(s):	Telephone Number(s)
Email Address(es):	Email Address(es)
Any Other Family Details:	Family makeup? Who lives with the Individual? Anything relevant.
DESCRIBE CONCERNS	In as much detail as possible, please describe the specific concern(s) relevant to Prevent.
Please Describe	
<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 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? How frequent is this contact? • 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 public-massacres, or murders of 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 be making them vulnerable in any sense?
Please Describe	
<p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> • Victim of crime, abuse or bullying. • Work, financial or housing problems. • Citizenship, asylum or immigration issues. • 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..
Please Describe	

PERSON WHO FIRST IDENTIFIED THE CONCERNS	
Do they wish to remain anonymous?	Yes / No
Forename:	Referrers First Name(s)
Surname:	Referrers Last Name
Professional Role & Organisation:	Referrers Role / Organisation
Relationship to Individual:	Referrers Relationship To The Individual
Contact Telephone Number:	Referrers Telephone Number
Email Address:	Referrers Email Address
PERSON MAKING THIS REFERRAL (if different from above)	
Forename:	Contact First Name(s)
Surname:	Contact Last Name
Professional Role & Organisation:	Contact Role & Organisation
Relationship to Individual:	Contact Relationship to the Individual
Contact Telephone Number:	Contact Telephone Number
Email Address:	Contact Email Address
REFERRER'S ORGANISATIONAL PREVENT CONTACT (if different from above)	
Forename:	Referrers First Name(s)
Surname:	Referrers Last Name
Professional Role & Organisation:	Referrers Role / Organisation
Relationship to Individual:	Referrers Relationship To The Individual
Contact Telephone Number:	Referrers Telephone Number
Email Address:	Referrers Email Address

RELEVANT DATES	
Date the concern first came to light:	When were the concerns first identified?
Date referral made to Prevent:	Date this form was completed & sent off?
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 organisations 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)
THANK YOU	
<p>Thank you for taking the time to make this referral. Information you provide is valuable and will always be assessed. If there is no Prevent concern but other safeguarding issues are present, this information will be sent to the relevant team or agency to provide the correct support for the individual(s) concerned.</p>	