



Cheshire West & Chester Council

Skills and Employment Service

Promoting The 'Prevent' Agenda within Skills and Employment

Assessment of Risk and Action Plan

Last updated 3 September 2025

Prevent Area	Potential Risk	Actions taken to minimise risk to date	Evidence	Further Actions	Staff Leads	By When
Staff and Volunteers	Lack of awareness resulting in staff/volunteers overlooking/missing risks	Safe recruitment procedures followed including appropriate staff DBS checked	Central DBS Checks summary	All new S&E staff to do new Radicalisation i-Learn module including hourly paid and update central CPD log	Senior Officers	ongoing
		Staff induction covers Safeguarding training	Induction programme	Induction to be fully complete within 6 months of start date	Managers	
		Promotion of Safeguarding Policy to volunteers	Displayed safeguarding poster on all sites		Managers	ongoing
		All volunteers undertook the Prevent practitioners training module through ETF online. Also covered and British Values, safeguarding, ED&I etc	Volunteer coordinator records			
Partnership	Sub-contracted partners unaware of their duty and lack of awareness resulting in partner staff overlooking/missing risks	Contractual requirement	AEB Contract		MS	
		Positive promotion of ED&I themes including British Values	ED&I termly newsletter	Maintain high level of promotion within each termly newsletter	AX	Each term
		Partner tutors all completed EFT online Prevent Awareness training	QCP monitoring records central register		BW	ongoing
		Tutors all DBS checked	Central log of DBS checks	All new staff to have DBS check reference noted on database at start of employment.	Appropriate Senior Officer	ongoing
		Awareness of police Prevent leads	British Values posters displayed in every centre	Maximise opportunities to deepen learners' understanding of British Values. See QIP action	JR/BW	
Online Safety	Learners accessing/download-ing/forwarding inappropriate material on line	Online Safety Policy Statement promoted to learners including cyber-bullying	Online Safety Policy with explicit reference to Prevent duty and updated definition of extremism	Promote to all learners throughout academic year. Code of conduct notification up in all Work Zones re the acceptable use of our PC	JR/BW	ongoing
		Promotion of online safety built into induction	Induction Policy			
		Posters up in all learning environments	Safeguarding Poster with explicit reference to Prevent duty	Maintain promotion of Safeguarding and Learner Disclosure (and the difference between) to sub-contracted partners	JR/BW	ongoing
		Council has filtering/firewall systems to prevent staff/students/visitors accessing extremist websites and material. Includes wifi	Council ICT systems			

Staff Training	Lack of awareness resulting in staff overlooking/missing risks. Specific risk with hourly paid staff not accessing the same support mechanisms as permanent staff	All S&E staff trained in Prevent Awareness	Central CPD Log			
				All new S&E staff to complete Radicalisation i-Learn module as part of their induction and update central CPD log	Senior Officers	ongoing
		All S&E staff trained in Safeguarding				
		Tutors completed ETF online training				
		Staff supported to exemplify British Values in their management, teaching and general behaviour	Records of learning walks and learning, ED&I newsletters	Build on developing learner awareness of how to apply British Values within their learning and their lives	QCP team	ongoing
		Tutor Handbook contains reference to our duties under Prevent	Tutor Handbook	Tutor handbook to be updated	QCP team	Aug-25
Leadership	Insufficient responsibility taken for the promotion and vigilance of our Prevent duty putting staff, partners and learners at risk	High priority of Prevent/Safeguarding within SAR, QUIP and SET	Copies of SAR, QUIP and Minutes of SEMT meetings	QIP to include actions as appropriate regarding deepening learner's understanding and their application in their learning and lives and monitor progress	JR/BW	Dec-25
		Overarching approach to Safeguarding Policy for S&E including our approach to Prevent	Policy Statement circulated to staff via email	Reinforce promotion of safeguarding and learner disclosure to partners at termly meeting.	JR/BW	ongoing
		S&E management team all undertaken Prevent training				
		Awareness of central LA Prevent Lead - Gavin Butler				
		Member of Council's Channel Panel				
Incident Management	Lack of recording leading to incidents escalating, missing trends or strategic approach to actions required.	Central Log of Incidents including Prevent kept, monitored and updated. No reporting under Prevent this year to date	Central Safeguarding/Disclosure Log	Refresh awareness of all procedures with team for new academic year	MS	Sep-25
		Council has emergency planning team with associated critical incident management plan	LA Critical Incident Plan			
		Staff have specific Critical Incident Plan for S&E Hubs	Skills and Employment Critical Incident Plan		MS	Oct-25
		All staff have ID and fobs to access buildings		Raise staff awareness of both personal and building safety to prevent unlawful access	SEMT	Sep-25
		All visitors have to sign in at sites but generally open access building	AEB Contract			

Building Security	Lack of vigilance/staff awareness in prevent and/or dealing with a terrorist attack	Posters up in all learning environments from Counter Terrorism Policing Unit on what to do in the event of a terrorist attack - Run, Hide Tell	Poster display			
		Security walk throughs conducted on all sites for Work Choice contract.	Security Walk through records	Carry out annual Building Risk Assessment for all Work Zones	QCP team	ongoing
		All centre noticeboards are managed and regularly updated. Any unofficial postings would be immediately removed	S&E Hubs noticeboards and displays	Carry out on-site Contracting and Performance visits to all sub-contractors in years 2-4 of contract to do visual H&S check and confirm safeguarding arrangements	MS	ongoing
		Only cleaning/maintenance equipment kept on sites and is stored in accordance with regulations				
Speakers and Events	No screening could lead to inappropriate content being disseminated	Guest speaker screening form developed and included in central policies and procedures	External speaker procedure	External speakers generally not used in Adult Education provision but procedure promoted to partners on our Portal and to usage to be reinforced in year	QCP team	ongoing
Welfare, Pastoral and Chaplaincy Support	Service users could be vulnerable to grooming without adequate support systems in place.	Pastoral care is largely provided by Tutors within learning environments or Employment Support Officers within the employment mentoring role. All customers are encouraged to discuss anything troubling them. We signpost to referral partners where required. We would provide prayer rooms if requested but so far has not been required.	"Focus On" posters and notices on display boards	Reinforce our Prevent duty and how grooming leading to extremism could take place within all our settings through constant messages.	SEMT	ongoing
Safeguarding	Focus on more traditional methods of abuse/harm may mean signs of radicalisation could be missed	Safeguarding document makes explicit reference to our duties under the Prevent agenda. Also included in Tutor Handbook and associated learner policies.	Copies of documentation	Update all policies, procedures and learner documentation for 25/26 academic year ensuring every opportunity to promote awareness of the Prevent agenda is taken.	QCP team	Aug-25