



# Channel Referral Guidance for Partners

**STOKE-ON-TRENT**

## Introduction

This document has been developed to assist you in making a referral to Stoke-on-Trent 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 duty on specified authorities in the exercise of their functions, to have '*due regard 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 specified bodies can be found in the [Prevent duty guidance](#).

## Vulnerability and risk indicators

Prevent in Stoke-on-Trent identifies and tackles all forms of extremism (violent, non-violent, Al-Qaeda/Daesh, Far Right, animal rights and others) and aims to prevent radicalisation by identifying risk at the earliest possible stage by safeguarding individuals through the Stoke-on-Trent panel before risk establishes itself at a more severe or harmful level.

The foundation of the Prevent programme is local work through communities and a network of civil society and grassroots groups, statutory partners and local authority co-ordinators – aiming to build individuals and communities resilience to radicalisation, including online.

Channel is a multi-agency safeguarding programme 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. Channel's 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 Stoke-on-Trent Channel panel is chaired by the LA Strategic Manager for Safeguarding and Quality Assurance.

The Stoke-on-Trent 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 Stoke-on-Trent 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, Annex C in the [Governments 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 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 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

Ideally, the person considering making the referral will be the Designated Safeguarding Lead for their organisation and have a good understanding of Safeguarding and Prevent. How and where to access training can be discussed by contacting a member of the Prevent team (see contacts below).

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 a prompt to promote further questioning, reasoning and clarity for the necessity of a referral to Prevent.

## 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 the 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?

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 this 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

Completed referral forms should be sent to [prevent@staffordshire.pnn.police.uk](mailto:prevent@staffordshire.pnn.police.uk)

The Staffordshire Police Prevent Team can also be contacted via telephone on **01785 232054**

If your referral is made by telephone, this must be confirmed in writing by completing the accompanying referral form as soon as possible, **ideally within 24 hours but within a maximum timescale of 48 hours using this form.**

Concerns should also be discussed with the child's parents, **unless to do so would place the child at risk of significant harm, or any other individual at risk of serious harm, or lead to interference with any potential investigation. The child's safety and well-being must be the overriding consideration in making any such decisions.**

## What happens next?

Following a referral, the information received is assessed by Staffordshire Police Prevent Team. Following this assessment a decision will be made on the suitability of the case for discussion at the Stoke-on-Trent 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 to 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

Further advice when considering a possible referral is also available from:

- Shahzad Tahir, Prevent Coordinator, [Shahzad.Tahir@stoke.gov.uk](mailto:Shahzad.Tahir@stoke.gov.uk) (01782 238771)
- Sarah Dyer, Prevent Education Officer, [Sarah.Dyer@stoke.gov.uk](mailto:Sarah.Dyer@stoke.gov.uk) (01782 233239)

If there is an imminent danger that a crime is about to be committed, contact the Police on 999.

**Appendix 1****CONFIDENTIAL**

This form should be completed when making a referral in relation to Prevent.

**Before completing this referral, please read the “Channel Referral Guidance Document.”**

**PREVENT REFERRAL FORM**

<b>Referrer Details</b>				
Referred by:				
Designation:		Organisation:		
Address:		Postcode:		
Tel. no:		Mobile no.		
E-mail address:				
Date of Referral:			Time:	
Is the parent/carer aware of the referral? (If the parent/carer has not been informed, please outline the reasons for this)	Yes		No	
Is the individual concerned aware of the referral?	Yes		No	

Details of the individual you are concerned about			
Surname:		Forenames:	
Known as:			
Date Of Birth:		Gender	Male
			Female
			Other
Home Address or Current Residence ( <i>Inc. postcode</i> ):			
Tel No ( <i>including mobile numbers</i> ):			
Any other known addresses ( <i>Inc. postcode</i> ):			
Occupation:			
Ethnicity:			
Nationality:			
First language:			
Place of Birth:			
Religion:			
Email address:			
Details of any known social media usage:			
Parent / carer's first language:			
Does the individual have an EHCP or other disability?			
Is an interpreter / signer required?			
<b>Additional Information:</b>			
Is the child / or has the child / individual been the subject of a child protection plan? <b>Y/N</b>			
If yes, please state in which local authority and provide further details if known:			
Is the individual or has the individual / young person been a looked after child? <b>Y/N</b>			
If yes, please state in which local authority and provide further details if known:			

Details of individual's Principal Carers			
Name	D.O.B	Relationship to the individual concerned	Parental Responsibility (PR)? <b>Y/N</b>

Other people living in the household			
Name	D.O.B	M / F	Relationship to the individual concerned

Significant others who are not members of the individual's household						
Name	P.R? Y/N	D.O.B	M / F	Relationship to the individual concerned	Current Address	Tel. No.

External Agency Involvement <i>(please provide any information below)</i>		
Agency	Name	Tel. No./Contact details

**Nature of concern:**

*(Please include as much information as possible; incorporating your responses arising from the 'Notice, Check, Share' flow chart which can be found on page 4 of this document and attach a separate sheet if required. Remember that the assessment of the level of intervention required will be based upon the information that you provide.)*

**What actions have you taken?** *(Detail chronologically any communication with the individual concerned or any other people connected to the individual including members of staff, parents/carers, external agencies)*

**Please provide a general overview of the person concerned** *(character, interaction with peers/members of staff/colleagues, attendance, progress, friendships)*