Workstream		Key Tasks	Comment	Action Required? Y/N	Nominated Lead	Date for Completion
Governance	1	There is a Prevent Lead for the Organisation at Executive level, overseeing delivery of the *Prevent* plan. • The plan has been subjected to an EQIA.	(deputy Andy Wright)	No	Andy Glen, Vice Principal	Completed
	2	Policies and Procedures that are in place to adequately address *Prevent* concerns.	Safeguarding policies and procedure to include Prevent concerns	No	Andy Glen, Vice Principal	Completed
	3	There are organisational and inter-agency agreed protocols and procedures for: • Obtaining advice • Raising concerns • Information sharing • Escalation processes and procedures • Monitoring and recording referrals A list of internal and external	Already establish safeguarding just need to add in 'Prevent' concerns and contacts	No	Andy Glen, Vice Principal	Completed. Procedure updated to reflect PREVENT. Staff refer any concerns/ observations using safeguarding procedure therefore it is not necessary for all managers to have access to external Prevent contacts.

	4	Organisational risk assessments include Prevent-related risk issues.	Use intelligence to assess risks and where appropriate include on the Strategic Risk Register	Yes	Andy Glen, Vice Principal	Ongoing
	5	Governance and risk reporting requirements include Prevent incident(s) reporting for both organisational and inter-agency issues/incidents.	Yes, this will be included in any safeguarding reporting	No	Andy Glen, Vice Principal	Completed
	6	There are internal arrangements for debriefing staff after a Prevent incident, capturing learning from cases /incidents that have happened, and disseminating the information throughout the organisation. These internal arrangements will enable the organisation to prepare for and contribute effectively to a subsequent multiagency review process.	Staff will be debriefed as and when incidents occur. Each incident will be looked at separately for lessons learned in particular what could we have done better, how can we improve things should there be a next time (such as reviewing the guidance given, procedures, inclusion on risk register etc)	Yes	Andy Glen, Vice Principal	Ongoing

	7	Responsible and effective use of the internet and social media platforms using organisations IT equipment is continuously promoted.	College already has an 'acceptable use policy which students and staff must sign up to as part of their IT induction. We also have filtering software in place to prevent students and staff accessing inappropriate sites such as pornography, rape, and radicalisation. As new threats are identified our software is updated to prevent access	Yes	Calum Rodgers, ICT Manager	Ongoing
	8	There are protocols, policies and procedures in place to: • Promote appropriate use of in-house Facilities • Prevent inappropriate canvassing/leafleting.	There are a variety of ways this is done – student and staff induction; student and staff handbooks; ICT policy; ICT Acceptable Use policy; guidelines on the use of email and social media; marketing policies Student Association	No	All College Leadership Team	Ongoing

Staff and Volunteers	9	Staff Induction programmes highlight Prevent-related issues and awareness raising / training opportunities.	Staff induction programme to be amended to include training	Yes	Michael Youd, Head of HR	To be in place by December 2018
	10	Staff are aware where they can obtain information about Prevent and how and where they can raise any concerns.	Once the safeguarding procedures have been updated the necessary information will be communicated to staff	No	Shona Scott, Head of Student Support and Guidance	Completed
	11	Staff know where to access relevant organisational protocols, policies and procedures.		No	Andy Glen, Vice Principal	Completed
	12	Staff know how to intervene with vulnerable students at risk of radicalisation and support those who are the subject of a Prevent Concern.	Yes, key members of staff have already been 'Prevent' trained but this will be strengthened once safeguarding procedures are updated	Yes	Michael Youd, Head of HR	Ongoing, as new staff start work the training requirement continues

	13	Staff are aware of their responsibility to raise concerns and know how and where to do this.	See above	No	Shona Scott, Head of Student Support and Guidance	Completed
Training and Development	14	A programme of awareness raising and training is being rolled out. Appropriate individuals in the organisation to be trained to deliver WRAP to key frontline staff. Staff and volunteers attend WRAP and associated updates in accordance with organisational.	Staff induction programme to be amended to include training. Some staff have already been trained, in particular those delivering to vulnerable groups	Yes	Michael Youd, Head of HR	Initial training complete January 2018, however requirement to continue training.
	15	Develop or procure an online training module for all staff.	Staff should complete this as soon as possible after starting with the college	Yes	Michael Youd, Head of HR	Not yet completed
Partnership Working	16	Locally agreed protocols, policies and procedures are in place for addressing Prevent concerns that appropriately utilise the expertise of partner agencies when dealing with concerns.	Yes, Andy Glen is a member of the local multi- agency Serious & organised crime/counter terrorism group	No	Andy Glen, Vice Principal	Ongoing

	17	The Prevent Lead regularly attends local or regional inter-agency Prevent meetings.		Yes	Andy Glen, Vice Principal	Ongoing
	18	There are appropriate processes for co-operation and joint care planning with other providers/agencies where care is transferred or shared. The above should take account of appropriate information-sharing procedures.		Yes	Andy Glen, Vice Principal	Ongoing
	19	Information sharing protocol (ISP) requires updating to comply with new GDPR legislation.	Previous ISP was in place for the past 12 months. DPO within D&G College is providing expert advice to ensure best possible outcome. Also this requires partner organisation to agree to any new document	Yes	Andy Glen, Vice Principal	December 2018