

# How to use the Prevent duty self-assessment template for schools

## Contents

1. What is the Prevent duty self-assessment tool for schools?
2. Step 1 – evaluation
3. Step 2 – action planning
4. Step 3 – summary
5. Assessment levels grid

## What is the Prevent duty self-assessment template for schools?

This is the updated version of the Prevent self-assessment template for schools, it has been reviewed and updated in line with the revised [Prevent Duty Guidance](#), which was published in September 2023 and came into effect on 31 December 2023. The changes include updated language, terminology and structure to reflect the new themes within the guidance:

- leadership and partnership
- capabilities
- reducing permissive environments.

By following this guidance, specified authorities will be well placed to comply with the Prevent duty.

The assessment involves evidence gathering against these three themes and additional relevant requirements and responsibilities. The self-assessment template may support you in evidencing your compliance with the Prevent duty by identifying what is working well and what requires development. Evidence gathering should include:

- consulting students
- discussing safeguarding arrangements with staff
- reviewing evidence

Schools should aim to regularly review their self-assessment, particularly following a significant incident, a structural change or change in policy. As well as checking that you have robust safeguarding policies and practices in place, the template asks you to make professional judgements on how effective and comprehensive they are.

For the template to be effective in identifying weaknesses and gaps, it is vital that schools examine existing arrangements and collate evidence of policies being put into practice and evaluate their impact.

The template is not a comprehensive checklist and does not replace the need for settings to create their own Prevent risk assessment and action plan. It should be used to assess the impact and effectiveness of your efforts to meet the requirements of the [Prevent duty guidance](#) and the [Education Inspection Framework \(EIF\)](#), to aid in continuous improvement. It also includes recommendations for measures that are not requirements of the Prevent duty, such as those related to online safety, but will help with the implementation of Prevent. The self-assessment process is split into 3 steps:

- evaluation
- action planning
- summary

Although an in-depth understanding of the Prevent duty guidance and the EIF are not essential to this process, they provide much of the detail regarding requirements, and both documents are the benchmarks by which judgements should ultimately be made regarding effectiveness.

## Step 1 - evaluation

Using the self-assessment spreadsheet, appraise each question within the sections and based upon your evidence decide which level (1 to 4) your organisation meets:

- where you have identified gaps or shortcomings, summarise this in the red column
- where you have concerns regarding the completeness or robustness of your evidence, summarise this in the amber column
- where you have robust and sufficient evidence, summarise this in the Business As Usual (green) column
- the blue column is intended to identify those areas where organisations have established outstanding practice which is robustly tested and well evidenced

## Step 2 - action planning

Use the evidence and actions identified in each section to identify future development needs that will address any shortcomings in areas evaluated as red or amber and which will build on and extend good practice identified in green areas. The template can be refined and extended, if required, to fit your school's action planning and reporting arrangements. Where there are no actions relating to a section, indicate this for completeness.

## Step 3 - summary

Complete the levels in the summary tab of the spreadsheet attachment with the single status that applies to each section. This provides an overview evaluation of safeguarding and Prevent in your organisation. Make a clear judgement on the status of each

section and avoid scoring in more than one column. If your evidence is unclear or partial, score downwards and treat this as insufficient evidence to robustly meet the higher level's criteria and Action plan to improve that area.

At this final stage you may wish to discuss your findings with your local authority or your children's safeguarding services nominated Prevent Lead. They can help you with action planning and finding local Prevent networks and partners that can assist you.

Completing this table should be the final stage in the assessment process. It is intended to identify actions to address policy and practice shortcomings. The table can provide a picture of the effectiveness of safeguarding and Prevent in the school. It can be used for strategic reporting to senior management and for prioritising future planning.

Actions that have been identified to address shortcomings can be included in the school's Prevent action plan or workplace development plan with oversight by senior management.

## Assessment levels grid

<u>RAG</u>	<u>Level</u>	<u>Definition</u>
<b>RED</b>	<b>4 - INADEQUATE</b>	There is no policy or practice in place &/or requirements of the Prevent Duty & EIF are not being implemented effectively.
<b>AMBER</b>	<b>3 – BASIC</b>	There is policy or fundamental aspects of practice in place, but they are not detailed in scope/scale, or embedded in routine practice and are insufficient to address complex or challenging environments or incidents.

<p><b>GREEN</b></p>	<p><b>2 – BUSINESS AS USUAL</b></p>	<p>Required policy and practice are effectively embedded and staff and students are included in their development.</p> <p>Policies are detailed, applied across the organisation in all relevant areas of business and are supported by robust and transparent management and governance processes.</p>
<p><b>BLUE</b></p>	<p><b>1 - ADVANCED</b></p>	<p>There is sound and effective implementation and understanding of how policy and practice work together to implement all relevant requirements of the Prevent Duty and EIF to safeguard students.</p> <p>There is ongoing reflection of best practice, testing of impact and effectiveness and knowledge is shared across the institution and with appropriate networks &amp; partners.</p>