

**To: Communities and Housing Policy Board**

**On: 7 June 2022**

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**Report by: Director of Communities and Housing Services**

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**Heading: Renfrewshire PREVENT Referral Strategy**

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## **1. Overview and Purpose of this Report**

- 1.1. The Prevent strategy is part of the overall UK counter-terrorism strategy, (CONTEST). The Counter Terrorism & Security Act 2015 places a duty on local authorities to support the Prevent strategy and to take steps to reduce the threat to the UK from terrorism by having due regard to stopping people becoming terrorists or supporting terrorism - to “prevent people from being drawn into terrorism”.
  - 1.2. The UK Prevent strategy has 3 specific strategic objectives:
    - respond to the ideological challenge of terrorism and the threat we face from those who promote it
    - prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
    - work with sectors and institutions where there are risks of radicalisation that we need to address.
  - 1.3. Awareness, vigilance, and early intervention are all key to the success of the Prevent strategy and process. In Scotland, safeguarding is central to the ethos and helps bring confidence to the process, providing reassurance that reporting concerns will lead to support for individuals to fully disengage from radicalisation.
  - 1.4. A PREVENT referral strategy has been developed for Renfrewshire which aims to ensure that the focus of awareness raising is on encouraging people to recognise and report issues that indicate that someone may be vulnerable to being drawn into terrorism and on developing the processes that will respond effectively – putting relevant safeguarding in place – including Prevent management processes and Prevent Multi-Agency Panels (PMAP) when required. The referral process is called “Notice-Check-Share”. This report seeks approval of the Prevent Referral Strategy attached as appendix 1.
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## 2. Recommendations

- 2.1 It is recommended that the members of the Communities and Housing Policy Board:
- (i) approve the Councils PREVENT Referral Strategy as detailed in appendix 1 to this report;
  - (ii) note the information sharing principles, governance and processes that support the referral strategy and the focus on safeguarding and support for individuals or groups that are identified as being at risk of being drawn into violent extremist or terrorist behaviour; and
  - (iii) note that a programme of awareness raising and training for relevant officers and public and third sector partners on the Notice – Check – Share referral process is being rolled out to support the strategy across Renfrewshire.
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## 3. Background

- 3.1 The Prevent Referral Strategy attached as appendix 1 sets out the process for Prevent referrals to be submitted and also the way in which partners will consider these referrals and the nature of support that will be offered to individuals referred. The aim is to increase confidence across partners on how to report unacceptable or suspect behaviours. It defines how individuals can report concerns and the actions that will be taken if concerns are reported.
- 3.2 There is no single list of factors which can definitively identify an individual or group at risk of becoming involved in violent extremism or becoming a terrorist. There are some characteristics which may indicate this, but these must be considered with great care on an individual basis before any conclusions are drawn. If an individual or group is referred to the Prevent process in Renfrewshire a Vulnerability Assessment Framework will be completed by specialist officers in Police Scotland which considers these factors and this will be the focus of consideration for a multi-agency partnership response meeting (PMAP) chaired by the Head of Communities and Public Protection and with all relevant professional support services and experts in attendance.
- 3.3 The Prevent Multi-Agency Panel (PMAP) differs from other forms of multi-agency safeguarding meeting because it has a future focus. It responds to and addresses concerns that behaviours or associations *might* lead to terrorist activity or support in the future rather than incidents or events that have already taken place. It is important that the correct membership of the Panel is in place to be able to properly understand the particular nature of the individuals' vulnerabilities and concerns and how they are manifesting themselves currently – but the focus is on preventing future terrorist activity not on duplicating safeguarding arrangements that are already in place to support the individual professionally e.g. adult protection or child protection arrangements.

## **PREVENT / NOTICE-CHECK-SHARE Training**

- 3.4 The Prevent legislation places a duty on specified authorities (including local authorities) under the Counterterrorism and Security Act 2015, in exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.
  - 3.5 Local Authorities are expected to ensure frontline staff have a good understanding of Prevent and are aware of available processes to deal with any individual who is vulnerable to being drawn into terrorism. As part of the guidance published in 2021, good practice suggests that Local Authorities should develop a training model to raise awareness to practitioners who have front line roles, and that this should include third sector partners.
  - 3.6 During the next year Communities and Public Protection will be delivering an effective training and awareness raising programme for Prevent. This will include sessions arranged for key front-line staffing groups and for Elected Members as part of the Members induction programme. Some areas of training are being supported by Police Scotland. The WRAP (Workshop to Raise Awareness of Prevent) product which was previously a face-to-face standard training tool is currently being updated by the Home Office and will be embedded within Renfrewshire's training programme when available.
  - 3.7 The Renfrewshire Notice-Check-Share Training model has now been revised and updated to compliment and build on the WRAP training developed by the Home Office, focussing on Renfrewshire's response and the support available to individuals within the community who may be drawn into radicalisation. It outlines what practitioners should do, should they notice a change in someone's behaviour, appearance etc to suggest they may show vulnerabilities at the hands of a perpetrator. Up to now many public sector partners have been trained – the focus of the revised model will be to support awareness raising in third sector organisations as well as refresh and update the awareness of Prevent in key frontline public sector officer groups.
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## **Implications of the Report**

1. **Financial** - none
2. **HR & Organisational Development** – none
3. **Community/Council Planning** –
4. **Renfrewshire is Safe** - The Prevent legislation places a duty on specified authorities (including local authorities) under the Counterterrorism and Security Act 2015, in exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. The attached strategy supports this duty and the safety of the Renfrewshire Community
5. **Legal** – none
6. **Property/Assets** – none
7. **Information Technology** – none

8. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
  9. **Health & Safety** – none
  10. **Procurement** – none
  11. **Risk** – none
  12. **Privacy Impact** - none
  13. **COSLA Policy Position** – none
  14. **Climate Change** - none
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**List of Background Papers:** None

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# Prevent Referral Strategy

Referrals and PMAP Process

[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)



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# 1. Introduction

The Prevent strategy, published by the UK Government in 2011, is part of the overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Counter Terrorism & Security Act 2015 this has simply been expressed as to “prevent people from being drawn into terrorism”.

The Prevent strategy has 3 specific strategic objectives:

- **respond to the ideological challenge of terrorism and the threat we face from those who promote it;**
- **prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and**
- **work with sectors and institutions where there are risks of radicalisation that we need to address.**

The Prevent Statutory duty was introduced as part of the Counter Terrorism & Security Act 2015 to have “due regard” to preventing people from being drawn into terrorism.

The Renfrewshire Community Protection PREVENT Steering Group co-ordinates work in Renfrewshire in support of the national Prevent strategy aimed at stopping people becoming or supporting terrorists or violent extremists. A specific part of its role is to ensure that relevant arrangements are in place to prevent people from being drawn into terrorism and to ensure that those at risk of this are given appropriate advice and support – including oversight of the PMAP process in Renfrewshire.

In terms of strategic governance, the Renfrewshire Community Protection PREVENT Steering Group reports to the Renfrewshire Chief Officer Group for Public Protection chaired by the local authority Chief Executive and provides updates on progress in delivering CONTEST and SOC at each meeting of the Chief Officer Group.

The Strategy and approach considers all relevant forms of violent extremism, while recognising that it is currently considered that the greatest threat to the UK is terrorism associated with Islamic State and forms of Far-Right extremism. In Renfrewshire, similar to Scotland as a whole, most referrals to Prevent have been in relation to concerns around far-right extremist behaviours.

This document describes the processes used to support individuals and communities who may be particularly vulnerable to being radicalised by violent extremists and to increase

confidence across local communities to report unacceptable or suspect behaviours. It defines:

- how individuals can report concerns; and
- the actions that will be taken if concerns are reported.

## 2. Introduction to the referral process

Awareness, vigilance, and early intervention are all key to the success of the Prevent strategy and process. Safeguarding is central to the ethos and helps bring confidence to the process, providing reassurance that reporting concerns will lead to support for individuals to fully disengage from radicalisation.

In Renfrewshire it is understood that the vulnerabilities that may lead to people becoming involved in terrorism or supporting terrorist activities may also result in a range of other negative outcomes – becoming involved in crime either as a victim or perpetrator, going missing, becoming involved in exploitation such as slavery, trafficking or sexual exploitation or otherwise becoming involved in or a victim of coercion or control.

The focus of awareness raising is on encouraging people to recognise and report issues that indicate these vulnerabilities and on developing the processes that will respond effectively – putting relevant safeguarding in place – including Prevent processes and Prevent Multi-Agency Panels (PMAP) when required.

The Notice-Check-Share Process is central to this:

**NOTICE** - You notice a change or are concerned about a particular behaviour, it's that feeling/niggle you have about someone or something.

**CHECK** - You still have concerns, check your concerns with a colleague / manager / learning mentor / friend / anyone (remember safeguarding and take care to only share information that is relevant and proportionate)

**SHARE** - If you still have a concern share it with the relevant people: complete and return the Notice-Check-Share referral form attached as Appendix 1 to

[preventpc@renfrewshire.gov.uk](mailto:preventpc@renfrewshire.gov.uk)

Anyone can make a referral; referrals come from a wide range of partners including education, health, and youth offending teams, Police, and social services etc.



Referrals can be made either direct by a member of the public or a practitioner, or can be co-ordinated by a lead officer within organisations. Most larger organisations have a separate PREVENT lead to consider Prevent referrals. For some organisations the main PREVENT contact is the organisational safeguarding lead.

All referrals that are related to PREVENT will be assessed by Police Scotland through the PREVENT gateway assessment (PGA) process.

As a result of this assessment, a decision may be made:

- that no action needs to be taken; or
- that the individual poses a genuine and immediate risk, in which case immediate action will be taken; or
- that the individual is at risk of harm, but not of becoming a terrorist or violent extremist, in which case they may be referred for consideration under other safeguarding arrangements; or
- that the individual is radicalised and at risk of becoming a terrorist or violent extremist, in which case they may be referred for consideration under the Prevent Multi Agency Panel (PMAP).

### 3. Identifying vulnerable individuals or groups

There is no single list of factors which can definitively identify an individual or group at risk of becoming committed to violent extremism or becoming a terrorist. There are some characteristics and experiences which **may** indicate this, but these must be considered with great care on an individual basis before any conclusions are drawn. If an individual or group is referred to the PMAP process in Renfrewshire a Vulnerability Assessment Framework will be completed which considers these factors and they will be the focus of consideration for the PMAP at each of its meetings.

#### Expressed opinions

These may include support for violence and terrorism, the leadership of terrorist organisations and uncompromising rejection of the principle of the rule of law and of the authority of any elected government in this country.

#### Materials

The following may be relevant:

- possession of violent extremist literature and imagery in hard copy or digital form (e.g. so called 'beheading' videos or amateur film of terrorist attacks)

- attempts to access, become a member of, or contribute to violent extremist websites and associated password protected chat rooms
- possession of material regarding weapons and/or explosives
- possession of literature regarding military training, skills, and techniques

Online communities are important in the radicalisation process and enable ready access to radicalising material which may not be available in the offline world. Digital content can be made very attractive and persuasive and can be quickly and widely shared between people – often it has a particular appeal for younger people.

### Behaviour and behavioural changes

Relevant changes may include:

- withdrawal from family, peers, social events, and venues
- hostility towards former associates and family
- association with proscribed organisations
- association with organisations which hold extremist views that stop short of advocating violence in this country

### Personal history

The following may be relevant:

- claims or evidence of involvement in organisations espousing violent extremist ideology in this country or overseas
- claims or evidence of attendance at military/terrorist training in the UK or overseas
- claims or evidence of involvement in combat/violent activity, particularly on behalf of violent extremist non-state organisations
- Low level criminality, including violence, is commonly seen in case histories of convicted terrorists.

## 4. Referral process

Initial concerns may be explored first with Renfrewshire Council SPOC – the Head of Communities and Public Protection. Internal referrals can also be made to [preventpc@renfrewshire.gov.uk](mailto:preventpc@renfrewshire.gov.uk) providing the information set out in Appendix 2. It can also help to complete the Notice-Check-Share referral form and return that to [preventpc@renfrewshire.gov.uk](mailto:preventpc@renfrewshire.gov.uk) the prompts in this form can often help in setting out the nature of concern that has been identified and providing all of the relevant information that can be used in an initial assessment.

Where it is clear that the concern is PREVENT related a direct referral can also be sent straight to Police Scotland using the same referral form and emailing it to

[PPCWpreventdeliveryunitwest@scotland.police.uk](mailto:PPCWpreventdeliveryunitwest@scotland.police.uk)

All referrals will initially be checked against other information to see if the individual referred is considered to pose a risk to themselves or the wider community which would require immediate action. If this is not the case, a decision will be made as to which of the following routes to follow:

- that no action needs to be taken
- that the individual is at risk of harm, but not of becoming a terrorist or violent extremist, in which case they may be referred for consideration under other safeguarding arrangements.
- that the individual is radicalised and at risk of becoming a terrorist or violent extremist, in which case they may be referred for consideration under the PREVENT PMAP process.

## 5. Renfrewshire Prevent Multi Agency Panel - PMAP

PREVENT is an early intervention, multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour. It is required under the Counter Terrorism Security Act 2015 and is established in line with guidance overseen by the Scottish Government and Home Office. PREVENT works in a similar way to existing safeguarding partnerships aimed at protecting vulnerable people but is designed to work with individuals of any age who are at risk of being exploited by extremists or terrorist ideologies. The process is shaped around the circumstances of each person and can provide support for any form of radicalisation or personal vulnerability.

Where PMAP differs from other forms of multi-agency safeguarding meeting is that it has a future focus. It responds to and addresses concerns that behaviours or associations might lead to terrorist activity or support in the future rather than incidents or events that have already taken place. It is important that the correct membership of the Panel is in place to be able to properly understand the particular nature of the individuals' vulnerabilities and concerns and how they are manifesting themselves currently – but the focus is on preventing future terrorist activity not on duplicating safeguarding arrangements that are already in place to support the individual professionally e.g. adult protection or child protection arrangements.

In Renfrewshire this is achieved by having a core group of standing members that will be invited to attend each PMAP meeting that are supplemented by relevant officers and partners that are already engaged with the individual being supported.

#### Members of Renfrewshire PMAP:

- Head of Public Protection & Communities, Renfrewshire Council. (Chair)
- Resilience and Deployment Manager, Renfrewshire Council. (Depute Chair)
- Head of Child Care and Criminal Justice, Chief Social Work Officer, Renfrewshire Council.
- K Division Police Scotland representative. CT Divisional Lead
- Prevent Delivery Unit (PDU) Police Scotland

Other members of PMAP will depend on the individuals being considered, but would regularly include:

- Adult Protection / Child Protection as relevant
- Social Work / Education representatives
- Community Mental Health representative
- Housing provider representative
- Single Point of Contact making referral
- Identified individual service providers in public and third sectors

Referrals to Prevent are considered by the PMAP Chair in consultation with relevant standing members. A review is undertaken of available data, the Vulnerability Assessment Form produced by Police Scotland and a decision taken on whether progression to management of the case through PMAP is appropriate.

PMAP reviews all available information in light of:

- the risk the individual faces of being drawn into violent extremism
- the risk the individual poses to society

A referral will not progress to management under the full PMAP process if:

- it is considered malicious or misguided
- it is clear the person is not vulnerable to potentially violent extremism / ideologies.

Individuals can only be managed and supported through the PREVENT process with their agreement and consent. If the individual is under 18 their guardians' permission is also required.

PMAP considers individual cases and will develop a support package based on the risk assessment, the needs of the individual and any risks posed to potential support providers.

## 6. PREVENT Case Management

If PMAP decide to take forward a case through PREVENT case management, engagement with the individual is sought at an early stage to seek consent for their participation in PREVENT and for any subsequent intervention or support.

Decisions relating to the management of the case are recorded and actions are clearly laid out in the form of an Action Plan which highlights identified behaviours and risks that need to be addressed. This assists in case reviews and evaluating the effectiveness of the support package. PMAP meetings are administered and supported by Renfrewshire Community Safety Partnership with all information exchanged through secure email and minutes and other records held securely by the Partnership. All activities are covered by the Renfrewshire and Inverclyde Information Sharing Protocol with all participants at PMAP meetings required to complete and return the appropriate Confidentiality Agreement in advance of participation at the meetings.

Individuals considered by PMAP are frequently involved in other statutory support mechanisms or safeguarding processes, such as Multi Agency Public Protection Arrangements (MAPPA) or child protection arrangements. PREVENT does not replace or duplicate those referral systems. In such cases, ownership of the case will rest with the relevant statutory support mechanism operating alongside PREVENT. PMAP will only respond to and address concerns that behaviours or associations might lead to terrorist activity or support in the future rather than incidents or events that have already taken place or that are the remit of other safeguarding panels or processes. It is important that the correct membership of PMAP is in place to be able to properly understand the particular nature of the individual's vulnerabilities and concerns and how they are manifesting themselves currently – but the focus is on preventing future terrorist activity not on duplicating safeguarding arrangements that are already in place to support the individual professionally.

PMAP monitors Action Plan delivery on a regular basis at each meeting. Meetings are scheduled in line with the needs of the case to ensure active management and consideration of what can frequently be a fluid and dynamic situation. Membership and attendance at meetings may change as aspects of the case come forward and require active consideration.

If PMAP is satisfied that the risk has been successfully reduced or managed, they will recommend that the case exit the process. A closing report will be completed as soon as

possible setting out the evidence for the panel's decision. If PMAP is not satisfied that the risk has been reduced or managed, the case will be reconsidered. A new action plan will be developed, and alternative support put in place. Following sign-off of a case from active management under PREVENT a formal review is held after 6 and 12 months to reconsider all referrals considered by PMAP.

## 7. Support packages

Providers of support for individuals/groups deemed as at risk of becoming violent extremists or terrorists can include statutory and community partners as well as a number of intervention providers that are Home Office approved with specific skills or lived experience that equips them to connect with and work with individuals at risk of radicalisation or coercion. PMAP will determine how to connect the referred individual with the relevant support provider. The PREVENT process acknowledges that the vulnerabilities that lead to a risk of radicalisation often stem from a desire to belong or connect with others and simply asking individuals to disengage from these relationships is not likely to be successful unless more positive connections and relationships can be developed and nurtured in their place.

The level of information shared with and about the individual to enable effective assessment and, if appropriate, delivery of any support package, will be determined on a case-by-case basis. All decision making will be clearly documented and in line with the Renfrewshire and Inverclyde ISP and guidance on the sharing of information set out below.

The type of activities included in an intervention support package will depend on the PMAP. Overall assessment of risk, vulnerability, and local resources. To illustrate, a diversionary activity may be sufficient for someone who is in the early stages of radicalisation to violence, whereas a more focussed and structured one-on-one mentoring programme led by an approved Home Office intervention provider may be required for those who are already further down the route to radicalisation.

Appropriate support programmes include:

- **counselling:** providing advice and support in dealing with a range of personal issues that could create vulnerability, though it may not always be the best option, particularly in light of any emerging mental health issues
- **faith guidance:** helping an individual to develop their knowledge of religion, to better challenge the claims of some violent extremist ideologies

- **civic engagement:** exploring political engagement, civil challenge, human rights, social justice and citizenship
- **working with support networks:** engaging family and peers to provide help for the person concerned
- **mainstream services:** education, employment, health, and housing.
- **specialist intervention providers** accessed via a list of pre-approved individuals maintained by the Home Office.

## 8. Sharing of information

PMAP members will share personal information with each other, for the purposes of PREVENT subject to a case-by-case assessment of necessity, proportionality, and lawfulness. All information shared and the means and expectations related to the sharing of information is covered by the Renfrewshire and Inverclyde Public Protection Information Sharing Protocol.

A confidentiality statement (Appendix 3) will be signed by all participants reminding them of this Information Sharing Protocol prior to their attendance at a PMAP, and this will be referred to at the start of relevant meetings.

### Principles of information sharing

Effective information sharing is key to the delivery of PREVENT, so that partners can take appropriately informed action and reach relevant decisions based on a clear understanding of the full position. This will sometimes require the sharing of personal information between partners, particularly where sharing of information will be central to providing the best support to vulnerable individuals.

### Key principle

Partners can share personal information with each other for PREVENT purposes, subject to ongoing assessment which focuses on ensuring the information shared is necessary, proportionate, and lawful. The Information Sharing Protocol sets clear guidance for the sharing of personal or sensitive data and the need to act responsibly when receiving any information shared and to protect all information from being further shared or disclosed unnecessarily.

The legal framework within which information and data sharing takes place is clear. The Renfrewshire and Inverclyde Public Protection Information Sharing Protocol supports the sharing of information where this is necessary to protect individuals or communities from



coming to harm. In addition to satisfying all legal and policy requirements there are some clear principles which guide information sharing in relation to PREVENT.

### **Necessary and proportionate**

The overriding principles are necessity and proportionality. Those holding information should only share it where it is necessary for partners to be aware of the information held and should limit what they share to the elements necessary for the effective decision making of partners or to safeguard or protect the individual or community from harm. Only the information required should be shared, and only to those necessary. Key to determining the necessity and proportionality of sharing information will be the professional judgement of participants regarding the risks to an individual or the public. Where relevant, consideration is given to whether discussion of an incident is possible with anonymised information, for example, referring to “the young person” without the need to give the individual’s name, address or any other information which might identify them.

Each case should be judged on its own merits, and the following questions should be considered when sharing information:

- **What information you are intending to pass**
- **To whom you are intending to pass the information**
- **Why you are intending to pass the information (i.e., with what expected outcome)**
- **The legal basis on which the information is to be passed.**

### **Consent**

Where a case is determined to be suitable for management through PMAP and the PREVENT process the consent of the individual concerned is required. Similarly, where an intervention provision is deemed necessary the consent of the individual will be needed to proceed. At these stages the default should be to consider seeking the informed consent of the individual to share information as part of that process.

Compliance with the Data Protection Act and Human Rights Act are significantly simplified by having the subject’s consent. The Information Commissioner has indicated that consent should be informed and unambiguous, particularly in the case of sensitive personal information. If consent is sought, the individual should understand how their information will be used, and for what purpose.



## 9. Governance

PMP is overseen by the Community Safety & Public Protection Steering Group which currently reports to the Renfrewshire Community Protection Chief Officers Group (COG). Governance hierarchy attached (Appendix 4).

The Community Safety & Public Protection Steering Group works with the CRMT, CMT, Adult and Child Protection Committees and also aligns with the priorities in the Renfrewshire Council Plan 2017 – 2022, and the Renfrewshire Community Plan (2017 – 2027). It oversees the work of several related groups including:

- **Building Safer and Greener Communities Working Group**
- **Integrity Subgroup**
- **CONTEST (Prevent)**
- **Daily Tasking / Monthly Tasking**
- **Prevent / Divert Subgroup**
- **Deter / Disrupt Subgroup**
- **Financial Harm Subgroup**
- **MARAC**

## 10. Appendix 1 – Renfrewshire Prevent referral form for vulnerable individuals

### PREVENT REFERRAL PROCESS: NOTICE – CHECK - SHARE

This form has been developed to support the NOTICE, CHECK, SHARE concern referral process and to collect and SHARE the information required by Renfrewshire Council and Police Scotland to help them make an assessment about any individual that might be vulnerable to becoming involved in criminal activities or terrorism or is otherwise displaying or becoming involved in extremism or supporting extremist behaviours or groups or subject to exploitation, coercion, or control. The information provided is CONFIDENTIAL and will be used to assess and consider the nature of intervention and support that might be provided to safeguard the individual and reduce this vulnerability where evidence demonstrates this is required. The information shared on this form will be treated as confidential intelligence and an indicator of concern. Action will only be taken where there is enough intelligence and evidence available following the assessment, that supports the need for action and corroborates the concern. Please provide as full information as possible completing all relevant sections.

By sending this form you consent for the information shared to be used by Renfrewshire Council & Police Scotland to carry out a joint assessment and to develop appropriate safeguarding plans. 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.

Once you have completed this form, please email it to: [preventpc@renfrewshire.gov.uk](mailto:preventpc@renfrewshire.gov.uk) **and for terrorism related concerns**

[PPCWpreventdeliveryunitwest@scotland.police.uk](mailto:PPCWpreventdeliveryunitwest@scotland.police.uk)

**(monitored 24/7)**

If you have any questions whilst filling in the form, please call: **Oliver Reid, Renfrewshire Council SPOC on 0141 618 7352**  
or **Police Scotland on 01236 818034/8437 (business hours)**

**In circumstances where you have an URGENT concern about an immediate or imminent risk or threat that could put an individual or community at risk of harm this should be notified to Police Scotland direct using telephone - 101 or 999.**

### INFORMATION ABOUT THE INDIVIDUAL BEING REFERRED

<b>Forename(s):</b>	First Name(s)
<b>Surname:</b>	Last Name
<b>Known Alias(es):</b>	Any other names the individual is known by
<b>Date of Birth (DD/MM/YYYY):</b>	D.O.B.
<b>Approx. Age (if DoB unknown):</b>	Please Enter
<b>Gender:</b>	Please Describe
<b>Known Address(es):</b>	Identify which address is the Individual's current residence
<b>Nationality / Citizenship:</b>	Stated nationality / citizenship documentation (if any)
<b>Immigration / Asylum Status:</b>	Immigration status? Refugee status? Asylum claimant? Please describe.
<b>Primary Language:</b>	Does the Individual speak / understand English? What is the Individual's first language?
<b>Contact Number(s):</b>	Telephone Number(s)
<b>Email Address(es):</b>	Email Address(es)
<b>Web or Social Media Details:</b>	Web address: Social Media Profile(s) Twitter, Facebook, Snapchat etc?
<b>Any Other Family or Contact Details:</b>	Family makeup? Who lives with the Individual? Anything relevant.

<b>DESCRIBE CONCERNS</b>	<b>In as much detail as possible, please describe the specific concern(s) relevant to Prevent.</b>
<p><b>FOR EXAMPLE:</b></p> <p>How / why did the Individual come to your notice – what is the nature of your concern?  Does it involve a specific event? What happened? Is it a combination of factors? Please 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?  Is the individual expressing or blaming an individual or group for a perceived or actual injustice against them or someone/something they care about?  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  Is the individual sharing, displaying or publicising concerning images or statements on their person or on property?  Please describe any other concerns you may have that are not mentioned here.</p>	
Please Describe	
<b>COMPLEX NEEDS</b>	<b>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?</b>
<p><b>FOR EXAMPLE:</b></p> <p>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 <b>Safeguarding Considerations</b> below).  Employment issues – not being able to fulfil their academic potential through their career  Please describe any other need or potential vulnerability you think may be present, but which is not mentioned here.</p>	
Please Describe	
<b>OTHER INFORMATION</b>	<b>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..</b>
<p><b>FOR EXAMPLE:</b></p> <p>Known associations, influences or relationships - positive and/or negative  Family relationships, key professionals or key workers – teachers, mental health practitioners social work,  Colleagues, friends, acquaintances  Membership/attendance of organisations, groups or events  Known sources of information or inspiration – books, websites, social media, publications, other</p>	

Please Describe	
<b>SAFEGUARDING CONSIDERATIONS</b>	
<b>Is the individual known to other safeguarding or vulnerability processes?</b>	Yes / No
For example – MAPPA, MARAC, Criminal Justice, Daily Tasking, Children’s Panel – please provide any examples and details	
<b>Does the individual have any stated or diagnosed disabilities, disorders or mental health issues?</b>	Yes / No
If Yes, please describe – stating whether the concern has been diagnosed:	
<b>What is the individuals educational experience? - School, College or University</b>	
Please provide any known information on current and previous educational establishments attended	
<b>What is the individual’s employment history?</b>	
Please provide any known information on current and previous employers and roles	
<b>Have you discussed this Individual with your organisations Safeguarding / Prevent lead?</b>	Yes / No
If Yes – Please provide details of the nature of the discussion and any agreed outcomes	
<b>Have you informed the Individual that you are making this referral?</b>	Yes / No
If Yes - What was the response?	
<b>Have you taken any direct action with the Individual since receiving this information?</b>	Yes / No
If yes – What was the nature of action and the response?	

PERSON MAKING THIS REFERRAL	
<b>Forename:</b>	Referrers First Name(s)
<b>Surname:</b>	Referrers Last Name
<b>Professional Role &amp; Organisation:</b>	Referrers Role / Organisation
<b>Relationship to Individual:</b>	Referrers Relationship To The Individual
<b>Contact Telephone Number(s):</b>	Referrers Telephone Number(s)
<b>Email Address:</b>	Referrers Email Address
PERSON WHO FIRST IDENTIFIED THESE CONCERNS (if different from above)	
<b>Forename:</b>	Contact First Name(s)
<b>Surname:</b>	Contact Last Name
<b>Professional Role &amp; Organisation:</b>	Contact Role & Organisation
<b>Relationship to Individual:</b>	Contact Relationship to the Individual
<b>Contact Telephone Number(s):</b>	Contact Telephone Number(s)
<b>Email Address:</b>	Contact Email Address
<b>Have you discussed your concerns around the Individual with anyone else?</b>	Yes / No
If Yes – Please provide details of who you discussed this with, the nature of the discussion and any agreed outcomes	

RELEVANT DATES	
<b>Date the concern first came to light:</b>	When were the concerns first identified?
<b>Date referral made to Prevent:</b>	Date this form was completed & sent off?

ANY FURTHER RELEVANT INFORMATION NOT COVERED ELSEWHERE

REFERRER'S ORGANISATIONAL PREVENT CONTACT (if different from above)	
<b>Forename:</b>	Referrers First Name(s)
<b>Surname:</b>	Referrers Last Name
<b>Professional Role &amp; Organisation:</b>	Referrers Role / Organisation
<b>Relationship to Individual:</b>	Referrers Relationship To The Individual
<b>Contact Telephone Number(s):</b>	Referrers Telephone Number(s)
<b>Email Address:</b>	Referrers Email Address

## THANK YOU

**Thank you for taking the time to make this referral. Information you provide is valuable and will always be assessed.**

**The information you provide will be treated as CONFIDENTIAL and only shared where necessary to undertake the assessment and safeguard and protect the individual and community.**

**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.**

## 11. Appendix 2 – Internal notification of concern

### **Concern raised by**

Name

Email

Service

Organisation

### **Subject of referral:**

Name

Address (if known)

Date of birth

Summary of concerns

### **Actions taken to date**

Completed forms should be sent to: [preventpc@renfrewshire.gov.uk](mailto:preventpc@renfrewshire.gov.uk)



## 12. Appendix 3 – PMAP Confidentiality Statement

### Prevent – Multi-Agency Panel CONFIDENTIALITY DECLARATION

*The chair of the meeting reminds all concerned of the principles contained within the information sharing protocol (ISP)*

In discussing members of the public, all agencies have agreed boundaries of confidentiality. The agencies within this meeting respect those boundaries and hold the meeting under the shared understanding that:

Information discussed by participants at this meeting, is strictly confidential and must not be disclosed to third parties who have not signed up to the ISP, without the agreements of the partners of the meeting, it should focus on building safer communities and public protection concerns and a clear distinction should be made between fact and professional opinion. **All information should be processed appropriately and in compliance with the Data Protection Laws**

All work undertaken at the meetings will be informed by a commitment to human rights, respect for individuals and their information, equal opportunities and effective practice issues in relation to age, disability, gender, marriage and civil partnership, pregnancy and maternity, race and religion or belief.

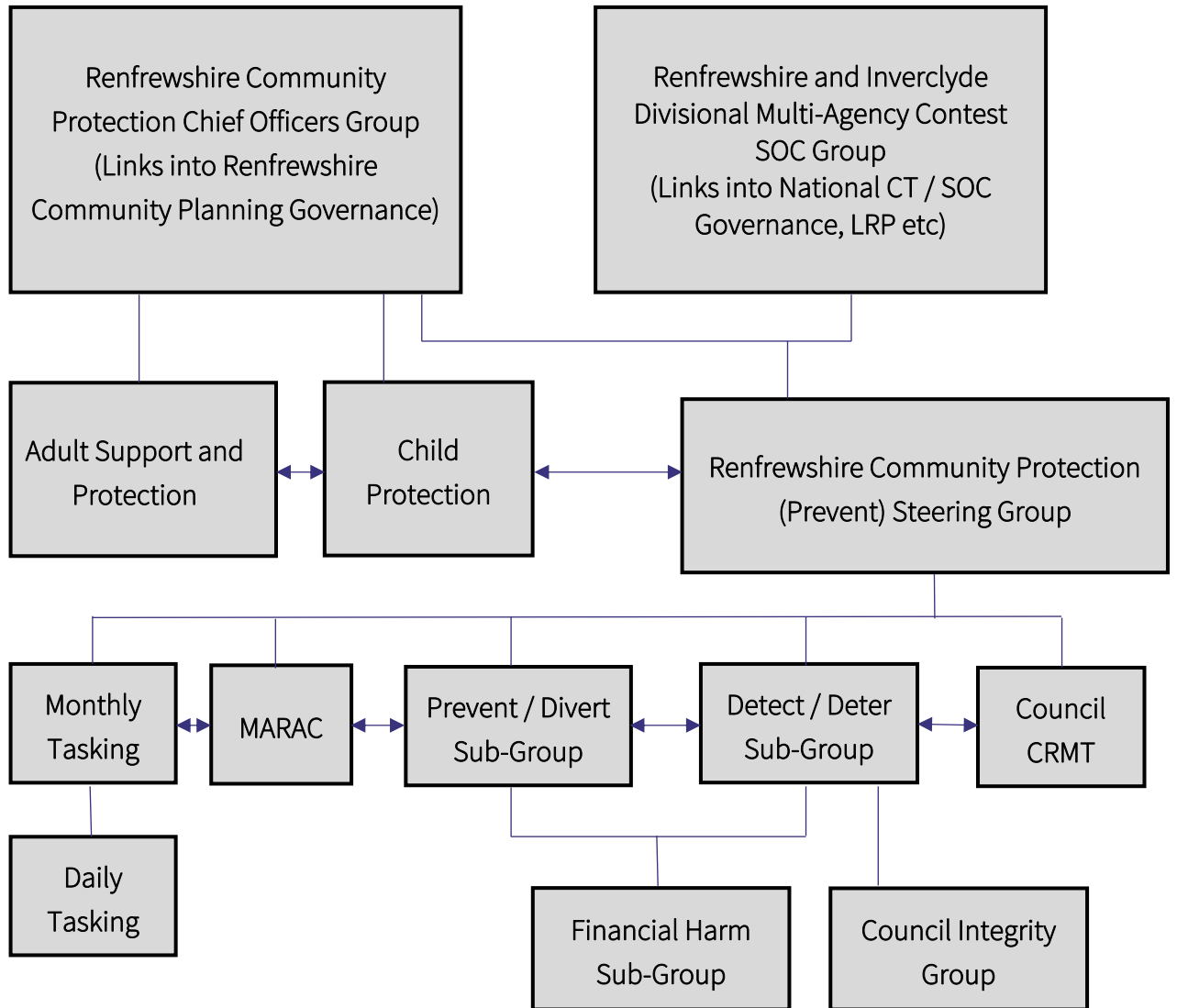
All attendees understand that any unauthorised release or carelessness in the handling of this confidential information will be considered a breach of the duty to maintain confidentiality and that action would be required to be undertaken by individual agencies.

**Attendees must agree to above statement and complete and return below prior to meeting:**

Attendee	Agency	Signature

### 13. Appendix 4 – Governance Hierarchy

## Communities and Public Protection Hierarchy / Key Relationships





Communities and Housing Services  
Renfrewshire Council  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1BR

[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

