



Channel Panel Policy and Procedure



Channel Panel
Policy and Procedure

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Summary

Publication Date	June 2020
Related Legislation / Applicable Section of Legislation	The Prevent Duty. The requirements of this duty are set out in the Counter Terrorism and Security Act 2015 (sections 36 to 41).
Related Policies, Strategies, Guideline Documents	Governance Arrangements for Channel Referral Pathways for Adults and Children Vulnerable to Radicalisation
Replaces	Not applicable
Joint Policy (Yes/No)	No
Name of Partner(s) if joint	Annex B of the statutory Channel Duty guidance pages 26-27 lists the partners required to co-operate with local Channel Panels. The partners include: ministers of the Crown and government departments; Local government; Criminal justice; Education, child care etc; Health and social care; and the Police.
Policy Owner (Name/Position)	Community Safety
Policy Author (Name/Position)	Community Safety

Review of Policy

Last Review Date	June 2020
Review undertaken by	Community Safety
Next Review Date	This policy and procedure will be reviewed annually.

Document Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version Number



1. Introduction

This policy and procedure document sets out the corporate arrangements which the local authority has put in place to comply with the new Prevent Duty relating to the Channel Panel. The statutory Channel Duty guidance outlines the requirements relating to Channel Panels.

2. Policy

The Background

The current threat from Violent Extremism in the UK is real and severe and can involve the exploitation of vulnerable children and adults to involve them in extremist activity.

On 1 July 2015 a new Prevent Duty came into effect. The requirements of this duty are set out in the Counter Terrorism and Security Act 2015 (sections 36 to 41). This policy and procedure document sets out the corporate arrangements which the local authority has put in place to comply with the requirements of the new Prevent duty relating to the Channel Panel. It provides a clear framework with which to respond to safeguarding concerns for those individuals who are vulnerable to radicalisation.

This policy and procedure is based on the following underlying principles:

- each vulnerable individual is a unique person who is vulnerable for unique reasons and who needs an individualised response;
- each vulnerable person effects and is effected by multiple domains i.e. family, community, and society;
- the local authority has a duty to respond promptly and robustly to concerns raised around possible safeguarding issues;
- information will be shared with other agencies and local authorities as appropriate;
- this is a collaborative process to enable effective integrated working to improve outcomes for vulnerable individuals, arising from a common or specialist assessment.

The Statutory Requirements

The HM Government Channel Duty guidance ([Channel Duty Guidance 2015](#)) outlines the statutory requirements relating to Channel Panels. This includes guidance on Panel meetings, the support plan, obtaining consent prior to support, when parental consent cannot be obtained, support to address identified vulnerabilities, funding support plans, monitoring Channel support, referral to alternative forms of support, reviewing Channel cases and sharing good practice (see pages 15-19). The guidance also lists the partners required to co-operate with local panels which include: ministers of the Crown and government departments; local government; criminal justice; education, child care, adult care, health and police (see Annex B, pages 26-27)



The Counter Terrorism and Security Act 2015 requires the following:

- local authorities to ensure that a multi-agency panel exists in their area;
- the local authority to chair the panel;
- the panel to develop a support plan for individuals accepted as Channel cases;
- the panel to consider alternative forms of support, including health and social services, where Channel is not appropriate; and
- all partners of a panel (as specified in Schedule 7 of the statutory Channel Duty guidance), so far as appropriate and reasonably practicable, to cooperate with the police and the panel in the carrying out of their functions.

The Channel Programme

The Channel Programme is a key element of the *Prevent* strategy. It is a multi-agency safeguarding approach to identify and provide support to individuals who are at risk of being drawn into terrorism. It is a programme which involves:

- Identifying individuals at risk
- Assessing the nature and extent of that risk and
- Developing the most appropriate support plan for the individuals concerned.

"Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist activity."

(Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism. Statutory guidance for Channel panel members and partners of local panels. Published by HM Government: 2015: 5).

The Purpose of Rochdale Borough's Channel Panel

The purpose of the panel is to:

- Provide oversight of the case management of Channel referrals
- Manage performance, monitor progress and assess outcomes
- Ensure that appropriate support plans have been developed for Channel cases
- Ensure that alternative forms of support, including health and social services, have been considered where Channel is not appropriate
- Ensure that all partners, so far as appropriate and reasonably practicable, cooperate with the police and the staff who are undertaking the Channel planning processes.
- Undertake 6 monthly and 12 monthly reviews of closed Channel cases.



The functions of the Panel are to:

- Provide high level quality assurance of Channel referrals
- Decide appropriate actions
- Allocate resources appropriately
- Ensure effective Action Planning outcomes
- Maintain clarity of information
- Maintain links with partners, local communities, GM colleagues and lead members to ensure effective coordination within the Borough, providing a leadership role.

Confidentiality

- Meetings are confidential
- Documentation cannot be disclosed without the consent of the Chair and must be stored securely
- The disclosure of information outside the Multi-Agency Panel meeting will be considered a breach of confidentiality unless agreed with members involved
- Panel Members' personal information contained within Minutes, agendas and reports will be protected from public disclosure within the terms of the Freedom of Information Act.

Information Sharing

Effective information sharing is key to the implementation and delivery of the Prevent Duty, so that partners are able to take appropriately informed action. This will sometimes require the sharing of personal information between partners; this is particularly the case for **Objective 2** of the Prevent Strategy, **Protecting Vulnerable People**, where sharing of information will be central to providing the best support to vulnerable individuals.

The multi-agency involvement within the Channel process is essential to ensure that vulnerable individuals have access to a wide range of support, from access to specific services provided by local authorities to diversionary activities and interventions provided by external partner agencies. Information sharing is therefore an essential part of the process to determine whether an individual requires support, and if so, what that should consist of.

The Prevent programme does not involve any covert activity against people or communities but as part of the Channel Program, personal information may need to be shared to ensure that a person at risk of radicalisation is given appropriate support. Information sharing is assessed on a case-by-case basis and is governed by legislation. When considering sharing personal information, the Channel Panel members take account of the following:

- **Necessity and proportionality:** Personal information is only to be shared where it is strictly necessary to the intended outcome and proportionate to it. The key to



determining the necessity and proportionality of sharing information will be the professional judgement of the risks to an individual or the public;

- **Consent:** A person who is referred to Channel will always be informed first if it is felt that they would benefit from Channel support. The process is voluntary and their consent would be needed before taking part in the process. This process is managed carefully by the Channel Panel.
- **Power to share:** The sharing of data by public sector bodies requires the existence of a power to do so, in addition to satisfying the requirements of the Data Protection Act 1998 and the Human Rights Act 1998;

There is a statutory duty for workers to share information where there are concerns about the safety or well-being of a child or vulnerable adult. Numerous pieces of legislation place a power or duty on local authorities and partners to share information safely and actively in specific circumstances including:

- The Data Protection Act 2018;
- The Human Rights Act 1998;
- The Common Law Duty of Confidence;
- The Crime and Disorder Act 1998;
- The Children Act 2004 Sections 10 and 11;
- The Caldicott Principles.

All information sharing must be conducted in accordance with a relevant legal power of duty, and be proportionate and relevant to the circumstances presented.

Principles of Data Sharing

Rochdale Borough Channel Panel will utilise the principles of the Rochdale Borough Safeguarding Children's Board (RBSCB) Policy for the Secure Handling of Protected Information and Rochdale Borough Safeguarding Adult's Board (RBSAB) Information Sharing Agreement and Multi Agency Safeguarding Adults Policy and procedures, which highlights seven golden rules for information sharing, as follows:-

- Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately;
- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so;
- Seek advice if you are in any doubt, without disclosing the identity of the person where possible;
- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case;



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- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions;
- Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely;
- Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The '*Seven Golden Rules*' help support decision making so partners can be more confident that information is being shared legally and professionally.

Members of Rochdale Borough Channel Panel agree to comply with all legislation and other requirements as set out above in relation to personal data being shared with relevant partners.

Meetings

The Channel Panel aims to meet on a monthly basis. From time to time, urgent meetings may be arranged to respond to time critical matters. The agenda shall be decided by the Chair.

Accountability

The Channel Panel will report to the Prevent Steering Group, Rochdale Borough Safer Communities Partnership, Rochdale Borough Children Safeguarding Partnership and Rochdale Borough Safeguarding Adult Board.

Membership

Details of the current membership of the Channel Panel are provided below. Members will have sufficient seniority to be able to commit resources and take necessary decisions.

The Panel may co-opt additional Members and may do so either generally or for fixed terms or for particular meetings or in respect of particular issues.

There shall be a Chair and Deputy Chair of the Board.



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Post	Organisation
Principal Social Worker & Strategic Safeguarding Lead Adult Services (Chair)	RBC
Head of Service – Children’s Social Care (Deputy Chair)	RBC
Community Cohesion, Resilience and Integration Manager	RBC
Channel Coordinator	GM Channel Team
Chief Inspector / Inspector	GMP
Community Coordinator	RBC
Criminal Justice Mental Health Team Professional	Pennine Care Foundation Trust
Safeguarding Children's Nurse	Pennine Care Foundation Trust
Specialist Nurse for safeguarding Children	Northern Care Alliance
Head of Student Support and Equality	Hopwood Hall College
CTPNW Prevent Officer	GMP
Probation Operations Manager	BRO Cluster, NPS
Equality & Community Cohesion Officer – Early Help & Schools	RBC
Senior Probation Officer	CRC

The Channel Panel Policy will be reviewed annually

Signed		Date
Chair	Jane Timson	
Signed		Date
Deputy Chair	Liz Stenton	



Appendix 1

The Local Authority Chair

The Channel Panel Chair is responsible for:

- having oversight of all Channel cases in their area;
- ensuring that the appropriate representatives are invited to each meeting as panel members;
- establishing effective relationships across statutory agencies to ensure effective co-operation over information sharing and attendance at panel meetings;
- establishing the appropriate support plan for identified individuals by using the expertise of the panel;
- ensuring that risks of persons being drawn into terrorism are identified and are referred to the appropriate agencies for action;
- ensuring an effective support plan is put in place, and that consent is sought from the individual before that plan is put in place; and
- ensuring individuals and/or organisations on the panel carry out their elements of the support plan so that an effective support package is delivered.

GM Channel Team

The Section 36 decision will be taken by the Channel Supervisor in partnership with the Channel Coordinator for their Local Authority area.

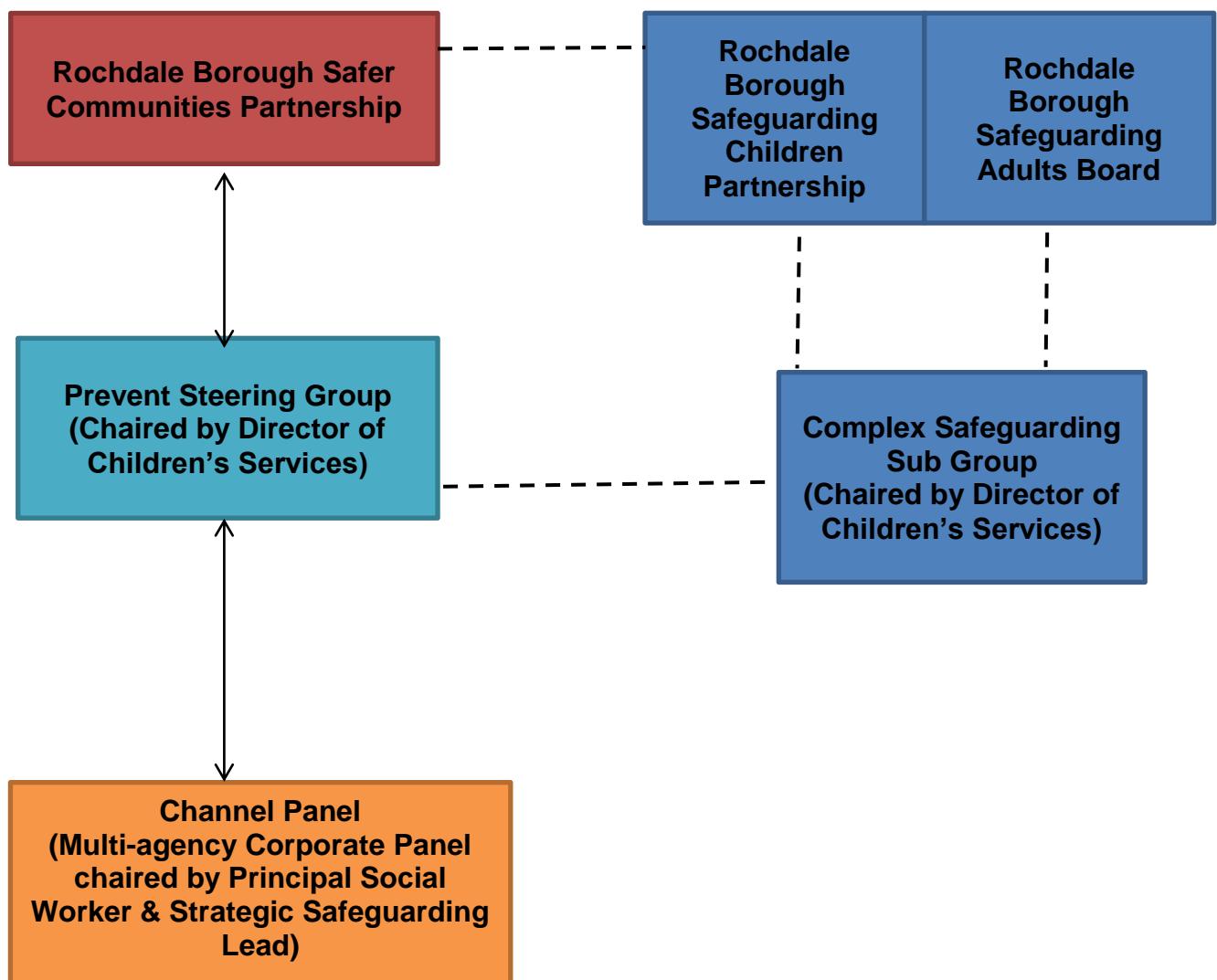
- For cases where it is agreed that it would be suitable for Channel, the case will be heard at the next Channel panel.
- For cases deemed not suitable for Channel following information gathering, the Channel Supervisor will immediately discuss the case with the Police.
- If the Channel Supervisor and Police agree that this is now not suitable for Channel this will be recorded on CMIS as such, and the Supervisor will speak to the local Channel Chair regarding this decision.
- In cases where the Supervisor recommends exiting at S36 stage and the Police disagree, the default will be that the case will be put forward to the next Channel Panel to be discussed.

Panel members

The multi-agency involvement in the Channel process is essential to ensure that vulnerable individuals have access to a wide range of support, from access to specific services provided by local authorities to diversionary activities. Information sharing is an essential part of the process to determine whether an individual requires support, and if so, what that should consist of. Panel members identified by the chair may also be partners of local panels who can provide the most relevant support to address identified needs and vulnerabilities.

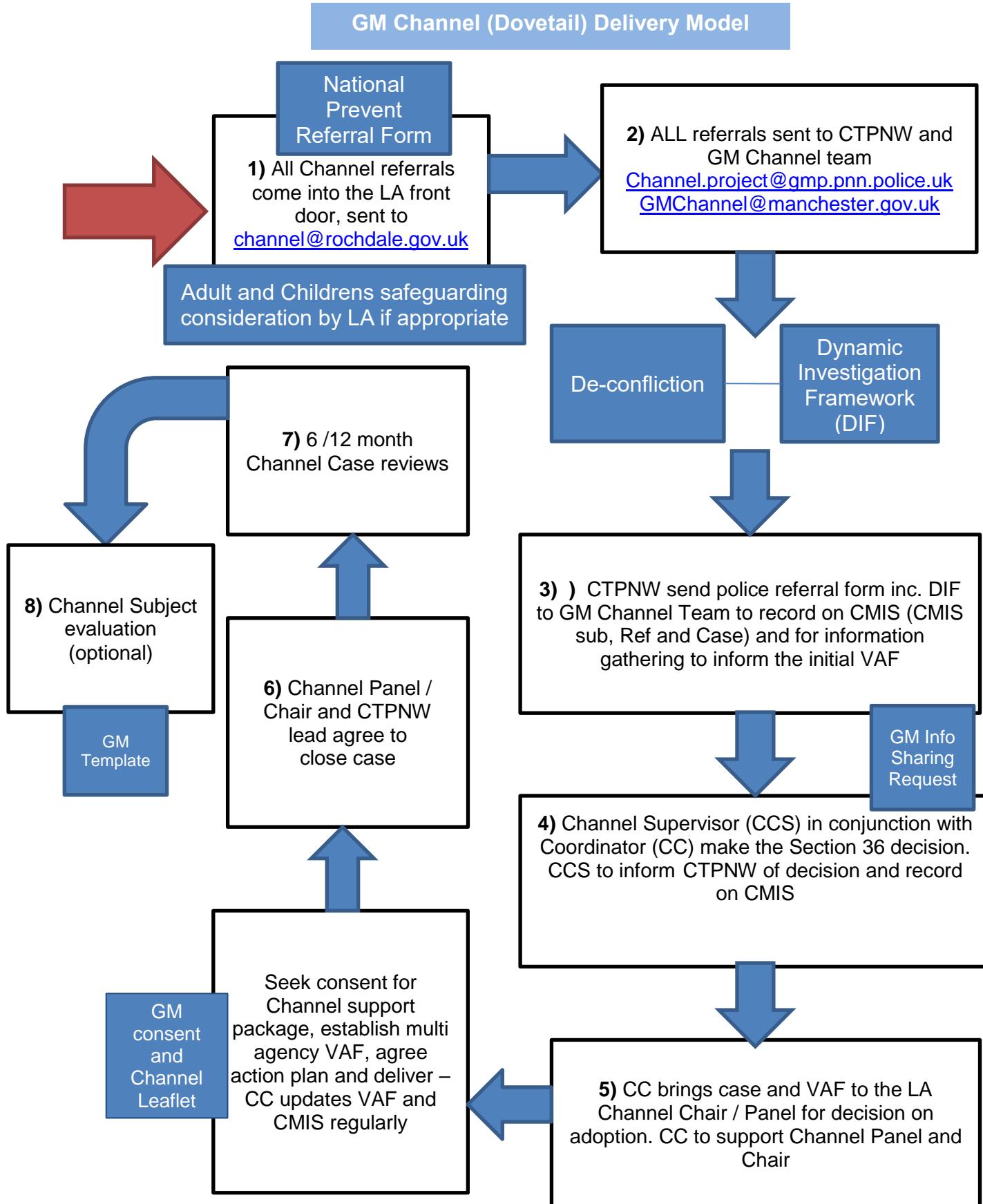
Appendix 2

Governance Arrangements for the Channel Programme





Appendix 3





Appendix 4

Prevent Referral Form

This form is designed to help articulate a safeguarding concern under Prevent – where you are worried that an individual is at risk from Radicalisation.

Complete as much of the form as you are able; doing so will help you assess the level of risk, and start to identify the correct response as required.

If you wish to discuss your concern please contact:-

RBC Principal Social Worker and Safeguarding Lead
01706 922927

Or

RBC Community Cohesion, Resilience and Integration Manager
01706 925141

Or

Channel Coordinator (Rochdale, Oldham & Stockport)
0161 227 3545 (between the hours of 9am-5pm)

**If you feel the risk is high or time critical please contact GMP
on 101 or in an emergency 999.**

Please Note:

This form is designed to be a start-point for referral sharing across all public sectors.

This form is not intended to replace any existing forms or procedures, but may be useful to help to refresh what may be currently available to you.

Please also be aware of local or sector-specific guidelines for the sharing of information where appropriate.



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OFFICIAL – SENSITIVE (ONLY WHEN COMPLETED)
DATA PROTECTION ACT & POLICE INFORMATION MANAGEMENT POLICIES APPLY

REFERRAL PROCESS

By sending this form you consent for it to arrive to both your dedicated Local Authority safeguarding team & Prevent policing team for a joint assessment. 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: **Channel@Rochdale.Gov.uk**

INDIVIDUAL'S BIOGRAPHICAL & CONTACT DETAILS

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

DESCRIBE CONCERNS	In as much detail as possible, please describe the specific concern(s) relevant to Prevent.
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Please Describe

FOR EXAMPLE:

- How / why did the Individual come to your organisation's notice in this instance?
- Does it involve a specific event? What happened? Is it a combination of factors? 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?
- Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism? Consider any extremist ideology, group or cause, as well as support for "school-shooters" or public-massacres, or murders of public figures.
- Please describe any other concerns you may have that are not mentioned here.

COMPLEX NEEDS	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?
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Please Describe



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ROCHDALE
BOROUGH COUNCIL

FOR EXAMPLE:

- 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 **Safeguarding Considerations** below).
- Please describe any other need or potential vulnerability you think may be present but which is not mentioned here.

OTHER INFORMATION	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..
Please Describe	

PERSON WHO FIRST IDENTIFIED THE CONCERNs

Do they wish to remain anonymous?	Yes / No
Forename:	Referrers First Name(s)
Surname:	Referrers Last Name
Professional Role & Organisation:	Referrers Role / Organisation
Relationship to Individual:	Referrers Relationship To The Individual
Contact Telephone Number:	Referrers Telephone Number
Email Address:	Referrers Email Address

PERSON MAKING THIS REFERRAL (if different from above)

Forename:	Contact First Name(s)
Surname:	Contact Last Name
Professional Role & Organisation:	Contact Role & Organisation
Relationship to Individual:	Contact Relationship to the Individual
Contact Telephone Number:	Contact Telephone Number
Email Address:	Contact Email Address

REFERRER'S ORGANISATIONAL PREVENT CONTACT (if different from above)

Forename:	Referrers First Name(s)
Surname:	Referrers Last Name
Professional Role & Organisation:	Referrers Role / Organisation
Relationship to Individual:	Referrers Relationship To The Individual
Contact Telephone Number:	Referrers Telephone Number
Email Address:	Referrers Email Address

RELEVANT DATES

Date the concern first came to light:	When were the concerns first identified?
Date referral made to Prevent:	Date this form was completed & sent off?

SAFEGUARDING CONSIDERATIONS

Does the Individual have any stated or diagnosed disabilities, disorders or mental health issues?	Yes / No
Please describe, stating whether the concern has been diagnosed.	
Have you discussed this Individual with your organisations Safeguarding / Prevent lead?	Yes / No
What was the result of the discussion?	



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Have you informed the Individual that you are making this referral?	Yes / No
What was the response?	
Have you taken any direct action with the Individual since receiving this information?	Yes / No
What was the action & the result?	
Have you discussed your concerns around the Individual with any other agencies?	Yes / No
What was the result of the discussion?	

INDIVIDUAL'S EMPLOYMENT / EDUCATION DETAILS

Current Occupation & Employer:	Current Occupation(s) & Employer(s)
Previous Occupation(s) & Employer(s):	Previous Occupation(s) & Employer(s)
Current School / College / University:	Current Educational Establishment(s)
Previous School / College / University:	Previous Educational Establishment(s)

Please email your completed form to:- Channel@Rochdale.Gov.UK

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

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.

Do NOT Password Protect or Encrypt this document when submitting

**OFFICIAL – SENSITIVE (ONLY WHEN COMPLETED)
DATA PROTECTION ACT & POLICE INFORMATION MANAGEMENT POLICIES APPLY**



Glossary of Terms

Term	Meaning
Extremism	Defined in the 2011 Prevent strategy as 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, whether in this country or overseas.
Interventions	Projects intended to divert people who are being drawn into terrorist activity. Interventions can include mentoring, counselling, theological support, encouraging civic engagement, developing support networks (family and peer structures) or providing mainstream services (education, employment, health, finance or housing).
Prevention	in the context of this document means reducing or eliminating the risk of individuals becoming involved in terrorism. Prevent includes but is not confined to the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.
Radicalisation	The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
Safeguarding	The process of protecting vulnerable people, whether from crime, other forms of abuse or (in the context of this document) from being drawn into terrorist related activity.



References

Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism

Statutory guidance for Channel panel members and partners of local panels.
Published by HMO Government in April 2015.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf

Other Useful Guidance

The Prevent Strategy, 2011

<https://www.gov.uk/government/publications/prevent-strategy-2011>

CONTEST: the United Kingdom's strategy for countering terrorism

<https://www.gov.uk/government/publications/counter-terrorism-strategy-contest>

Prevent duty guidance

<https://www.gov.uk/government/publications/prevent-duty-guidance>

England:

Working together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Keeping Children Safe in Education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Care Act 2014:

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Care Act 2014 Statutory Guidance:

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>



Data Sharing – Guidance on the Law

https://ico.org.uk/media/for-/documents/1068/data_sharing_code_of_practice.pdf

<https://www.gov.uk/government/publications/data-sharing-guidance-for-local-authorities>

Confidentiality Code of Practice

<https://www.gov.uk/government/publications/confidentiality-nhs-code-of-practice>

National Data Guardian (Caldicott)

<https://www.gov.uk/government/organisations/national-data-guardian>

Information sharing advice for safeguarding practitioners

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

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