



# 2024/2025 KENT AND MEDWAY CHANNEL PANEL GUIDE FOR PRACTITIONERS

Preparing  
professionals  
engaged in the  
Channel Panel  
process



## OFFICIAL

This document is for the use of professionals involved in, and specifically working with professionals engaged in the Channel Panel process. It is not for general dissemination or to be used as a public information sheet.

# BEFORE THE CHANNEL PANEL:

## What is expected from you before the Channel Panel...

Prior to the Channel Panel you will receive an electronic invitation stating the date, time, location and named individual to be discussed. We require you to confirm your attendance, or the professional who will be attending in your absence. In accepting this invitation you are agreeing to the confidentiality statement terms and conditions. Please do not dial in without accepting this invitation as you will not be admitted.

For panel to run efficiently and effectively, information will need to be gathered and brought to panel by yourself. You may be asked questions relating to the individual, you/your organizations' relationship to that individual, alongside other relevant information. This could include but is not limited to

- Substance Misuse
- Emotional/Physical Health
- Influence to support an ideology from other people or via the internet
- Anti-social behavior
- Personal or political grievances
- Cultural Factors, Living Arrangements,
- Education/work
- Family Relationships, Behavior
- Friendship and social dynamics

You will be sent an Information Gathering (IG) form from Counter Terrorism Police Southeast (CTPSE) – the Counter Terrorism Case Officer (CTCO) prior to panel which will need to be completed and sent back to Counter Terrorism Police Prevent Colleagues within 5 working days, in accordance with the Home Office guidelines. The information provided should be accurate and may require communication with other professionals that you work with.



**Even if you have referred the individual to Prevent, we still require you to complete the Information Gathering form to ensure all data and information is accurate and up to date.**

# GOT A QUESTION?

**You can contact the Kent and Medway Prevent and Channel Manager – [jess.harman@kent.gov.uk](mailto:jess.harman@kent.gov.uk) or [prevent@kent.gov.uk](mailto:prevent@kent.gov.uk)**

For all Education settings you can also contact your relevant Prevent Education Officer (PEO) who will be able to assist with any questions or support you may need;

**[Rachel.murray@kent.gov.uk](mailto:Rachel.murray@kent.gov.uk) – South and East Kent; and**

**[Sally.Green2@kent.gov.uk](mailto:Sally.Green2@kent.gov.uk) – West and North Kent and Medway.**

- All referrals are assessed thoroughly by Police to determine the best course of action.
- Currently any Education referrals not suitable for Channel, are shared with the PEO's and the Prevent Channel Manager to offer support to the setting and enhance training delivery.
- All referrals are valued, however where cases are not suitable for support within Channel, they will be referred to more suitable agencies.

## CHANNEL PANEL DAY

### What to expect at panel....

The Channel panel is held virtually via Microsoft Teams. A diary invite will be sent to you prior to the panel date with full joining details. If you have any specific requirements or require reasonable adjustments to be made please contact the prevent team at the earliest notice.

On accepting the diary invite to attend panel you will also be agreeing to the terms of the attached confidentiality declaration attached to the invite – please read the confidentiality declaration attached to the diary invite to familiarise yourself with the terms.

An anonymised PAF (Prevent Assessment Framework) will be circulated in full to panel members relevant to the case by the Channel case officer before meetings so that all relevant panel members can contribute their knowledge, experience and expertise.



The Channel case officer will provide a verbal summary of the referral to the Channel panel based on the information gathered from panel partners and the outcome of the Prevent assessment.

Panel day runs at a stringent timescale due to the volume of cases being discussed. Please join the virtual call at the time allocated promptly. We endeavour to keep to schedule, however in some instances there may be delays due to unforeseen circumstances.

On joining the call you are required to use the chat function to enter your name, job title and organisation. You will be asked to identify yourself verbally if this is not done. You may need to remain in the lobby in case the previous case has overrun. You will also be asked to turn your camera on for the initial introduction.



**Ideally you should be connecting to the Panel using headset/headphones, not allowing others to view your screen and ensuring your contributions are not overheard by others**

**Also please ensure that devices such as Alexa, Siri and/or Google Home are switched off to ensure that any information is not inadvertently recorded.**

**Please ensure general etiquette throughout the meeting – mute your speakers on joining the call and use the ‘hands up’ function if you would like to speak.**

**Do not put any identifying information relating to the individual in the Teams chat function.**

The Channel panel consists of standing members from **Kent County Council (KCC), Medway Unitary Authority, Health, Mental Health Services, Kent Police, Social Care, Probation, Counter Terrorism Police South East and the Kent and Medway Prevent Team.** The Counter Terrorism Case Officer will present the case in hand and the Panel Chair will subsequently look to attendees to present the information that they have.



**Individuals being discussed do not attend Channel Panel and may not be aware they have had a Prevent referral at this point. If a case is adopted by panel members, consent is then sort from the individual or parent/guardian.**

# ALL CHANNEL ATTENDEES WILL COLLECTIVELY ASSESS THE RISK AND DECIDE WHETHER;

- Is the individual vulnerable and susceptible to being radicalised
- Should they be adopted to the Channel Panel
- Develop the most appropriate support plan for the person concerned
- The individual may also be referred to a different support mechanism
- The individual should be exited from the process.

N.B It is imperative that everyone contributes to the discussion to ensure a fully informed and transparent process.



## WHAT'S NEXT?

When a referral is first presented for consideration, the Channel panel must decide whether or not to adopt. This should include the adoption of cases while a person's consent for support is being secured, or where further information gathering is being undertaken. A decision on case adoption must be made. Decisions must not be deferred, nor referrals held for a period of 'monitoring' by panels without adoption.

Where a decision is made to adopt, the most appropriate agency should be identified to seek consent to access Channel support and panel can begin considering the provision of support aligned with the susceptibility assessment/PAF. Where this involves under 18s, the consent of their parent or guardian is required.



Where consent is secured, the panel will develop a support plan and sequence support interventions to reflect both need and risk. There is a clear expectation that Channel cases remain open until either of the following:

- The panel deems that the terrorism susceptibility and risk has sufficiently reduced to warrant exit
- The terrorism risk has increased and the case is escalated to the police for consideration
- Consent to access support is not secured or is withdrawn

During the panel discussions, you may have actions from the meeting that will need to be completed by yourself or your organisation. Please ensure that you communicate any outcomes of these **prior to the next Channel Panel** – all completed action info to be sent to the Kent and Medway Prevent and Channel Manager, CTCO, and Prevent Business support.

When assessing terrorism vulnerability, susceptibility and risk, consideration should be given to contextual safeguarding principles, and the full range of relevant indicators, influencing factors and relationships that may have an impact on a person's level of risk, individual agency, and any associated vulnerabilities. This may include direct contact with extremists, community, family influences or the influence of wider networks, such as materials sourced via online or social media platforms. The panel should consider alignment and co-ordination with other support structures, available to address wider safeguarding needs (e.g. Multi-Agency Risk Assessment Conference or a child in need plan), though these should be in parallel with rather than in place of Channel.



# AFTER THE CHANNEL PANEL



## What to expect after the Channel Panel process...

After the Kent and Medway Channel Panel, the Chair will review the minutes to ensure accuracy of actions and new information noted at panel. You will receive a copy of the case discussion notes via email and be expected to undertake any actions assigned to you within a timely manner. We only send minutes to those individuals or organisations who attend the panel. If you are unable to attend but would like a record of the minutes, please can you email the Kent and Medway Prevent team to request a copy – [prevent@kent.gov.uk](mailto:prevent@kent.gov.uk)

If the case is ‘adopted’ under Channel, your attendance to subsequent panels may be required. If the case is ‘exited’ from Channel a review will take place at 6 and 12 months respectively. You may be sent an Information Gathering form at the 6/12 month period in order for the Prevent team to establish any risk/vulnerability/susceptibility. If there is a need to review the case earlier, you may be contacted for information or to attend panel.

Channel Panels occur at least once a month, however, if there are further updates or emerging information that the Prevent team should be aware of, in between panel meetings for any adopted cases, please update the team as soon as possible. This is due to the urgency to assess the susceptibility, vulnerability and risk. On occasions, there may be a need to arrange an additional/ exceptional panel to collectively review the risks.

**For further information on the CHANNEL process please visit:**

**[Channel Duty Guidance Gov.uk](#)**

**[Report radicalisation or extremism \(Prevent\) - Kent County Council](#)**

**[Prevent duty guidance: England and Wales \(2023\) - GOV.UK](#)**  
**[. \(www.gov.uk\)](http://www.gov.uk)**

**<https://www.kscmp.org.uk/procedures/prevent>**

**[What is Channel? - Educate Against Hate](#)**

**[The Prevent Duty In Education - KELSI](#)**

**Contact the Kent and Medway Prevent team; [prevent@kent.gov.uk](mailto:prevent@kent.gov.uk)**

# Frequently Asked Questions:

## Q. What is Channel?

A. Channel focuses on providing support at an early stage to people who are at risk of radicalisation, supporting terrorism or committing terrorist acts. Section 36(1) (a) and (b) CTSA 2015 relates to a Channel panel in England and Wales, which should be a multi-agency partnership having the specific functions set out in section 36(4). Channel uses a multi-agency approach to:

- identify people at risk
- assess the nature and extent of that risk
- develop the most appropriate support plan for the person concerned

Channel is a confidential, voluntary, multi-agency, safeguarding programme that supports children and adults of all ages who are vulnerable and Susceptible to radicalisation.

It works in a similar way to processes designed to protect vulnerable people from gangs, physical abuse, and drug abuse and addresses all types of extremism, including the extreme-right and Islamist-related extremism.

People become radicalised when background factors, together with radicalising influences combine during a period in a person's life where there is an ideological opening and, crucially, where there is a lack of protective factors.

Channel provides early support for anyone who is at risk of radicalisation, supporting terrorist organisations, or committing acts of terrorism, regardless of age, faith, ethnicity or background. People can receive support before they begin on, or once they are on a trajectory towards participating in terrorist related activity. Cases should not be adopted onto Channel where no such terrorism concerns exist.

## Q. What is the purpose of the Channel Panel?

A: The purpose of the Channel Panel is to safeguard individuals vulnerable to radicalisation, by providing 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.

## Q: Can I tell the individual that they will be discussed at panel?

A: It is not mandatory for the individual or family concerned to be informed about the Channel Panel at the initial stage of discussion. However, as participation in Channel remains voluntary, section 36(4)(b) of the Counter Terrorism and Security Act requires consent to be given by the individual (or their parent/guardian in the case of a child), when a case is adopted, and in advance of support measures.



# Frequently Asked Questions:

## Q: What does it mean if a case is adopted?

A: The panel have found the individual concerned to be vulnerable to radicalisation and interventions and support will be offered to the person/s with their consent. "Where the individual has a need for theological/ideological support, Home Office approved intervention providers must be commissioned to mentor them. The mentoring aims to increase theological understanding and challenge extremist ideas where they are used to legitimise terrorism."

## Q: Why do you need to gain consent for interventions to be undertaken if there is clearly a risk?

A: Under the Prevent Statutory guidance, an individual has the right to be informed of the Channel process and verbal or written consent, must be attained by themselves (if over 18), or their parent or guardian. All individuals who receive support through Channel must be made aware that they are receiving this as part of a programme to protect people from being drawn into terrorism; what the aims of the process are; and what to expect. Where someone does not wish to continue with the process, it may be appropriate to provide alternative support through other mainstream services, such as Children or Adult Social Care services. For more information on consent guidance please contact [prevent@kent.gov.uk](mailto:prevent@kent.gov.uk)

## Q: If I am on annual leave and/or cannot attend panel, what should I do?

A: We understand that at times, individuals cannot attend panel. If this is the case, it is imperative that someone else from your organisation attends on your behalf to ensure that the full range of an individual's vulnerabilities can be discussed, and expert advice sought from attendees. Please ensure whoever is representing has adequate information to be able to contribute to the panel discussions. Please note: Overall attendance at panel is reported at the Prevent Duty Delivery Board (PDDDB) which is attended by senior representatives of statutory agencies.

## Q: I have never been to a panel, what advice can you give me?

A: The Channel Panel is a professional safeguarding meeting structured similarly to other safeguarding meetings that you may have attended. Please ensure you bring all the relevant information that you have recorded about the individual.  
Don't be nervous! The panel is not there to assess you, but to gather as much information from you as possible, it is not a test!

# Frequently Asked Questions:

## Q: What is an Intervention Provider (IP)?

A: An IP is a Home Office funded individual who can work on a 1-2-1 basis with the individual offering their professional knowledge and or lived experiences for mentoring and theological guidance.

## Q: I have heard of Prevent and Channel but I am not entirely sure what my role in the process will be?

A: You may have undertaken training/CPD in Prevent and for most people, attending panel may be a new experience. If you do not feel confident about Prevent, please ensure that you undertake your organisations' mandatory training which will upskill you on the Governments' Prevent Strategy and the Channel process, allowing you to be prepared for the panel. Alternatively visit [gov.uk](http://gov.uk) for the Prevent Training catalogue of resources.

## Q: I have completed the training and I am still confused, what can I do?

A: Please contact your Prevent lead within your organisation or contact a member of the Prevent team [prevent@kent.gov.uk](mailto:prevent@kent.gov.uk) . For all education settings please contact – your Prevent Education Officer.

Details can be found: [The Prevent Duty In Education - KELSI](#)

## Q: Can I discuss the case with my colleagues?

A: You will have to electronically agree to the terms of a confidentiality agreement, as the information discussed is OFFICIAL sensitive. This means that you should only discuss the case and details if there is a need to and with prior written consent from the Channel Panel.

## Q: After I receive the minutes of the Channel Panel, can I upload them on to our organisations' system for our records?

A: As the information discussed at the Channel panel is OFFICIAL sensitive, panel meetings can be uploaded for your organisations record, but should be password protected and comply with GDPR regulations. A record of these minutes should only be accessible by relevant professionals and not routinely across the organisation.

# Frequently Asked Questions:

## Q: Why am I being asked to engage with this individual rather than the Police?

A: Our emphasis in Kent and Medway is around handling cases of Prevent concern as sensitively and proportionately as possible, and in line with wider safeguarding practice. In line with this approach, where there is a professional (be that a Teacher, Social-Worker, youth worker or other) who has an existing relationship with an individual who has been referred to Prevent, we try to make use of these links to ensure consistency and assess that this approach may be in the best interests of the individual especially those that are deemed vulnerable

## Q: What support should I as a professional receive before engaging with the individual?

A: In all cases where a professional is being asked to engage with a vulnerable individual around Prevent concerns, either as part of the assessment process, or to seek consent from them for interventions the following steps will be taken:

- A pre-contact meeting with relevant colleagues from the Kent and Medway Prevent Team as well as the local Counter Terrorism Prevent Police team, to discuss the intended outcomes of the contact, and to answer any questions or concerns they might have.
- A clear outline of the nature of the concerns that have been raised in the Prevent referral, along with disclosure of any other information that might be relevant to their engagement will be discussed.
- The option to request the presence of a member of the local Prevent Police team to support their visit if they wish

Finally, whilst it should be stressed that the vast majority of Prevent/Channel individuals do not pose a risk of harm to any professional, the professional will be supported by the Prevent Police team to undertake any personal risk-assessment that is required for the visit as part of their existing procedures or approach

## Q: What happens if the individual refuses to give consent for Channel?

A: The professional must make a note of this refusal at the time and ensure that this is recorded on a relevant database/system attached to the relevant organisation. Where an individual refuses to consent to support or intervention under Channel, then consideration of their case will go back to the next meeting of the multi-agency Channel Panel. Where consent has been refused, the case will be closed to the Channel process by that Panel

# Frequently Asked Questions:

## Q: What should I explain about the Channel process in Kent and Medway ?

**A:** That Channel Panel is the name for the multi-agency Panel of professionals who are responsible for assessing and managing referrals under the Prevent Duty. The Panel is chaired by a senior manager from the local-authority, and contains a range of statutory partners including representatives from Social Care, health, education, the Probation Service and the Police. The Panel will consider the risks and/or vulnerabilities that have been identified in the referral, and are responsible for identifying and offering the support or interventions necessary to address those concerns

## Q: What types of support might be offered through the Channel process in Kent and Medway?

**A:** This varies significantly on a case-by-case basis. The Panel is responsible for identifying the risks and vulnerabilities/Susceptibilities that may be contributing to the assessed vulnerability/susceptibilities to radicalisation, and will then identify the most appropriate form/s of support that might address these. Some of this support may come from existing statutory provision (where the relevant thresholds have been met), whilst other support may be drawn from non-statutory and/or community organisations. In each case, the specific type of intervention &/or support being proposed will have been identified and explained in detail to the professional before they engage with the individual, so they will be aware of the nature, scope, and purpose of the support that they are being asked consent for

## Q7: What are the key points about the Channel process that I should emphasise?

**A:** In terms of the outcome of the Channel process for the individual, it should be noted that their engagement with the process and the support/interventions offered through it will not lead to any form of criminal record and will not show on a DBS check, so it will not impact on their future job or life prospects. The individual can also be assured that their details, and their engagement with the Channel process, is never disclosed publicly. The individual should also be reminded that their participation in the Channel process does not imply that they have committed wrongdoing or are engaged in criminality of any kind. The support should specifically be framed as part of an early intervention safeguarding response that is intended to ensure that they do not get drawn into any criminality or harm in the future through grooming or exploitation by extremists

# Frequently Asked Questions:

**Q: What happens about any remaining risks where consent for Channel is refused?**

**A:** Where the Panel identified safeguarding concerns/vulnerabilities through their assessment, no interventions would take place unless the risk of harm triggered a different statutory threshold (e.g. child protection procedures or similar), in which case upon closure of the Channel case an appropriate statutory referral onwards would be made. Any statutory safeguarding interventions would be subject to existing legislation and thresholds, and on the basis of assessment by the relevant partner. In relation to any radicalisation/counter-terrorism risk that remains unaddressed at the point of closure to the Channel process, the responsibility sits with the Counter Terrorism Prevent Police team to determine what actions to take to resolve those concerns outside of the Channel process

**Q: Can an individual withdraw their consent for Channel intervention?**

**A:** Yes. The individual has a right to withdraw their consent to the proposed support / intervention at any time if they wish to. To do this, they need to either inform a professional working with them, or contact their Prevent Counter Terrorism Case Officer.

**Q. How is personal data shared and stored?**

**A:** Channel is a multi-agency, safeguarding scheme, and all partners must fully contribute to the process to ensure its effectiveness. This requires proportionate and appropriate information sharing to be undertaken between partners to build an accurate picture of the vulnerabilities of a person and how best to reduce them.

Any personal data collected as part of the Channel assessment is stored according to GDPR guidelines <https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/adult-social-care-and-health/kcc-channel-panel-privacy-notice>

**Q: What happens after the individual is exited from the process?**

**A:** A review will be undertaken at 6 and 12 months, however, if required, the case can be reviewed earlier. If you/your organisation has any information which is relevant, but the individual has been exited, please ensure you share your concerns with the KCC Prevent team and Counter Terrorism Policing as soon as possible so risk/vulnerability can be assessed in a timely manner.



# Relevant Contact Details:

To make a referral for Kent and Medway visit - Report radicalisation or extremism (Prevent) - Kent County Council

All referral forms must be sent back to [preventreferrals@kent.police.uk](mailto:preventreferrals@kent.police.uk)

To speak with the Kent and Medway Prevent team contact; [prevent@kent.gov.uk](mailto:prevent@kent.gov.uk)

If you are concerned about any individual who you believe is being radicalised contact the prevent team or if it is an emergency call 999.

To report illegal or harmful information, pictures or videos you've found on the internet that promote terrorism or extremism contact;  
<https://www.gov.uk/report-terrorism> where you can make your report anonymously.

## Where to get more information:

- You can read more about Prevent and Channel on the Kent Safeguarding Children multi-agency partnership website.
- You can read about Prevent in schools on the Kelsi website.
- To understand the support Prevent can offer go to the ACT Early website.
- Find out more about Prevent on GOV.UK.

# Abbreviation References:

CP – Channel Panel

HO – Home Office

CIN - Child In Need

MARAC - Multi Agency Risk Assessment Conference

CP - Child Protection

CTP – Counter Terrorism Police

CTPSE – Counter Terrorism Police South East

CTCO – Counter Terrorism Case Officer

PEO – Prevent Education Officer

PCEO – Prevent Community Engagement Officer

IP – Intervention Provider

IG – Information Gathering

PAF – Prevent Assessment Framework

PMCTe – Police Management Case Tracker

CTSA – Counter Terrorism Security Act

PDDb – Prevent Duty Delivery Board

KCC – Kent County Council

MUA – Medway Unitary Authority

CDG – Channel Duty Guidance

PDG – Prevtn Duty Guidance

KELSI – Online resource for educational professionals in Kent