

Channel Panel Procedure

Responsibilities and Duties

Colour key:

<i>Prevent Coordinator & Channel Chair (this is a dual role fulfilled by the Community Cohesion and Integration Officer)</i>
<i>Agency / individual making a referral</i>
<i>Member of Channel Panel</i>
<i>CT Policing, West Midlands CTU South Hub, (West Mercia)</i>
<i>Counter Terrorism Unit</i>

Actions	Responsibilities and Duties
1	Referral made by agency or individual by completing standard referral form and returning to the Channel Police Practitioner (CPP) at Counter Terrorism Unit, West Mercia Police: email prevent@westmercia.pnn.police.uk
2	The CPP cross checks information with police intelligence and if necessary contacts the referral organisation to discuss further The CPP uses the Vulnerability Assessment Framework (Appendix G) to determine the level of risk and vulnerability of the individual referred If CPP assessment is that the case is no or low level risk, no formal referral to Channel Panel will be made. Feedback given by CPP to the referral organisation. If the information received shows a vulnerability which is not related to extremism or terrorism then the case is not suitable for Channel, and the case will be referred to a more appropriate support service.
3	If the CPP assesses that an individual should be subject to a Channel Panel meeting, he / she will contact the Local Authority Channel Panel Chair.
4	Local Authority Channel Panel Chair will inform Channel Panel partners and share confidential information appropriately. The aim is twofold, for partner members of Channel to review their records for any information relating to the named person and to enable members to understand the issues prior to the Channel Panel meeting.
5	Depending on when the information is requested, it should either be provided to the CPP through secure means or brought to a Channel Panel meeting.
6	Consent to be sought from person referred to Channel, that they are willing for that process to take place. If the person is under 18, consent is sought both from the person and their parent/guardian. It is best practice to discuss who the best person to seek consent will be. While having consent is strongly recommended, not having consent will not stop the Channel process from taking place.
7	Channel Panel Chair to ensure that meeting agendas sent out one week in advance, identifying those cases to be considered. Only those who have information which is relevant to the individual cases will be invited to attend the meeting and be party to the minutes.

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8	The CPP will bring the referral form to the meeting, together with an assessment of case gathered from any police intelligence and local information already provided.
9	A joint decision concerning the most appropriate form of support is made, and signed up to, by the panel members.
10	If funding is required to resource specialist support, this can be requested by the CPP through Regional funding.
11	If referral refuses the support or if the person did not give consent and refuse to engage, consideration will be given by the CPP as to whether the case is suitable to be discussed in a Police Led Partnership meeting
12	Once the most appropriate support is agreed and is being delivered to the at risk person, the Channel Panel members have the responsibility to review progress on a monthly basis. The panel will consider advice from the IP on changing the type of support, stopping the support or other recommendations made.
13	Once adequate progress has been made and it is deemed the individual is no longer a CT/DE risk, the case is closed by the panel and signposted to suitable continuing support if appropriate. A review of the individual is conducted after 6 and 12 months.