

# PREVENTING RADICALISATION RESPONSIBLE VENUE HIRE GUIDANCE

## SUFFOLK GUIDANCE FOR PREVENTING RADICALISATION IN COMMUNITY VENUES 2024

Across Suffolk we want to ensure that residents who access community venues enjoy the services and facilities without fear of intimidation, harassment, extremist or threatening behaviour. This guidance is not a definitive list but should be followed - along with your venue policy and risk assessment - to mitigate the risk of undesirable bookings in accordance with the Prevent Duty (Section 26 of the Counter Terrorism and Security Act 2015).

# # ASK ASSESS ACT SUFFOLK

### **PURSUE**

To stop terrorist attacks happening in the UK or against UK interests overseas

### **PROTECT**

To strengthen protection against a terrorist attack

**THE UK'S  
COUNTER  
TERRORISM  
(CONTEST)  
STRATEGY IS  
MADE UP OF 4  
DIFFERENT AREAS**

### **PREVENT**

To stop people becoming terrorists or supporting terrorism.

### **PREPARE**

To minimise the impact of an attack and reduce the likelihood of further attacks

# THE PREVENT STRATEGY HAS THREE SPECIFIC STRATEGIC OBJECTIVES

1

To tackle the ideological causes of terrorism

2

To intervene early to support people susceptible to radicalisation

3

To enable people who have already engaged in terrorism to disengage & rehabilitate

## ABOUT THIS GUIDANCE

One way that Prevent seeks to tackle the ideological causes of terrorism is by limiting exposure to radicalising narratives, both online and offline, and to create an environment where radicalising ideologies are challenged and are not permitted to flourish.

All venues run by Local Authorities are expected to have measures in place to ensure their facilities are not exploited by radicalisers. This will include a statement within their venue hire policy that makes it clear to the hirer that it is not to be used by any groups or speakers in support of any extremist ideology.

This guidance is aimed at helping you to assess the potential for any risks that need to be managed when taking venue bookings or hiring speakers. It will not apply to all situations or events but provides a starting point to identify and address concerns where you're unsure about an organisation, group or individual. This guidance is not a definitive list and should be followed alongside your venue hire policy and risk assessment

## **ASK** WHO IS BOOKING THE EVENT?

- Ask for their name and any associated names they operate under.
- Ask if the person making the booking is doing so for themselves/their organisation or are they doing this on behalf of someone else and/or in partnership with another organisation.
- Ask for their address and a phone number. Ask for details of the individual or organisation's website and associated websites.
- Ask for the profile names of the social media accounts used by the individual or organisation.
- Ask for a Company Registration Number or Registered Charity Number.

## **ASK** WHAT IS THE EVENT PLANNED?

- Ask about the name of the event, its theme, agenda or content covered.
- Ask about who the speakers will be, including any attending remotely.
- Ask about who will be attending, including numbers.
- Ask for details of how the event will be promoted, including copies of flyers/posters etc.
- Ask if the event is open to the public or ticket only.
- Ask what media will be present and if the event will be filmed.
- Ask why they have chosen your venue. Is it for capacity, local interest or another reason?

## **ASK** THE INDIVIDUAL/ORGANISATION MAKING THE BOOKING IF THEY HAVE READ AND AGREED TO YOUR VENUE POLICY?

- Ask if they have read and agreed to your venue hire policy.
- Ask if they implement a policy that promotes equality and diversity and challenges all forms of discrimination.
- We would recommend you adopt the following 2 points into your existing booking procedures:

**1**

The Hirer acknowledges that the (name of organisation) has a duty under Section 26 of the Counter Terrorism and Security Act 2015 in the exercise of its functions to have "due regard to the need to prevent people from being drawn into terrorism (the "Prevent Duty"). The Hirer shall ensure that it uses (venue name) in such a way as to satisfy the Prevent Duty

**2**

The Hirer must ensure that the venue is not used by any groups or speakers in support of any extremist ideology

## ASSESS

### DO AN OPEN SOURCE INTERNET SEARCH

Under GDPR (UK data protection), any searches you complete must be managed appropriately and sensitively ensuring data sharing agreements are adhered to. You must also take reasonable steps to avoid committing an offence under either Civil or Criminal Law, this is known as 'due diligence' by carrying out appropriate checks that any individual or groups are not associated with or holding extremist views

- Conduct a search for any information regarding the event/individuals or organisation.

## ASSESS

### CHECK THE ORGANISATION/GROUP/INDIVIDUAL/KEY SPEAKERS WEBSITE & SOCIAL MEDIA CHANNELS

- Is the information up to date?
- Is the phone number and address the same as the details you have been given?
- Are there any blogs, posts, video clips, or articles about the organisation/group/individuals?
- Is there any evidence or information to suggest that the organisation, individual or groups has promoted messages of hate or intolerance towards and groups that are protected under the [Equality Act](#).

## ASSESS

### CHECK THE LIST OF TERRORIST GROUPS

- Check the [list of terrorist groups](#) and organisations banned under UK law.

**1**

If the checks have been completed and **no risk** or threat has been identified and you are satisfied, approve the booking and communicate the following statement

**2**

If there is a reputational **risk** to our organisation, we have the ability to withdraw from the contract and cancel the booking of the event

**3**

If you have approved a booking and on the day of the event you have **concerns** follow our **RESPOND** checklist

If there is an immediate threat and an emergency, call 999

If you are suspicious, you can report the event to:  
**National Anti-Terrorist Helpline**  
on: 0800 789 321

**Police on 101 asking for Suffolk Prevent Team.**

**4**

If you have **concerns** during the booking process, follow our **PREVENT** checklist

Further checks can be made to ensure the speakers / organiser have not been banned or prohibited from speaking elsewhere: [Gov.uk](https://www.gov.uk) [List of terrorist groups and organisations banned under UK Law](#)

If the booking is made through a third party such as event management organisations you could check whether they know the client.

If the booking is for a charity you could check the charity number of the organisation with the [Charity Commission](#)

You could ask for a reference from a venue provider who has previously allowed them to host an event

If you have information about suspicious activity or behaviour report it: Report terrorist or extremist content online – [Action Counters Terrorism \(campaign.gov.uk\)](#)

## FINDING OUT MORE

Further information about how we work in partnership to safeguard our communities can be found at [Preventing Radicalisation Suffolk County Council](#)

Report terrorist or extremist content online [Action Counters Terrorism](#)

For further information about this guidance or for training enquiries please contact [community.safety@suffolk.gov.uk](mailto:community.safety@suffolk.gov.uk)

## DEFINITIONS

**Extremism:** 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.

**Open-source internet search:** a search on the internet accessing information freely open to the general public

**Radicalisation:** is the process by which a person comes to support terrorism and extremist ideologies

## USEFUL LINKS

Home Office Prevent training at [www.gov.uk/guidance/prevent-duty-training](http://www.gov.uk/guidance/prevent-duty-training)

Action Counters Terrorism (ACT) Awareness e-Learning package at <https://www.protectuk.police.uk/catalogue>

Prevent Duty 2023 guidance at <https://www.gov.uk/government/publications/prevent-duty-guidance>

Prevent Duty Toolkit for Local Authorities 2023 at <https://www.gov.uk/government/publications/prevent-duty-toolkit-for-local-authorities>

Counter Terrorism Strategy (CONTEST) 2023 at <https://www.gov.uk/government/publications/counter-terrorism-strategy-contest-2023>