

National Referral Form (NRF) Guidance Notes

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An updated national referral form has been introduced to ensure more comprehensive and consistent information is captured from those making referrals.

A copy of the form is available on these webpages:

[West Sussex County Council Prevent Pages](#)

[West Sussex Safeguarding Children Partnership webpages](#)

[West Sussex Safeguarding Adults Board Website](#)

The new form encourages colleagues submitting referrals to provide as much information as possible about their concern to ensure that an effective assessment of the Prevent risk can be made. These are the key updates in the new Prevent NRF:

- Though the form has been updated the Prevent referral process remains the [same](#) and so please continue to follow the process within your organisation.
- The new form is longer than previously to allow better information gathering and ensure effective decision making. This enables any safeguarding concerns to be addressed by the appropriate team and ensures colleagues making referrals are prompted to provide detail they may not have thought relevant.
- The questions and terminology have been updated to reflect an updated understanding of susceptibility to radicalisation and to encourage the referrer to consider behaviours and circumstances which could form part of the concern.
- The gov.uk e-learning [Prevent training](#) covers the National Referral Form and will support people to understand how to make a referral. The Countering Extremism Team continue to provide training which includes updated focus on the new referral form. For more information contact prevent.training@westsussex.gov.uk
- It is recommended that local authorities have a dedicated Prevent section on their websites and are encouraged to host the RIRF there.
- Colleagues are encouraged not to leave gaps, but there is no requirement to complete every part of the form. Professionals do not need to seek information they don't already have nor to investigate but are encouraged to use the '[notice check share](#)' process. Where you do not know information 'Not Applicable' or 'Not Known' is sufficient.

- Members of the public should contact [Act Early](#) if they are concerned. The NRF form is intended for use by 'specified authorities (i.e. local authorities, schools, police, colleges, universities).
- Please note that sections 3 (Relevant or concerning behaviours you have noticed) and 4 (Additional factors) are for information gathering only. They will enable officers to better understand the wider context. Referrers are not expected to investigate or provide insight into what these factors may mean. These behaviours and factors are not necessarily indicators of radicalisation but can provide valuable background information.
- The form is consistent with government accessibility guidelines which also means that it is now longer.

If you would like to discuss a concern prior to completing the form, or have any questions relating to a referral please contact:

Sussex Police Prevent Team

Email: SussexPrevent@thamesvalley.police.uk

Or the Countering Extremism Team:

Email: prevent@westsussex.gov.uk