

St Laurence Church of England Primary School	
Name of policy:	Counter Terrorism including Run, Hide, Tell
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The threat from terrorism is serious, but it is important to keep it in perspective. This threat comes principally from DAESH (also known as ISIL), Al Qaida, and groups and individuals who can be directed, encouraged or inspired by them. The level of threat is complex and ranges from crudely planned attacks to sophisticated networks pursuing ambitious and coordinated plots. Queen Anne's staff need to be aware to help prevent such an attack and prepared in case of such an attack occurring whether conducted by pupils, staff or members of the public.

Prevent Duty

St Laurence Primary School is committed to safeguarding and we recognise that it is a key role of the school to support children and that school may provide stability in the lives of children who may be at risk of radicalisation. We also recognise that our pupils can be vulnerable and exploited by others. Staff will be alert to the signs of vulnerability and/or susceptibilities to any extremist indoctrination.

Staff acknowledge the need for a culture of vigilance to be present in the school to support safeguarding. This includes awareness and sensitivity to attitudinal changes of pupils, which may indicate they are at risk of radicalisation. The content of this policy will be available to staff, pupils and parents.

This policy is to enable staff to recognise and report suspicious activity, and to understand what action should be taken in the unlikely event of such an incident.

The Designated Safeguarding Lead (DSL) is responsible for all child protection. This is the first point of contact for any child, staff, or parents who believe that their child or any staff member is at risk of radicalisation.

The DSL will advise and act upon all suspicion, belief and evidence of all reported cases of radicalisation and keep the Executive Headteacher informed of all actions unless the Head is the subject of a complaint.

In this situation, where an allegation or complaint is made against the Executive Headteacher, the person receiving the allegation should immediately inform, the Chair of Governors, without first notifying the Executive Headteacher who will then liaise with LADO (Local Authority Designated Officer). In the Chair of Governors' absence, the Vice Chair and Link Governor for Child Protection, should be contacted.

Staff may also contact the Anti-Terrorist Hotline on 0800 789 321.

Measures Taken to Aid the Prevention of Radicalisation:

Staff Checks

All staff are subject to a series of checks before they can commence work at St Laurence Primary School. For further details, please see Recruitment and Selection Policy Procedures.

Information Security

For further information on filtering of websites containing radicalised or extreme material, please refer to the IT Policy.

Confidential waste should be disposed of safely to prevent access to data. St Laurence Primary School has a shredder in the Office. Please use this for all confidential waste, this includes but is not limited to anything with; a pupil's name (former or current) staff names and numbers, personal information of any sort.

Threat Level

The Terrorism threat level is set by the Joint Terrorism Analysis Centre and the Security Service (MI5). Currently (May 2016) the threats are:

International threats:

The threat to the UK (England, Wales, Scotland and Northern Ireland) from international terrorism is severe.

Northern Ireland-related threats:

The threat to Great Britain (England, Wales and Scotland) from Northern Ireland-related terrorism is substantial.

Prevention of Acts of Terrorism against St Laurence Primary School

Hostile Reconnaissance

It is unlikely that the school will become a target for any attack without some reconnaissance being carried out by the attacker beforehand. Therefore, it is imperative that staff wear their badges at all times, and that we challenge any person not wearing their badge. A robust security culture makes us harder to target and could put off potential attackers.

External doors should not be propped open. All school door codes are confidential.

If a member of staff loses their keys, they should inform the School Business Manager immediately.

Actions to be Taken in the Event of a Terrorist Threat or Attack

Suspicious Mail or Deliveries

Staff should be aware of any post that they receive in to the school. Deliveries could be explosive, incendiary, chemical, biological or radiological.

If a suspicious parcel is found or received, it should be reported to the Head of School immediately. The school may be evacuated; however, in the immediate instance the room should be evacuated. The staff who reported the item should stay on site and make themselves available to the Police or Army.

Suspicious Items

You are best placed to identify an item which is 'not right'. If you think an item is suspicious, don't just dismiss it. In the result that a suspicious item is found in any school building the person finding the item must immediately contact the Head of School. If the item is found in a classroom, the member of staff in charge should get the children to leave the classroom immediately. The item must not be touched.

Phones in the surrounding area must immediately be placed onto flight mode and a distance of 20 metres should be cordoned off around the item. Two way radios should not be used near the item. If possible, the person finding the item should photograph the item. Try and note the following details:

What	What is it? Size? Components, Description?
Where	Where is it? Exact location. Can you draw a map? Is it marked
When	When was it found? Has anyone moved or touched it?
Why	Why do you think it's suspicious? Are there any potential targets?
Who	Who are the witnesses? Keep them available.

If required, the fire alarm will be sounded by setting off the nearest call point and the building evacuated. Children and staff will be guided away from the suspect item. The police will be called and will need to speak to the staff member who found the item. You must make yourself available. The Head of School will be on hand to guide police or army to the location of the item. Plans of all buildings (where available) will be available in the Fire Box to the Police/Army.

If a suspicious item is found the evacuation point will be on the playground. We will not be using the Car Park, as often terrorists have been known to place a secondary device in such locations.

The School gates will be closed until the police arrive.

In the case of an extended evacuation, the Head of School may decide to use Charles Hill or St Luke's Church. Disabled Visitors/children or Staff will be advised of their own Personal Emergency Evacuation Plan (PEEPS).

Bomb Threat

If a bomb threat is made against the school, the Head of School will make a call as to whether it is genuine threat or a hoax. In either instance, the staff member receiving the call must listen carefully. Get as much information as you can:

- Male/Female
- Age
- Do they sound familiar?
- Do they have an accent?

Copies of a guide for what information to seek are available and are at the end of this policy.

After receiving a call, the Head of School should be informed immediately. A decision will then be made as to what is the best course of action. If it is considered genuine, the police will be called and the school evacuated. The staff member receiving the call **must** stay on site and be prepared to speak to the police when they arrive.

Marauding (Firearms or Weapons) Attack

A marauding attack is a one or multiple people who are armed. In the unlikelyhood that a marauding attacker is spotted, the school will go into Lockdown. You may not get a Lockdown notification but you must follow the steps listed below. Your first priority should be to yourself and any pupils in your care.

All staff should follow the 'Stay Safe' principles of Run, Hide, Tell.

Run

Escape if you can
Think about the route that you are taking
If it is not safe, HIDE
Insist others come with you, but do not stay behind if they refuse.
Leave all belongings behind.

Hide

If you can't run hide
Find cover (bullets can go through glass, brick, wood and metal, but not substantial brick work like in the Main School)
Don't look for the attacker if you can see them, they can see you. Silence your phone and turn off vibrate Lock or barricade yourself in. Move away from the door.
Be aware of your exits.

Tell

All staff should be prepared to call 999.
Location – where are the attackers?
Direction – where did you last see the attackers?
Description – Describe the attacker, numbers, features, weapons, clothing etc
Further information – Casualties, type of injuries, building information, entrances, hostages
If safe, stop other people entering the building.

Notes:

It is likely that the police will send an armed response make sure you:

Follow the officers' instructions

Remain calm

Can you move to a safe area?

Keep your hands in view

Be aware that the police may aim their guns at you, treat you firmly, question you, be unable to distinguish you from the attacker.

The police will evacuate you when it is safe to do so.

If you are involved in a terrorist attack while on a school trip

Before departing on any trip a full list of all pupils involved must be left with the School Office. Please make every effort to contact the school and explain what has happened, where, who is safe and who is unaccounted for. You must follow any instructions issued to you by the Police or Army.

After Effects

The priority after any incident will be to get the school back up and running, and the restoration of normal school life as soon as possible. However, St Laurence Primary School acknowledges that not all injuries will be physical and will work to make sure that all pupils and staff are fully supported.

Bomb Threat Checklist

This checklist is designed to help staff deal with a telephoned bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat Record the EXACT wording of the threat.

If you can ask the following questions:

- Where is the bomb right now?
- When is it going to explode?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?

- What is your telephone number?

About the caller:

Sex of caller?	Age?	Nationality ?
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Also think about:

Language, eg...	Caller's voice , eg...	Background sounds, eg...
Well spoken?	Calm/Angry?	Street noises?
Irrational?	Laughter?	PA systems?
Offensive?	Disguised?	Office noise?
Taped or read?	Accent?	Traffic?

Anything else you noticed?

Time of Call? Number call received on?

Length of the Call:

After the call finishes the Head of School should be informed immediately.