

WINTERBOURNE NURSERY & INFANT SCHOOL



ACT OF TERRORISM AND SIGNIFICANT THREAT POLICY

This policy is to be read in conjunction with the following policies: emergency lockdown and evacuation policy, fire safety policy, extreme weather policy

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Winterbourne Nursery and Infant School Act of Terrorism and Significant Threat Policy.

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LEGAL REQUIREMENTS:

- MP has emailed and is awaiting response from appropriate channels –policy will be amended to reflect this information when it becomes available

BACKGROUND INFORMATION: Winterbourne Nursery and Infant School have approximately 482 children on roll who come from the residential areas of Thornton Heath, Norbury and Croydon. Within each year group there are identified pupils with special educational needs, including an enhanced learning provision nursery for 12 pupils.

Context:

Winterbourne Nursery and Infant School recognises that following recent terrorist incidents attacks in the United Kingdom and particularly in London (Westminster Bridge 22/3/2017, Manchester 22/5/2017 and London Bridge/3/6/2017) public organisations and places may be the potential target of an act of terrorism and that we need a planned response in order to keep pupils, onsite visitors and staff safe in the event of a terrorist incident on or near to school premises.

Winterbourne Nursery and Infant School recognises that we also have a duty to protect to our premises, pupils and staff from- and plans to respond to -other significant threats including but not limited to: environmental hazards such as extreme weather events, gas leaks, chemical spills, civil unrest, and criminal activity.

AIMS AND OBJECTIVES OF THE SCHOOL ACT OF TERRORISM and SIGNIFICANT THREAT POLICY:

- To set out a programme of awareness raising on the issue with both staff pupils and parents
- To provide guidance on how acts of terrorism and significant threats should be responded to
- To ensure that all school staff are aware of how to respond in the event of an act of terrorism or significant threat
- To ensure that all pupils are aware of how to respond in the event of an act of terrorism
- To ensure that parents/carers are informed that the school has procedures in place to respond to such an incident
- To ensure that the school takes notice of local and national guidance in relation to these issues

GUIDELINES OF HOW INCIDENTS ARE RESPONDED TO:

- The school will treat seriously all incidents which are brought to the attention of the staff
- Appropriate actions will be taken as outlined below
- A record of the incident will be documented and key witnesses involved will be interviewed and a record made of the following information, the nature of the incident and type of response made, this information will be held according to school policy
- Parents/guardians will be notified and kept informed

IMMEDIATE RESPONSE TO AN ACT OF TERRORISM NEAR OR OUTSIDE OF THE SCHOOL:

- Witness/s will immediately act to make themselves and pupils safe-***see emergency lockdown and evacuation policy***
- Witness/s will immediately inform the front office staff
- Front office staff/ will immediately inform Emergency services
- Front office staff will immediately inform the Headteacher or most senior leader onsite
- Front office staff will inform each class teacher
- Front office will inform WBJG+WBJB's
- All pupils and staff will be kept onsite in their classrooms-all outside activity will be ceased
- No unauthorised people will be allowed access to the school site
- A text will be sent to inform parents/expected visitors to ask them to stay away from the site until further notice
- The Headteacher/SLT will then take further guidance from emergency services

IMMEDIATE RESPONSE TO AN ACT OF TERRORISM INVOLVING AN INDIVIDUAL OR GROUP SEEKING TO PHYSICALLY ATTACK PUPILS OR STAFF ONSITE:

- Witness/s will immediately act to make themselves and pupils safe-***see emergency lockdown and evacuation policy***
- Witness/s will immediately inform the front office staff
- Front office staff will immediately inform Emergency services
- Front office staff will immediately inform the Headteacher or most senior leader onsite
- Front office staff will inform each class teacher
- Front office will inform WBJG+WBJB's
- Staff will not attempt to subdue or intervene in anyway with the attackers
- Each class will enter a "lockdown"-***see emergency lockdown and evacuation policy***

IMMEDIATE RESPONSE IN THE EVENT OF A DIRECT BOMB THREAT BOMB THREAT

Instructions

In the event of a bomb threat, the person receiving the threat should:

1. Stay calm and listen.
2. Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
3. Ensure that any recording facility is switched on.
4. When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
5. Immediately report the incident to the headteacher and/or the SLT to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said. (*checklist available – appendix 1*)
6. Make notes for the police. Do not leave your post – unless ordered to evacuate – until the emergency services arrive.

Follow bomb evacuation procedures if:

- the threat is aimed directly at the building
- a threat is received elsewhere and passed on to you by the police
- discovery of a suspicious item in the building (perhaps a postal package, an unclaimed holdall or rucksack)
- discovery of a suspicious item or vehicle outside the building
- an incident to which the police have alerted you.

Suspected letter or parcel bombs:

In the case of suspected letter or parcel bombs – follow evacuation procedures.

See Appendix 2 –post and deliveries

Things to consider:

A general rule of thumb is to find out if the device is external or internal to your premises. If it is within the building you may consider evacuation, but if the device is outside the building it may be safer to stay inside.

If an evacuation route takes people right past a suspect device outside your building, or through an area believed to be contaminated, evacuation may not be the best course of action.

In these cases follow the lockdown procedure.

Responsibilities

We have the responsibility to implement the actions required of this plan, including:

- ensuring that all employees are aware of this plan; its contents and the actions to take if a security incident were to take place;
- make decisions, based on the information available at the time, as to whether to evacuate or not;
- devise, implement and maintain a building evacuation plan;

- ensure that the police and the other schools on site are informed of any actions we may take;
- make the decision, in consultation with others, to re-occupy the premises following evacuation;
- arrange staff training;
- ensure that any incident is reported to the Headteacher and/or Deputy Headteacher.

IMMEDIATE RESPONSE TO AN ACT OF TERRORISM OR SIGNIFICANT THREAT INVOLVING AN EXPLODING OR CHEMICAL HAZARD ON OR NEAR TO SCHOOL PREMISES:

- Witness/s will immediately act to make themselves and pupils safe-***see emergency lockdown and evacuation policy***
- Witness/s will immediately inform the front office staff
- Front office staff/ will immediately inform Emergency services
- Front office staff will immediately inform the Headteacher or most senior leader onsite
- Front office staff will inform each class teacher
- Front office will inform WBJG+WBJB's
- All pupils/staff will evacuate to Thornton Heath Recreation ground if it is safe to do so depending on advice given by the emergency services
- Depending on the details and information of the threat the Headteacher or SLT in charge may give specific instructions in real-time that reduce any risk to staff and pupils for example different ways of exiting the school may be considered to maximise the distance between any potential hazard and our pupils and staff
- If safe and appropriate to do so staff and pupils will evacuate- ***see emergency lockdown and evacuation policy***

IMMEDIATE RESPONSE TO AN ACT OF TERRORISM THAT OCCURS ON OFFSITE PROVISION OR DURING A SCHOOL OUTING

- Accessing the provider's emergency plan will be part of the risk assessment and pre visit work
- Pupils and staff will follow the onsite procedures
- Staff member in charge will notify school immediately

IMMEDIATE RESPONSE TO AN ACT(S) OF CIVIL UNREST OR CRIMINAL ACTIVITY THAT CONSTITUTE A SIGNIFICANT THREAT ON OR NEAR TO SCHOOL PREMISES:

- Staff will not attempt to subdue or intervene in anyway with the attackers
- Witness/s will immediately act to make themselves and pupils safe-*see emergency lockdown and evacuation policy*
- Witness/s will immediately inform the front office staff
- Front office staff will immediately inform Emergency services
- Front office staff will immediately inform the Headteacher or most senior leader onsite
- Front office staff will inform each class teacher
- Front office will inform WBJG+WBJB's
- Each class will enter a "lockdown"-*see emergency lockdown and evacuation policy*

IMMEDIATE RESPONSE TO A FIRE ON SCHOOL PREMISES:

- *See fire safety policy*

IMMEDIATE RESPONSE TO AN EXTREME WEATHER EVENT ON SCHOOL PREMISES:

- *See extreme weather events policy*

INFORMING PUPILS STAFF AND SHARING INFORMATION:

- Evacuation procedures will be shared and practiced with pupils
- Assemblies and class based lessons will be used to present this information in a child friendly and sensitive manner
- Annual training sessions for staff will be scheduled and staff will be updated throughout the year with any changes as they occur and are incorporated into this policy and procedures
- The policy will made available be on the school website
- a meeting will be held to take on board and parents/carers views
- All parent's/carers will be informed via letter

THE ROLE OF OUTSIDE AGENCIES:

- Local police and fire departments will be consulted and any advice given incorporated into our policy and response strategies
- The school will adhere to any guidance provided by the local authority or DFE in this regard when it becomes available

EVALUATION, MONITORING AND REVIEW:

- Drills similar to fire drills will be undertaken on a **termly basis?**

- The Headteacher will evaluate the schools effectiveness in responding to the drill and any remedial actions will be taken
- Possible success indicators which will indicate the effectiveness of the strategies include the speed of evacuation of site, the speed of lockdown procedure, the communication and actions of key individuals in coordinating the response
- The policy will be reviewed bi-annually or as such time as local or national guidance becomes available

Appendix 1 - BOMB THREAT CHECKLIST

THIS FORM SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP

Date and time of call:

Duration of call:

Name of person taking the call:

Location of bomb:

About the caller:

Sex:

Nationality/Regional accent:

Estimated age:

Tone of voice, i.e. scared, excited, upset, aggressive, calm:

Background noises, i.e. cars, people, music, machinery

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Remarks or code words used:

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Other relevant information, including name and contact details if given:

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Signature of call taker:

Print name:

Time and date:

Appendix 2 – Post and deliveries

Train staff who open significant volumes of post to do so with letter openers and with minimum movement, to keep hands away from noses and mouths and always to wash their hands after such work. Staff should not blow into envelopes or shake them.

Encourage regular correspondents to put their return address on each item, and in particular to provide advance warning of unusual items can help reduce false alarms.

Possible indicators that a delivered item may be of concern

Many of these indicators are quite general. One alone will not necessarily constitute a cause for concern. Their individual relevance will vary with context, e.g. from organisation to organisation, and in light of the current threat and response level. Any suspicions should be considered in combination with a good risk assessment.

General Indicators:

- unexpected item, especially if hand delivered
- a padded envelope ('Jiffy Bag') or other bulky package
- additional inner envelope or other contents that may be difficult to remove
- labelling or excessive sealing that encourages opening at a particular end or in a particular way
- oddly shaped or lopsided
- envelope flap stuck down completely (normally gummed envelope flaps leave slight gaps at edges)
- marked 'to be opened only by..' 'personal' or 'confidential'
- item addressed to the organisation or a title/post (rather than a specific individual)
- unexpected or unusual origin (postmark and/or return address)
- no return address or return address that cannot be verified
- poorly or inaccurately addressed
- address printed unevenly or unusually
- unfamiliar writing or unusual style
- unusual postmark or no postmark
- more stamps than needed for size/weight of package
- greasy or oily stains emanating from within.

Additional explosive or incendiary indicators:

- unusually heavy or uneven weight distribution
- small hole(s) in envelope or wrapping.

Additional CBR indicators:

- powders, liquids or odours emanating from package
- wrapping stained by liquid leakage
- unexpected items or materials found in package on opening (loose or in a container): powdered, crystalline or granular solids; liquids; sticky substances or residues
- unexpected odours observed on opening
- sudden onset of illness or irritation of skin, eyes or nose