



Redroofs

School for the Performing Arts

Counter Terrorism Policy including Dynamic Lockdown Procedures

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. Redroofs School for the Performing Arts staff need to be aware to help prevent such an attack and be prepared in case of such an attack occurring whether conducted by pupils, staff or members of the public.

Prevent Duty

Redroofs School for the Performing Arts 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 Co-Directors informed of all actions unless either is the subject of a complaint.

In this situation, where an allegation or complaint is made against one of the Co-Directors, the person receiving the allegation should immediately inform, the School Management Team, without first notifying the Co-Directors, who will then liaise with LADO (Local Authority Designated Officer).

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 Redroofs School for the Performing Arts.



Redroofs

School for the Performing Arts

Information Security

Confidential waste should be disposed of safely to prevent access to data. Redroofs has a shredder in the front office and the accounts office. Please use these 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 (March 2017) 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 Redroofs School for the Performing Arts

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 challenge any person not wearing a visitor's 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 Management Team 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 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.



Redroofs

School for the Performing Arts

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 Site Manager or one of the Co-Directors. If the item is found in a classroom the member of staff in charge should get the pupils 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 found the Site Manager and/or Co-Directors will decide the best course of action. If required, the fire alarm will be sounded by setting off the nearest call point and the building evacuated. Pupils and staff will be guided away from the suspect item. The police will be called and will need to speak to the staff member or pupil who found the item. You must make yourself available to guide police or army to the location of the item.

The School gates will be closed until the police arrive.

Bomb Threat

If a bomb threat is made against the school the Site Manager and/or Co-Directors 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 Site Manager/Co-Directors 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.



Redroofs

School for the Performing Arts

VBIEDs Vehicle-borne improvised explosive devices.

VBIEDs can cause a large amount of damage.

Staff noticing any suspicious cars on site should inform the Site Manager and/or Co-Directors immediately. A decision will be made for the best course of action and if necessary the Police called. If an evacuation is carried out, you will be advised where to go.

Search Plan

If required, the school will be searched. Each area must be searched by two people working together. By separating the areas, the search can be conducted more quickly and by staff who know the building very well. Staff should not conduct the search alone but find another staff member to help you. Staff finding anything suspicious, must leave it in situ and report the item to the Site Manager and/or Co-Directors who will make the decision on the best action to take. Under no circumstances should the item be moved. Please follow the instructions under Suspicious Items.

Depending on the location of any threat, the Site Manager and/or Co-Directors may decide to move the Assembly Point. You will be advised where to go in this instance. You should continue to evacuate to the new location in a calm manner and ask the pupils to move in silence.

Marauding (Firearms or Weapons) Attack

A marauding attack is a one or multiple people who are armed. In the unlikely event 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.



Redroofs

School for the Performing Arts

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.

Getting the message out:

You may not get a Lockdown notification but you must follow the above steps.

If and when the school can, it will send out an email to all staff explaining that the school is in Lockdown. Any staff off site must stay off site. Do not return to school. Trips should not return but should follow the procedures below.

If possible we will advise staff what to do but all staff need to be prepared to act alone and to make the necessary decisions for their own and pupils safety.

If you are off site during an attack

You will be informed and advised whether it is safe or not to return to school. If not, you must find a safe place and remain to look after all pupils in your care. Staff off site without any pupils in their care should wait for further information. Depending on the extent of the threat please be advised that you may not be able to return to site. You will need to consider your options in advance and have a plan for yourself. The school will not be able to advise you in this circumstance.

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. Your Crisis Management plan should be put into action.



Redroofs

School for the Performing Arts

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, Redroofs School for the Performing Arts acknowledges that not all injuries will be physical and will work to make sure that all pupils and staff are fully supported.

All information given to the press and other outside bodies will be managed by the Co-Directors only

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?

Also think about:

Language, eg...
spoken?
Irrational?
Offensive?
Taped or read?

Caller's voice , eg...
Calm/Angry?
Laughter?
Disguised?
Accent?

Background sounds, eg... Well
Street noises?
PA systems?
Office noise?
Traffic?



Redroofs

School for the Performing Arts

Anything else you noticed?

Time of Call?

Number call received on? Length of

the Call:

After the call finishes the Headmistress/Director of Finance and Administration should be informed immediately