

Visits and Threat from Terrorism

Your employer should be your first source of advice. This document contains practical advice and is aimed at helping employers and schools in the decision-making process.

Learning Outside the Classroom (LOtC) has a vital part to play in meeting the demands of the National Curriculum and in achieving the goal of preparing young people effectively for life beyond school. Statistically LOtC activities are, and remain, very safe. Good planning and management, and professional decision making will help to ensure that they remain so. At the time of writing there is no formal Government advice against school trips.

The threat level for international terrorism in the UK is currently 'Severe'.

Our current general advice is to continue as planned, but:

- keep an eye on the news for any changes;
- continue to be especially vigilant, and undertake due diligence and dynamic risk assessment;
- avoid any areas which the Police state to avoid;
- ensure that you have a 'Plan B' in place for the activity/visit, if necessary.

Attached is:

- Some practical advice for school trips.
- The National Guidance document on 'Visits and threats from terrorism' – taken from www.oeapng.info
- The National Police Chiefs Council's 'Run, Hide, Tell' advice.

Clive Atkins CMIOSH, MIIRSM
Outdoor Education Adviser
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Terrorism: Some practical advice for school trips

- Stay alert to local and national news before and during the visit. For overseas visits, maintain an overview of the Foreign & Commonwealth website: www.fco.gov.uk
- Consider increasing supervision ratios from normal arrangements. If, for example, groups of students are allowed to spend periods of time indirectly supervised by staff, consider removing this freedom.
- Avoid congregating longer than necessary inside entrances and foyer areas at major public sites, eg. stations, museums, sports stadiums, concert halls, land-side at airports, etc.
- Consider carefully the relative benefits of visits to religious or political venues, and events that could be considered higher risk.
- Assess the needs of younger pupils and SEN students, and their ability to react and respond to dynamic situations.
- Be especially vigilant in crowded places such as shopping centres and travel hubs.
- Remind students to remain vigilant and alert, reporting anything suspicious to staff.
- Ensure that students and staff are aware of the 'Run, Hide, Tell' guidance (attached), issued by the National Police Chiefs' Council.
- Brief participants as to what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and may include contact telephone numbers for staff – but remember that mobile phones may not work in the immediate hours after an incident.
- Each member of staff should carry an attendee list with all participant details, including medical conditions and next of kin contacts.
- Consider providing all participants with a printed emergency contact card with the school's landline telephone number on it, and provide space for them to write down their own home landline number.
- Carry water and snacks on visits in case of travel disruption and long delays - especially in warmer months or climates.
- Carry additional personal and group medication in case of long delays.
- Consider the implications of an enforced overnight stay.
- Ensure that your Senior Management Team and home contacts have access to all available information (itineraries, venues, registers, letters to parents, etc.), for example, via a secure on-line educational visits management system.
- Ensure that you have contingency plans ('Plan B') in place for the activity/visit.



<http://oeapng.info>

Frequently Asked Questions – Visits and the threat from terrorism

What should we do about visits given the current threat of terrorist attacks?

The current global situation means that the possibility of being close to, or caught up in, a terrorist attack is a risk faced by us all. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way. To provide some perspective - the UK government identifies five levels of threat from 'low' to 'critical'. Since 2006, when this level was first published, it has never been below 'substantial' – the middle level.

The understandable anxiety of parents, teachers, children and young people is particularly heightened following an incident. As part of the response to staying vigilant and carrying on as normal, it is important to decide about each visit on its merit. The following guidance for visit planning explains how we may reduce our vulnerability while carrying on as normally as possible.

When planning any visit consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack.

It is sensible to:

- Be aware of the latest news relating to your destination
- In the UK know the current threat level (available at: <https://www.mi5.gov.uk/threat-levels>.)
- When travelling abroad check the FCO website www.fco.gov.uk in the early stages of visit planning, at regular intervals and immediately prior to leaving.
- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans.

When visiting crowded places such as a major city, venue or event, where the risk of attack may be greater, consider within your planning:

- Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.
- How to minimise waiting time at busy venues. Where to wait and gather for head counts.

- How to minimise queuing times (such as not carrying unnecessary items) to speed up search and entry.
- Are staff phones charged and numbers shared?
- Do all leaders have all group information? Will they be spaced apart?
- A contact card for all participants giving a number to call if separated from the group, and the name and telephone number of the establishment
- How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option. Are you aware of alternatives and can you access emergency funds to pay for them?
- Do you need to leave the site immediately with the crowd at the end of the visit event?
- The possibility of an enforced overnight stay and what this might entail – for example do you need a reserve of any critical medication?
- How the leadership team might manage an enforced group split.

During the visit:

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- Be aware of the possibility of suspicious items. (See point 5 the 4Cs - <https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>). You may need to copy and paste this link into your browser to make it work.
- When staying at any place for more than 30 minutes, identify emergency meeting points in case the group is forced to move and becomes split.
- Avoid congregating too long around entrances to major public sites.
- At ports and airports don't linger unnecessarily on the public side of security screening.
- Be aware of the 'Stay Safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers (see point 2 in 'recognizing the terrorist threat': <http://tinyurl.com/pp4fxmu>)
- The experience of the National Counter-Terrorism Security Office is that **decisive leadership is key.**

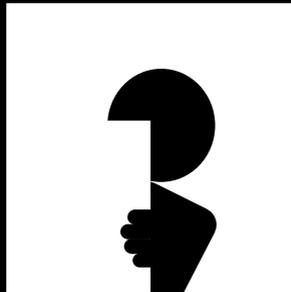
The website of the National Counter-Terrorism Security Office:

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>. If this link doesn't work, try <http://tinyurl.com/o5qjkvs>, or copy and paste the link into your browser.



**IN THE RARE EVENT OF
a firearms or weapons attack**

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

RUN HIDE TELL



At the moment, the issue of terrorist attacks is regularly in the news. But it's been on our agenda for much longer.

The police and security service have been working constantly to foil terrorist attacks for years, not months.

But we are not complacent about keeping you safe.

Due to events in the UK and abroad, people are understandably concerned about a firearms or weapons attack. These attacks are very rare but in the event of such an attack, it helps to be prepared.

Remember, attacks of this nature are still very rare in the UK.

So Stay Safe, and just remember the words:

RUN. HIDE. TELL.

To watch the Stay Safe film, visit
www.npcc.police.uk/staysafe

Information is vital. If you see or hear something that could be terrorist related, trust your instincts and call the confidential Anti-Terrorist hotline on **0800 789 321**. Our specially trained officers will take it from there. Your call could save lives.

Always in an emergency, call **999**.