

## Guidance for Trip Leaders: Terrorism and Trips

*The following guidance has been provided by the Local Authority and the Outdoor Education Advisory Panel. Please read through the following points and review the summary in the School's 5 step process as outlined below:*

- Consider increasing supervision ratios from normal arrangements. If for example small groups of older students are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom.
- Stay alert to local and national news before and during the trip.
- Carefully consider the relative benefits of visits to religious or political venues and events that could be considered higher risk.
- Assess the needs of SEND students and their ability to react and respond to dynamic situations.
- Communicate openly with parents/guardians in advance to reassure them that safety is the priority and has been carefully considered by the school. Provide contact details of visit leaders for them to contact during trip
- Remind students to remain vigilant and alert, reporting anything suspicious to staff.
- Remain alert to more 'usual' crime since this remains far more likely than terrorism
- Brief participants in advance that if they are caught up in a security situation, that they should try and get away as quickly but safely from the immediate vicinity as possible, leaving baggage or other belongings behind: wherever possible, they should stay together in a group.
- Brief participants in advance to follow instructions of police or security forces at all times, being mindful that they may be armed and appear more intimidating than they are used to. Officers might be extremely forceful, direct and may even point weapons directly at them and others.
- Brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and contact telephone numbers for staff.
- Remember that mobile phones may not work in the immediate hours after an incident so it is additionally important to designate a meeting location. Consider use of telephone boxes where they still exist for contacting the school. Phone networks were blocked by police in London following the 2005 7/7 attacks but were deliberately maintained by the French police in Paris November 2015.
- Data based communication services such as WhatsApp might work even when voice calls don't, so consider setting up a trip-specific WhatsApp group for communicating in an emergency.

- 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 and any personal medical details, where appropriate.
- Leaders should carry a spare mobile phone (if possible on a different telephone network to the other handset) and spare battery or auxiliary charger. Simple items like a notebook, pen and torch can be really useful too.
- Each Leader should carry a team list with all participant details, including medical conditions and next of kin noted.
- Tell students that if they are separated, to ask for assistance from a police officer or other security official and state that they are a part of a school group. Remind them that police and security forces may be very forceful with the public in the immediate vicinity of an incident: this is necessary until people's identities are confirmed
- Carry water (not just fizzy drinks!) and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates.
- Carry additional personal medication in case of long delays.
- Be additionally vigilant in crowded places such as shopping malls, travel hubs and sports venues.
- Consider changing either the date or visit location to a time or location that carries less risk.

## **Guidance Summary: 5-step Procedure**

1. Take all reasonable and practicable steps to follow the guidance provided above
2. In the unlikely event of an incident taking place, gather the group and RUN, HIDE and TELL.
3. Follow instructions or advice from relevant emergency personnel
4. Contact the school emergency contact to begin coordinating an appropriate response.
5. Provide support to students and colleagues and control the use of social media and communication with home to lessen panic. The school will coordinate an appropriate communication response.

## Action by Trip Leaders in the event of a security alert

**If there is a security alert, you need to take control** (*when this is in a large group situation with other members of the public, it is easy to forget that you might still be able to make or influence decisions. For example, asking a duty manager for further insights or to move to a particular course of action if you suspect more can be done*)

- Control the things you can
  - Can doors be locked?
  - Are there additional emergency exits?
  - Can the group move to a safer location?
  - Discuss plans with another member of staff **before** making decisions
  - If you are on the street, is it safer to be indoors?
  - Move away from large crowded areas
  - Use a map to know your exact location and to plan where to go (*having a map app on your phone is recommended*)
  - Ensure the group are aware of plans
- Things to avoid
  - Do not split up the group