



TyneCoastCollege

PREVENT AND TERRORISM POLICY

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or other languages. Please contact Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact Student Services

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version Number:	Date Reviewed:	Next Review Date:	Revised by:
SEG	3.1	January 2019	January 2022	Business Operations Manager

Impact assessed: Yes

POLICY NUMBER 83

PREVENT AND TERRORISM POLICY

1. Policy Statement

The College is committed to the safety and welfare of all staff, students, visitors and the local community. This commitment covers the pastoral and physical care to ensure threats from terrorism and the causes of terrorism are minimised.

2. Scope

This policy and procedure relates to terrorism; bomb threat; firearms; dealing with suspicious items; the physical security of the college premises, the response to physical threats, and the information and training given governors, staff and students.

The main types of risk: are those which result from violent behaviour improvised explosive devices, knife threat, air rifles and the fear from dealing with suspicious items. Incidents involving Firearms, Shotguns and other explosives devices are real though are of low likelihood.

Exposure – All campus locations

Definitions:

Terrorism. the unlawful use of force and violence against persons or property to intimidate or coerce in furtherance of political or social objectives

Prevent. UK Government initiative to reduce the threat to the UK of terrorism by stopping people becoming terrorists and supporting terrorism.

3. Legislation

This policy complements the college approach to the Equality Act 2010, the Terrorism Act 2000, and includes elements of the Counter-Terrorism and Security Act 2015

4. Responsibilities

Governors have a responsibility to ensure the college has an effective risk assessments, policies and training to ensure the college protects their staff and students

Business Operations Manager is responsible for:

- the development of this policy/procedure and its review;
- the production of the annual TCC risk assessment and 'Counter Terrorism Plan'.

- ensuring the procedure is followed at main reception and that training is provided to all staff involved;
- ensuring recording of all information received where a possible terrorism risk occurs.
- monitoring IT systems for terrorist language used and access to inappropriate websites;
- reporting to SEG all concerns
- providing training to all staff involved with this policy and arrangements;

The Health and Safety Manager or deputy is responsible for ensuring the policy and arrangements meet guidelines defined by the National counter terrorism security office and local counter terrorism officer advice

The Estates Manager or deputy is responsible for:

- the security of the College and all responses necessary to comply with this policy and arrangements;
- monitoring the external speakers that use the College premises who have unsupervised access to students;
- Securing the building during and after evacuation to prevent reoccupation in accordance with advice given by police;
- Monitoring prayer rooms for inappropriate notices/propaganda materials.

All line managers are responsible for ensuring the delivery of the information provided in this policy to their staff and where appropriate their students.

All staff and students are responsible for:

- following this policy/procedure;
- never breaching a cordon;
- never putting themselves into any dangerous position;
- reporting all concerns relating to this policy;
- undertaking the training and learning the information provided by the College to minimise the occurrence of terrorism threats and to provide an effective response should a physical threat exist.

5. Actions to Implement and Develop Policy

5.1 Risk Assessments

The College has created a risk assessment to identify control measures to minimise the occurrence of terrorism threats. (GEN 022 PREVENT Risk Assessment)

Counter Terrorism Plan - The relevant nominated person will produce, develop and review an annual Counter Terrorism Plan. A questionnaire based on advice from The National Counter Terrorism Security Office will be used and completed in conjunction with Business Support Service Heads and the Business Operations Manager.

5.2 Staff training

Staff development training will be undertaken by all staff members to provide and inform them on the College's control measures, and on how students are informed to identify threats to themselves and others

5.3 Staff Information.

Information provided in Appendix 1 must be provided in conjunction with (GEN 022 PREVENT Risk Assessment). Publicity and Propaganda materials to be posted in all corridors and designated classrooms. College nominated PREVENT person to have effective links with named personnel within North and South Tyneside Council, Northumbria Police, BIS FE Prevent Co-ordinator and College networks to keep updated on relevant information.

5.4 Student information.

Students are provided with information and guidance to identify terrorism acts, ideology, and threats through induction and College publicity posters.

5.5 Dealing with the media

Please note that no member of staff other than those authorised should discuss issues associated with terrorism and the College. Always direct personnel from the media to a member of the senior executive group. SEG to follow communication strategy within Business Continuity Plan.

5.6 Dealing with External Speakers

Staff should refer to the "External Speakers/Facilitators Policy" for guidance on external speakers.

5.7 Emergency response

Whereby a bomb threat is received at reception the procedure specified in appendix 2 must be followed else the 'Business Continuity Policy' will be invoked.

5.8 College IT systems used to spread radical views

Internet usage monitored by IT Services. Attempted access to any materials classified as Radicalisation or "Criminal Activity" by the filtering provider will be screened. Where appropriate referral will be made to a PREVENT lead for discussion with the learner or referral to the relevant agency such as local authority or police Counter-terrorism unit.

5.9 Prayer rooms

Prayer rooms monitored daily for inappropriate notices, unauthorised or unacceptable use.

5.10 Internal/External parties informing College Managers of PREVENT concerns

The College must proactively enable staff, students, contractors, visitors, parents, schools or members of the public to inform College Managers of PREVENT concerns: associated with College website/ social media; with activities taking place

within College grounds or close surrounding areas; regarding current or past staff or students. Also see Public Interest Disclosure Policy and Procedure.

College nominated PREVENT person has effective links with named personnel within North and South Tyneside Council, Northumbria Police, BIS FE Prevent Co-ordinator and College networks.

Data protection/confidentiality applies to all informants of disclosed information from a member of staff or external third party (visitors, parents, schools) unless required to report by law.

5.11 Managing College Sub-contractors to ensure bilateral communication of important PREVENT information

Nominated senior manager ensures all sub-contractors have both our PREVENT policy and PREVENT Risk Assessment and ensures they are embedded through partner audits.

5.12 Managing disclosure to authorised bodies

College nominated PREVENT person to have effective links with named personnel within North and South Tyneside Council, Northumbria Police, BIS FE Prevent Co-ordinator and College networks and to inform those external bodies where necessary of PREVENT concerns.

6. Monitoring and Evaluation

- 6.1 All incidents and events that could involve any terrorism threat and occurrence shall be recorded through the recording processes undertaken for students' complaints, and through a secure email address.
- 6.2 The College will respond to all incidents related to this policy in line with the current emergency planning process
- 6.3 Each term the Business Operations Manager will report to SEG on all recorded information received where a possible terrorism risk occurs.
- 6.4 Student attendance monitored by EBS report ATT005

7. Prevent nominated personnel

- 7.1 The Prevent nominated person is the Business Operations Manager.
- 7.2 The nominated person will also be the communication link between other partner agencies, which include North and South Tyneside Council, Northumbria Police and the regional Prevent Coordinator (see <http://www.safecampuscommunities.ac.uk/guidance/regional-coordinators>).

8. Related Policies/Procedures

- Business Continuity Policy/Plan
- E-Safety Policy
- External Speakers Policy
- H&S Policy
- Prayer Room Policy
- Public Interest Disclosure Procedure
- Safeguarding Policy
- Security Policy
- Student Attendance Policy
- Student behaviour Policy
- UKVI Policy

APPENDIX 1. Staff Information

APPENDIX 2. Receiving a Bomb Threat at Reception

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APPENDIX 1. Staff Information

To be read in conjunction with (GEN 022 PREVENT Risk Assessment)

Suspicious activity (what to look out for)

- any behaviour or activity that could be considered inconsistent with location:
- inappropriate interest in security features e.g. CCTV/access points
- people taking pictures, making notes or overtly or covertly
- vehicles parked inappropriately or loitering for longer than necessary with no apparent reasonable explanation
- unexplained multiple visits to the same location
- tests of security - to measure reaction times to security breaches

At the scene of a suspicious item:

- contact Estates Manager, Health & Safety Manager/Officer or Duty Manager to confirm that you believe the item to be suspicious and request their assistance at the location;
- note the items details: size, components, location and any access points, time found, if moved, why it is deemed suspicious and who are the witnesses;
- the appropriate manager will contact a member of SEG to confirm suspicious item is serious enough to propose evacuation;
- member of SEG to make the decision for evacuation;
- clear the area – see minimum cordon distances below;
- contact the police as soon as possible;
- cordon the area off;
- control the cordoned area;
- check for other secondary devices/hazards (with agreement of police);
- if the item is outside move away as far as possible against the wind from the item;
- Police to advise on requirement to contact neighbours.

Minimum cordon distances:

100 metres – briefcase size

200 meters - large items up to motor car size

400 metres – vans and heavy goods vehicles

Evacuation distance for a device of any size – 500-800 metres

Muster points –

Westoe/DWH –

Option 1 - Warn street surgery car park (behind Dean Road)

Option 2 – far side of harton cemetery

Option 3 – Bamburgh pub car park

Option 4 – Mortimer Road primary School fields

MOST/FTC – Little Haven Hotel car park

Jarrow MV – Argos/Morrisons car park Jarrow centre

Coast Road campus/ignite – B&Q car park Middle Engine Lane

Queen Alexandra Campus – Balkwell Community Welfare Association playing fields (access via Heaton Terrace)

TMC – ASDA car park, Benton Lane.

Suspected contaminated mail

if you discover suspect item inside a building and you're concerned that it may contain chemical, biological or radiological material:

- do not shake it, squeeze it or open it
- place it in a transparent, sealable plastic bag or container or cover it (e.g. clothing, paper, waste bin) and do not remove the cover
- turn off air conditioning, fans, photocopiers, printers, computers and heaters
- If contents of the package have spilled on your clothing, carefully remove that piece of clothing. Do not rub your eyes, touch of face or other people. Thoroughly wash your hands on soap and water as soon as possible (if possible do not allow the water to drain away). Place a warning notice on the door.
- close all windows and evacuate the room, close all doors and leave any key in the lock
- avoid other people if you can and isolate, segregate yourself and others who may have come into contact the package
- reassure your colleagues as it is unlikely that the contaminated and they will receive medical treatment if required
- contact emergency services as soon as possible preferably via another member of staff who has not been in contact with the package
- contact senior member of staff including head of estates and health and safety manager

firearms and weapons incidents

firearms and weapons attacks are infrequent, but it is important to be prepared to cope with such an incident. In such an event, STAY SAFE - Run, Hide, Tell.

stay safe

- under immediate gunfire - take cover initially, but leave the area as soon as possible if safe to do so.
- nearby gunfire - leave the area immediately, if possible and safe to do so

run

- ensure any exit route is safe
- don't expose yourself to the attacker
- insist others leave with you
- leave your belongings behind
- do not congregate at evacuation points

hide

- if you can't escape - find cover
- consider locking yourself and others in a room or covered. Barricade the door and stay away from it.

- Silence any sources of noise, such as mobile phones, that may give away your presence and move away from the door and remain quiet

Tell

- contact the police immediately by dialling 999 or via main reception
- the more information you passed to the police the better. I.e. location of incident, entry/exit points, number and description of good men, what they are carrying, type of firearm - long barrelled or handgun, if they are communicating with others , number of casualties /people in the area. Never risk your own Safety or that of others to achieve this
- consider using CCTV or other remote monitoring methods where possible to reduce risk.

Police presence

- initially they may not be able to distinguish College staff from the gunmen
- officers may be armed and point guns at staff
- they may have to treat the public firmly. Follow the instructions; keep your hands in the air and in view
- avoid quick movements towards the officers and pointing, screaming or shouting

Bomb Threat

In the event of a bomb threat, other than at reception, the individual receiving the threat should alert another person of the threat while the caller is on the line, if at all possible.

- Write down as much information obtained from the caller as exactly as possible - use the attached Bomb Threat Call Checklist where possible.
- Keep the caller on the line as long as possible.

While the call is being taken, another person should be alerted. This person should call **999** and state the following :

- "We have received a bomb threat".
- Give your name and title.
- Give the name & address of the specific College site affected, including exact route details.
- Indicate that someone will meet emergency personnel at the main entrance.
- Notify senior members of SEG, the Health and Safety Manager and Estates Manager that **999** has been called and arrange to station someone at the main entrance to direct emergency personnel when they arrive.

After consultation with the police, the Chief Executive/Deputy should determine advisability of evacuating the building.

If a decision is made by the Chief Executive/Deputy to evacuate the building then, communication should be made by **alarm OR word of mouth** depending on the advice received from the Police or Counter Terrorism Security Advisors. Fire Wardens and Marshals should therefore communicate to all to evacuate the building. After assembly personnel should be moved at least 500m from the building.

See muster points above. The assembly points should differ from those normally specified for fire evacuations.

Where a bomb search is considered necessary, the police may request members of staff to accompany them to assist in the identification of unusual or suspicious objects. Staff who have spotted anything unusual or suspicious should report their concerns to the police. **DO NOT TOUCH ANYTHING SUSPICIOUS.**

Re-entry will not be permitted until the bomb squad gives clearance.

APPENDIX 2. Receiving a Bomb Threat at Reception

On receipt of a bomb threat at reception, the reception officer must where possible alert colleagues with a Bomb Threat Card and then record details using the Bomb Threat Call Checklist.

Bomb Threat Card - to be shown by the person receiving the threat to another member of staff. The card should be red in colour, laminated and located in a drawer which should only be used for bomb threats. The card should state the following:

I am currently receiving a bomb threat

contact 999 immediately

then contact:

- Duty Manager or SEG member
- Health and Safety Manager
 - Estates Manager (TCC)

ask to come to reception urgently

Terrorism Evacuation Procedure Card - Whereby the decision is to evacuate then the card must be followed by the person receiving permission to evacuate. The card should be LIGHT BLUE in colour, laminated and located in a drawer which should only be used for bomb threat and terrorism evacuation. The card should state the following:

Terrorism Evacuation Procedure Card

On receipt of permission to evacuate from either Police, member of SEG, Health & Safety Manager or Estates Manager then:

1. Telephone this number:

**7 – STC Campus

**9 – MOST

**8 – Tynemet

**6 – QA

2. State over the phone: “ **Warning this is not a drill. Please leave the premises immediately and do not return until told to do so via the Website main page. Run, hide, tell! REPEAT 3 TIMES**”

3. Then leave the building immediately.

BOMB THREAT CALL CHECKLIST

MAKE THESE NOTATIONS AS SOON AS POSSIBLE DURING OR FOLLOWING COMPLETION OF THE CALL

NOTE EXACT WORDING OF THE MESSAGE – record any mispronunciations

Time of Call		Day of Week		Date		
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QUESTIONS TO ASK CALLER:

When is the bomb going to explode?
Where is the bomb located?
What does the bomb look like?
What kind of bomb is it?
What will cause the bomb to explode?
Who placed the bomb?
Why did you (the caller) put it in the building?
What is your (the caller) name?
What is your (the caller) address?

ADDITIONAL IMMEDIATE NOTATIONS:

Callers telephone number (from display phone, switchboard or 1471):	
Length of Call:	

Sex of Caller:		Age:	
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CALLERS VOICE:

Calm	Laughing	Lisp	Angry	Crying
Rasp	Excited	Normal	Deep	Slow
Distinct	Ragged	Rapid	Slurred	Soft
Nasal	Clearing Throat	Deep Breathing	Loud	Stutter
Cracking Voice	Disguised	Accent	Familiar	

If familiar who does it sound like?	
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BACKGROUND NOISES:

Traffic	Factory Machinery	House	Motor	Music
Animal	Office Machinery	Office	Voices	PA System
Booth	Mobile Phone	Local	Long Distance	Static
Clear	Other:			

THREAT LANGUAGE:

Well Spoken	Foul	Incoherent
Irrational	Taped	Message Read by Threat Maker

- File bomb report with police. AND Keep your original notes.

END