

FALKNER HOUSE POLICY: TERRORISM

Priorities:

- **Safety of pupils and staff is paramount.**
- **Need for calm – make sure that school is under control and looks under control. Panic is contagious.**
- **School will run as normal if possible.**
- **Follow police advice.**

ON SITE

- Call Police to ascertain further information and follow their instructions.
- Assess the whereabouts of pupils and staff.
- Make every effort to contact any group of pupils who may be off site using mobiles or email and assess how to return pupils to Falkner House.
- Reassure parents that we are looking after their children at the school. Communicate by SMS, email and notification on the website.
- We will look after children for as long as necessary if parents are unable to collect on time. Please refer to the Uncollected Children section within this policy.
- Ensure that children are unaware of external events – keep office and staff room doors shut. Do not discuss the situation in the children’s hearing.
- Parents may wish to come and collect their children – try to dissuade– normal routine is generally best.
- Suggest that whilst at home children be kept away from news broadcasts.
- Try to keep to a “business as usual” approach – “these things happen”. Recommend this for home as well.
- Think about how staff will return home – car pools, spare cars etc.
- Parents should assume the school will be open the next day – even with just a skeleton staff and we would recommend that children come in if at all possible. Staff should be asked to make reasonable but not heroic efforts to get into school.
- If evacuation from either premises is advised then the children would walk to the other premises. Alternatively school venues who have agreed to “house” Falkner House pupils and staff in an emergency include: Our Lady of Victories, Bousfield, St Phillips and St Cuthbert with St Matthias Primary School. Alternatively any of the local hotels could be used.
- Advise parents on what should be said to the children when school reopens.

LOCKDOWN

- If advised not to leave the building Falkner House would “lock down” for as long as necessary. This means not allowing anyone in or out of the building and not allowing the children to go into the playground.
- All children and staff would move to the basement if there was an obvious local threat.
- Lockdown procedures will be considered and practised if required or deemed appropriate.
- Follow guidance from the Police as to when and if it is safe to allow anyone to leave or enter the building.

OFFSITE

- Remind staff of the police guidance to RUN, HIDE, TELL if they are in immediate danger when out of school with the children. This means:
 - Run away with the children until you cannot hear any noise from the incident.
 - Hide with the children anywhere that seems appropriate. Ring on the doorbell of any house, go into any hotel, use any restaurant. Use initiative and focus on the priority of getting somewhere safe.
 - Only try to communicate with the school office when it’s feasible to do so. This should not be the priority. Staff should use landlines from a hotel/restaurant etc. if mobile phone networks are blocked or busy or email if easier. The office will disseminate any information to parents as required.
- Staff should always have any necessary medical supplies with them for individual children, i.e. inhalers and adrenaline auto-injectors. They should also have basic medical supplies in the first aid kit.
- If staff are offsite with a group of children and not in immediate danger then they should communicate with school about options to return to school or find a safe place to go. Staff should always use their initiative in

finding another school/church/hotel etc. as a safe haven if they are unable to return to school immediately for any reason and the office will advise as well.