



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.

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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.