SOUTH WEST ASSOCIATION OF TRAINING PROVIDERS (SWATPRO) TERRORISM AND LOCKDOWN POLICY

Purpose:
Swatpro is committed to ensuring the safety of apprentices, students, staff, visitors, and the local community by minimising risks related to terrorism and dangerous situations, including emergencies that may require lockdown. This policy outlines procedures for dealing with terrorism threats, bomb threats, firearms incidents, and lockdown procedures in case of an emergency requiring shelter-in-place. It also ensures compliance with national safety requirements and provides guidelines for informing external agencies when necessary.

Scope:
This policy applies to all locations within Swatpro, including the Swatpro estate, The Engineering Training Centre in Yate, offices in Hestercombe House in Taunton, and training rooms and offices in Exeter. It also applies to remote staff, who should adapt lockdown procedures based on their local environment.

National Requirements for Keeping Staff and Learners Safe:

Swatpro complies with national legislation and regulations designed to protect individuals from terrorism-related threats and other dangerous incidents. These include:

1. **The Terrorism Act 2000**: This Act defines terrorism and provides a framework for law enforcement agencies to deal with terrorism-related incidents, including making provision for the safety of individuals and communities.

2. **The Counter-Terrorism and Security Act 2015**: This Act mandates a duty on educational institutions to have due regard to preventing people from being drawn into terrorism. The "Prevent Duty" requires Swatpro to ensure staff and students are not exposed to radicalising influences.

3. **The Health and Safety at Work Act 1974**: This Act requires Swatpro to ensure the health, safety, and welfare of employees and others affected by its operations, which includes taking reasonable steps to protect staff, apprentices, and visitors from harm during a terrorism-related or dangerous situation.

4. **The Equality Act 2010**: Swatpro must ensure its policies and procedures are inclusive, treating all individuals fairly and with respect regardless of their background or characteristics.

5. **The Civil Contingencies Act 2004**: This Act establishes the legal basis for local authorities and the wider public sector to plan and respond to emergencies, including terrorism incidents, to ensure business continuity and the safety of people during an emergency.

Swatpro is also required to work closely with local authorities, police, and other relevant external agencies to share information and respond to emergencies in line with national best practices.

Terrorism Threats & Emergency Procedures

Definitions:

- **Terrorism**: The unlawful use of force or violence against people or property to intimidate or coerce for political or social objectives.

- **Terrorism-related incidents**: Includes bomb threats, suspicious items, firearms incidents, and radicalisation concerns.

Key Procedures:

- **Lockdown Signal**:

  - **Verbal Announcement:** "Lockdown! Lockdown! This is not a drill."

  - **Visual Signal:** None.

- **Upon Hearing the Lockdown Signal:**

  - Move immediately to the nearest secure location or designated safe room.

  - Leave personal items behind; take a mobile phone if possible.

  - Lock doors, secure the room (e.g., barricade with furniture), turn off lights, and remain silent.

  - Inform a senior colleague off-site using text or mobile.

  - Take a headcount of individuals in the room.

- **During Lockdown:**

  - Stay calm, quiet, and away from windows/doors.

  - Do not answer the door or respond to knocks.

  - Only use mobile phones for emergency communication.

  - Document suspicious activity, if possible.

- **End of Lockdown:**

  - **Verbal Announcement:** "Lockdown lifted. You may now exit the room."

  - **Visual Signal:** None.

  - Exit quietly and follow instructions from designated staff members.

  - Proceed to the designated assembly area for headcount.

Roles and Responsibilities

- **Senior Leadership Team (SLT):**

  - Develop, implement, and review terrorism and lockdown policies.

  - Ensure procedures are followed and provide oversight in emergencies.

- **Managers and Staff:**

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- o Implement lockdown and terrorism procedures.

- o Ensure safety and support for apprentices, students, and colleagues.

- **Apprentices and Students:**

  - o Follow lockdown and terrorism procedures.

  - o Remain calm and assist others as needed.

Training & Drills

- Regular terrorism and lockdown drills will be conducted to ensure all parties are familiar with procedures.

- Comprehensive training will be provided to managers, staff, and apprentices on their roles and responsibilities.

Communication

- Lockdown and terrorism procedures will be communicated to apprentices, students, staff, and visitors.

- Clear communication channels (e.g., email, text alerts) will be used for emergency information dissemination.

Additional Considerations

- **Accommodation & Multi-Room Occupancy:**

  - o Specific procedures for securing rooms and designated safe spaces in accommodation settings.

  - o Strategies for securing multiple groups in different rooms during a lockdown or terrorism-related emergency.

- **Mental Health Support:**

  - o Provide post-incident support resources for staff and students affected by lockdown or terrorism-related events.

- **Reporting Concerns:**

  - o Staff, students, and visitors are encouraged to report concerns about suspicious activity or terrorism-related threats to senior management immediately. Any concerns regarding terrorism, radicalisation, or suspicious activity should be reported to the **Prevent Lead** or the **Designated Safeguarding Lead (DSL)**.

External Agencies to Inform:

In the event of a terrorism-related incident or lockdown situation, Swatpro will inform the following external agencies as required:

1. **Emergency Services (Police, Fire, Ambulance)**: Immediately contact 999 and provide relevant details, including the nature of the threat, location, and any other critical information.

2. **Local Authorities**: Notify local authorities, such as Somerset Council and Avon and Somerset Police, about any terrorism-related incidents or emergencies to ensure coordinated response efforts.

3. **National Counter Terrorism Security Office (NaCTSO)**: For advice on managing terrorism risks and responding to incidents, Swatpro will liaise with NaCTSO to ensure best practices and security measures are in place.

4. **Prevent Duty Lead (Local Authority)**: If any signs of radicalisation or extremism are observed, Swatpro will report concerns to the local **Prevent Lead** or **Channel Panel** in accordance with the **Prevent Duty** under the Counter-Terrorism and Security Act 2015.

5. **Health and Safety Executive (HSE)**: If there are any health and safety implications, such as hazardous materials or injuries, the **Health and Safety Executive (HSE)** will be contacted.

Incident Reporting:

- In the event of a terrorism-related incident, such as a bomb threat or firearms attack, staff must alert senior management, follow emergency procedures, and contact emergency services as required.

- All incidents will be documented and reviewed for ongoing safety improvements.

Terrorist Incident Access to Data and IT Systems:

In the event of a terrorism-related incident, strict protocols will be followed regarding access to data and IT systems to ensure the security of all sensitive information and to support the response efforts:

1. **Data Access Control**:

    o   Access to Swatpro's IT systems, databases, and sensitive information will be restricted during an emergency. Only authorised personnel, such as senior leadership, IT staff, and emergency response team members, will have access to critical systems.

    o   IT staff will secure sensitive data, including student records, staff information, and operational data, to prevent unauthorized access during and after an emergency.

2. **Suspicious Activity Monitoring**:

    o   IT systems will be monitored for any suspicious activity, such as unauthorised attempts to access or tamper with data.

    o   If the incident involves cyber-terrorism or data breaches, IT staff will work with external agencies, including the National Cyber Security Centre (NCSC), to mitigate the risk.

3. **Communication with External Agencies**:

   o Swatpro will collaborate with local police, counter-terrorism units, and relevant agencies (e.g., the National Crime Agency) to assist in any investigation related to cyber-terrorism or illegal access to Swatpro's systems.

   o In the event of an attack on IT systems, an immediate incident report will be generated, and affected systems will be isolated to prevent further data loss.

4. **Data Protection**:

   o All actions taken during the response to a terrorism-related incident will comply with the **Data Protection Act 2018** and the **General Data Protection Regulation (GDPR)**, ensuring that personal data is handled securely and appropriately during emergencies.

   o Any data breaches or threats to data security will be reported to the Information Commissioner's Office (ICO) in accordance with legal requirements.

5. **Post-Incident Review**:

   o After the incident, an audit of IT system access and data handling will be conducted to identify any vulnerabilities, breaches, or weaknesses in the system.

   o Recommendations will be made for future improvements in data security to prevent similar incidents from occurring.

Protocol for Speaking with the Media:

In the event of a terrorism-related incident or emergency, Swatpro will adhere to the following protocol when engaging with the media:

1. **Only Designated Spokespersons**:

   o Only authorised personnel, such as senior leadership or the designated communications manager, are permitted to speak to the media about the incident.

2. **No Speculation**:

   o Staff members should not speculate or provide information to the media about the incident. All statements should be factual and consistent with official statements from senior leadership or emergency services.

3. **Media Requests**:

   o Any media requests should be directed to the designated spokesperson.

   o Contact information for the spokesperson will be shared internally and externally as needed.

4. **Communication Strategy**:

    o   Swatpro will adhere to its **Business Continuity Plan** when dealing with media inquiries, ensuring that the information shared is appropriate, accurate, and aligned with the overall response strategy.

    o   Media statements should be clear and concise, focusing on the safety of individuals, the actions being taken, and any necessary follow-up actions.

5. **Post-Incident Communication**:

    o   After the situation has been resolved, Swatpro will release a formal statement to the media providing an overview of the incident, including any outcomes, ongoing measures, and support available to staff and learners.

6. **Confidentiality**:

    o   All staff must maintain confidentiality in line with data protection regulations. Sensitive details, such as personal information or the specifics of the ongoing investigation, should not be disclosed to the media.

Rod Davis

Chair/CEO

Annex 1

Review of **TERRORISM AND LOCKDOWN POLICY**

Date	Name	Record of change	Next review date
27/01/2025	R Davis	Created	January 2026 or when a change of circumstance or threat requires

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