



**The Maria Montessori Training Organisation  
trading as  
The Maria Montessori Institute**

## **Terrorism Prevention Policy**

### **Aims and Objectives**

- We want our Training Centres to be places where all students and staff are safe and secure and able to foster a culture of shared values and open debate to cohere the rightly celebrated diversity of the sector.
- There is a real and serious threat of terrorist attacks in the UK and terrorism can come in many forms.
- The law requires institutions to carry out adequate risk assessments and ensure that suitable measures are in place to manage identified risks.
- Institutions should conduct prompt and regular reviews of those assessments and measures.

### **Responsibility of the Organisation**

- Criminal prosecution and heavy penalties Under Health and Safety laws for bodies and individuals who manage or are responsible for institutions that do not meet core standards and statutory duties are liable to criminal prosecution and heavy penalties
- Particularly relevant to protective security are the specific requirements of the Health and Safety at Work Act 1974 and Regulations made under it to do all of the following:
  - Ensure that all personnel are aware of the risks and of their duties
  - Carry out adequate risk assessments and put suitable measures in place to manage identified risks, even where they are not of the institution's making and are outside their direct control
  - Be alert to the need to conduct prompt and regular reviews of those assessments and measures in light of new threats and developments
  - Co-operate and co-ordinate safety arrangements between owners, managers, staff, students and others involved on site, including the sharing of incident plans and working together in testing, auditing and improving planning and response
  - Ensure adequate guidance and information (and where necessary equipment) are provided to all staff, and especially to those involved directly on the safety and security side



- Put proper procedures and competent staff in place to deal with imminent and serious danger and evacuation.
- The institute planning takes into consideration the following situations applicable to most institutions when identifying risks:
  - Housekeeping:
    - Keeping things tidy so any un-expected / un-recognised object / package would be immediately noticeable
    - Regular checks of premises
  - Entry
    - Secure Entrances
    - Check on persons entering premises
  - Delivery of letter/ small packet/ parcel by post
  - External threat
    - Car Bombs
    - Attack by militants
  - Communication
    - Distribution of leaflets
    - Propaganda by E-mail
    - Conversations/ discussions
  - Internal Threat
    - Personnel
    - Students

**Measures in place to minimise risk and easily identify a real threat:**

➤ **Housekeeping:**

- Maintain order in all rooms, ensuring materials are always returned to their proper place.
- Check entrance hall in particular and all areas in general for items that are out of place



- Make enquiries if any unexpected item is noticed in any area
- Be vigilant when doing *Care of Environment*
- **Entry:**
  - Staff do not disclose the alarm security codes to any other person
  - Always ask for identification before letting someone in.
  - When you enter / leave the premises, ensure that the door is shut behind you.
  - Students, if you do not know the person requesting entry, do not let them in but contact a member of staff
  - Do not let in contractors/ tradespersons whom you have not called out and then always ask for identification
  - Ensure that all windows are shut, lock all doors, and set alarms when leaving the building
- **Deliveries:**
  - Do not accept deliveries unless you know and trust the recipients and the sender
  - Do not touch / pick up small packages/ letters left as “post” on the doorstep unless you recognise and trust the sender / it is something that has been ordered
  - Report any unexpected/ unrecognised packages/ letters/ parcels
    - Staff report to the designated Health and Safety officer
    - Students report to a member of staff.
- **External threat:**
  - Be alert and aware as you walk to /enter the premises
  - Watch for any unusual behaviour such as:
    - an unknown person / groups of people loitering around the premises
    - A car that is parked in an unusual place and for an unusual length of time
  - Report any incidents as mentioned above:
  - Students report to a member of staff.



- Staff report to the designated Health and Safety officer
- **Communication:**
  - All persons must be respectful and polite when speaking to others
  - Any lack of respect for an individual / ethnic group must be noted and reported
  - While sharing of views / debate / discussion is healthy and welcomed, any speech/ conversation considered as propaganda/ threat must be reported
  - No propaganda /advertising leaflets may be distributed without the prior permission of the Director of Training – this includes the following
    - Paper leaflets
    - E-mails / digital attachments to e-mails
    - Posters on notice boards
    - Leaflets dropped through the mail box
- **Internal threat:**
  - All members of staff must have up to date DBS checks
  - All UK students must have up to date DBS checks
  - All international Students
    - Must provide a Police Clearance from their country.
    - Copies of educational qualification documents must be verified against originals and when needed the awarding body must be verified
    - Letters of reference must be verified against originals and must be followed up if needed



## EMERGENCY ACTION PLAN

### **In the event of an emergency with regard to suspicious activity/ persons / vehicles seen in the area**

- The member of staff responsible for Health and Safety / the Head of Training will call the police\*\* and explain the concerns. The individual who reported the said concerns will be available to give detailed information if needed.
- All persons, both staff and students, will follow instructions given by the police and evacuate the building as per the emergency procedures (see H & S folder) if needed

### **In the event of an emergency with regard to a possible Bomb /car bomb / suspicious letter/ package/ parcel the following action will be taken:**

- Do not touch suspicious items.
- Move everyone away to a safe distance.
- Prevent others from approaching.
- Communicate safely to staff, visitors and the public.
- Use hand-held radios or mobile phones away from the immediate vicinity of suspect item, remaining out of line of sight and behind hard cover.
- Notify the police / emergency services\*\* (dial 999)
- Ensure that whoever found the item or witnessed the incident remains on hand (without placing themselves in any danger) to brief the police/ emergency services.