

## Major incident procedure

In light of the current terror threat level in the UK, the school is aware that a major incident procedure needs to be in place to communicate with parents in times of emergency.

It is highly unlikely that the school will become the target of a direct attack, however, should there be attacks in Central London parents will need answers to the following questions, amongst others:

1. Is my child safe and in school?
2. Will the school remain open/will the school open tomorrow?
3. What is the procedure if I wish to collect my child from school?

Under such circumstances our communication methods with parents will be as follows:

- school website – the site is hosted off-site by a low-profile provider which is no more likely to be the subject of an attack than the school itself;
- text and email messages via our usual systems – please be aware that mobile networks have previously been less reliable during terrorist attacks due to prioritisation for the emergency services or enforced closures;
- notices – if the website cannot be accessed - for example due to widespread power outages - physical notices will be placed on the gates at both entrances to the School.

In the case of a significant event, we consider it is possible that there may be government or regional announcements regarding school closures. Colfe's will always follow such blanket announcement.

### **Please also be aware:**

In the event of a terrorist incident which forces school closure no pupil will be permitted to leave the school site unless they are accompanied by a parent or previously authorised adult.

School buses may not run if a terrorist incident has taken place. Parents will be contacted if the coaches are not running or are experiencing delays.

If pupils are away from the school site on a trip or for sports matches the teacher in charge of the trip will decide whether to return to school immediately or to remain where they are. The lead teacher will take all reasonable steps to notify the school of their movements. The school will then communicate this to parents via the steps outlined above. Parents should still come to the school to collect their children and should not attempt to travel to the trip's location.