

## **ALERT PROTOCOL for Threats Made Against College**

(via emails / telephone calls / telephone answerphone messages)

**Person to take charge in any threatening situation and to be responsible for the safety of the College – Irfan Latif (Principal) or, in his absence Thomas Hadcroft (Vice Principal Academic) or, in his absence James Kidd (Vice Principal Pastoral)**

Each weekday, excluding bank holidays, at 0800, 0830 and 0900 - Andre Kristensen (Reception) or in His absence Richard Coote (Office Manager) to check College Email ([dld@dld.org](mailto:dld@dld.org)) and telephone answerphone messages for any suspicious messages / threats against the College. The DLD email is on their “favourites” list so they receive a pop-up message when an email arrives at this address. Additional checks to take place mid-morning and mid-afternoon. The Reception phone flashes when a new answerphone message arrives, and can be checked immediately.

At weekends and on bank holidays, the College telephone and email account are not monitored. Any message would be found on the following weekday.

If any suspicious messages are found, the following procedure should be followed:-

### **Email**

Immediately forward email to the Principal, Vice Principal Academic and Vice Principal Pastoral and copy to Sarah Richmond (Principal’s p.a.) and Paul Anderson (Facilities Manager) and request confirmation that it has been received.

If the Principal, Vice Principal Academic and Vice Principal Pastoral are all unavailable, forward to other members of the Safeguarding Team (Gareth Evans and Mojgan Esfahani). Request confirmation that it has been received.

Person in charge - If threat is specific to the College, consider Partial or Full lockdown procedure. Request College Secretary to contact London Southbank Patrol to advise them of threat.

Person in charge – tell someone available to contact Police via 101 call.

Person in charge – tell someone available to advise Alpha Plus Group of threat (Liz Francis, Richard Jones and Tim Haynes)

## **Telephone Answerphone Message**

Type out details of the message. Include date and time of message.

Do not delete message.

Immediately email the details to the Principal, Vice Principal Academic and Vice Principal Pastoral and copy to Sarah Richmond (Principal's p.a.) and Paul Anderson (Facilities Manager) and request confirmation that it has been received.

If the Principal, Vice Principal Academic and Vice Principal Pastoral are all unavailable, forward to other members of the Safeguarding Team (Gareth Evans and Mojgan Esfahani). Request confirmation that it has been received.

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## **Telephone Call**

If a call is received with details of a threat against the College, take the following action: -

Take down details of the threat as calmly as possible. Do not interrupt or antagonise the caller.

Listen for clues to their identity, location, accent.

When caller has hung up, immediately type out the contents of the conversation including date and time.

Immediately forward email to the Principal, Vice Principal Academic and Vice Principal Pastoral and copy to Sarah Richmond (Principal's p.a.) and Paul Anderson (Facilities Manager) and request confirmation that it has been received.

If the Principal, Vice Principal Academic and Vice Principal Pastoral are all unavailable, forward to other members of the Safeguarding Team (Gareth Evans and Mojgan Esfahani). Request confirmation that it has been received.

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## **Bomb Threats**

If a bomb threat is received, the person receiving the threat should complete the pre-printed checklist at reception.

The full procedure and checklist for handling bomb threats can be found at

<https://www.gov.uk/government/publications/bomb-threats-guidance>

Immediately phone the Principal or, if not available, another member of ELT, then immediately forward the email to the Principal, Vice Principal Academic and Vice Principal Pastoral and copy to Sarah Richmond (Principal's p.a.) and Paul Anderson (Facilities Manager) and request confirmation that it has been received.

If the Principal, Vice Principal Academic and Vice Principal Pastoral are all unavailable, forward to other members of the Safeguarding Team (Gareth Evans and Mojgan Esfahani). Request confirmation that it has been received.

Person in charge - If threat is specific to the College, consider Partial or Full lockdown procedure. Request College Secretary to contact London Southbank Patrol to advise them of threat.

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