



## **Terrorism Safe Travel Policy**

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<b>Version No.</b>	<b>Version Date</b>	<b>Summary of changes</b>
1.0	Oct 2017	Initial document.
1.1	Sept 2023	Document reviewed. ABTA link updated. Minor grammar and formatting updates. 'Avoid travelling in GB kit' added to player & staff considerations. Updates to the checklist including registering travel through Andy Thomas, BPA Security Advisor removed. A travel risk assessment is now completed prior to each competition camp.

## **British Para Table Tennis Terrorism Safe Travel Policy**

Terrorism is extremely rare, but sadly, acts of terrorism have become a feature of modern life. In terms of terrorism, the biggest risk to the players and staff being caught up in a random attack rather than being directly targeted.

This guidance is relevant for players and staff while abroad. The guidance suggests some practical steps that the British Para Table Tennis (BPTT) can take in order to mitigate the impact of a terrorist incident, should it occur.

### **Whilst abroad, all travellers should adopt the BRIDGES principles:**

- **B** Blend in, as much as possible.
- **R** Remain alert and aware of potential dangers.
- **I** Identify safe havens, such as police stations or secure hotels.
- **D** Don't frequent crowded places.
- **G** Give prior notice of their itinerary to the Lead Staff Member and update any changes.
- **E** Ensure you plan your routes, such as getting to and from your hotel/venue.
- **S** Stay in touch with the Lead Staff Member.

### **Team Leader & Staff considerations:**

- Have clearly identified roles and chain of responsibility in case of a terrorist incident, both on the trip and at home. Identify who is authorised to make decisions and support the staff and athletes whilst abroad, such as accessing funds.
- Have an emergency action plan, with a range of options to respond to an emergency:
- Make contact with the players and staff in the group.
- Have access to a trusted source for up-to-date news.
- Contact all next of kin when appropriate.

### **Player & Staff considerations:**

- Avoid travelling in GB kit.
- Prior to travelling watch: <https://www.abta.com/news/run-hide-tell-stay-safe-event-terrorist-attack-abroad>
- Follow the directions of the local authorities.
- Adopt the principles of Run Hide Tell.
- Contact your Lead Staff Member when it is safe to do so.

## Lead Staff Member Risk Assessment Checklist:

Action	When	Notes	Who to Action
Complete this risk assessment checklist.	As soon as the trip is planned and updated as necessary with latest information as it changes.	Action items on this risk assessment checklist are included in the travel risk assessment for each competition / camp.	Operations Manager/ Programme Administrator
Review the latest Foreign & Commonwealth Office (FCO) advice on travel to planned location. If no concern, distribute competition/camp risk assessment to all. If there is a concern, discuss with lead staff member & Senior Leadership Team (SLT).	Competitions - When the first entry is submitted and then again updated as necessary with latest information as it changes. Camps – Once confirmed, prior to booking flights. Then again as necessary, as above.	<a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a> If advised not to travel, cancel/postpone trip. If advice is ambiguous OM to liaise with BPA security adviser Andy Thomas ( <a href="mailto:andy.thomas@elitesportsecurity.co.uk">andy.thomas@elitesportsecurity.co.uk</a> ) for guidance.  See <a href="https://www.gov.uk/government/collections/overseas-business-risk">https://www.gov.uk/government/collections/overseas-business-risk</a> for more information.	Operations Manager/ Programme Administrator
Ensure all staff and athlete contact details including next of kin details are up to date and accessible by all staff travelling.	Before departure and updated as necessary.	Accessible through Dropbox.	Operations Manager/ Programme Administrator
Check National Counter Terrorism Office (NCTO).	As soon as the trip is planned and updated as necessary with latest information as it changes.	<a href="https://www.gov.uk/government/organisations/national-counter-terrorism-security-office">https://www.gov.uk/government/organisations/national-counter-terrorism-security-office</a> If advised not to travel, cancel/postpone trip. If advice is ambiguous OM to liaise with BPA security adviser Andy Thomas ( <a href="mailto:andy.thomas@elitesportsecurity.co.uk">andy.thomas@elitesportsecurity.co.uk</a> ) for guidance.	Operations Manager/ Programme Administrator

Action	When	Notes	Who to Action
Educate all squad and staff travelling (inc parents if U18) of risks involved and emergency protocols.	<p>Prior to each trip – provide FCO and NCTO advice to all travelling. This is within the travel risk assessment for the competition / camp.</p> <p>Annually – all staff and squad members strongly advised to watch FCO Run, Hide video.</p>	E.g., Run, Hide, Tell & BRIDGES Provide group with summary of info from FCO and National Counter Terrorism Office & Adviser advice prior to all trips.	Lead Staff Member
Itinerary Management - Avoid unnecessary crowded places.	Throughout the competition / camp.	Ensure mobiles are charged and active especially whilst abroad.	Lead Staff Member