

Lockington CE VC Primary School



Critical Incident - Bomb Threat

As part of our safeguarding and Health & Safety arrangements in school all staff and children need to be aware that in certain rare circumstances we may need to follow a 'Bomb Threat' procedure to ensure that all children, staff and visitors are safe and secure.

This procedure will be implemented where there may be serious or potentially serious risk to the school community following a received bomb threat be it by telephone or email

The need to initiate such procedure and of such incidents will be minimised by the consistent implementation and operation of our day to day site security procedures by **all staff**.

PROCEDURE

The Headteacher or in her absence the school Admin Officer/Senior Teacher will take responsibility for managing the situation and communicating to staff and other external services or delegating this responsibility depending on the circumstances.

In the event of a Bomb Threat staff will be kept informed verbally whilst in the building and by text following an evacuation.

Effective communication of information and instructions to staff is key to the operation of this procedure.

It is impossible to predict circumstances which may require such action, the time of day, or the time of year. The age of the children will affect where the children are and how they are dispersed. Therefore detailed procedures cannot be laid down and staff need to understand that they may need to make a professional judgement in certain circumstances that is dictated by the need to protect the children in their care and themselves as effectively as possible. In doing so they may need to depart from the following general procedures but must be able to justify such actions.

INITIAL NOTIFICATION

- Contact the Police immediately y on **999**, advising them of the content of the threat and follow their advice.
- Contact the Local Authority Helpline on **01482 392999** which is manned 24 hours a day for the purpose of critical incidents but not for general school closures. If your call is before 8 am, it will be answered by the Lifeline Service who will take your call, record basic details and offer generalised advice and remind you of things you may need to consider. Lifeline will then make contact, via telephone, with the lead for the Response Team and relay your message. You will be called back by a member of this team. If your call is after 8 am your call will go through to the Improvement and Learning Service, Support Team who will provide general advice and inform the Response Team.
- All communications with the school will be via the school's email address so a member of staff must be delegated to watch this. If an evacuation is needed then a means of checking the email must be taken with the staff.
- All activities must continue as normal unless advised otherwise.
- Refer to the School Closure Guidance.
- Know your Emergency Plan and put it into action.