



Bomb Threat Policy

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An academy within:



“Learning together, to be the best we can be”



1. Rationale

- 1.1. Pennine View School, is implementing this policy to ensure that in the event that pupils and staff are faced with hazards in the school grounds or outside the school, pupils and staff may be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for pupils, staff and visitors to be outside of the school perimeter.
- 1.2. This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

2. Aims

- To provide a safe and secure environment for our pupils, staff and visitors.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

3. Implementation

3.1. All staff and visitors:

It is of vital importance that the school's bomb threat procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least twice a year. Depending on their age and cognitive ability, pupils should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when.

3.2. For parents:

Parents should know that the school has a bomb threat policy. This will not be displayed on the school website.

If a bomb threat occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as pupils will not be released to parents during a bomb threat. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call pupil mobiles, as the bomb threat situation requires silence in order not to alert an intruder to the presence of pupils and staff in classrooms.



Emergency Services will support the decision of the Headteacher/CEO regarding the timing of communication to parents. Please be assured in the event of a lockdown that the schools overriding consideration is the safety and well-being of your child and school personnel.

4. Bomb Threat Procedures

4.1. Initial Response

The following procedures should be followed upon receiving a bomb threat;

Immediate action:

1. Remain calm. Make a record of the threat at the time or as soon as possible afterwards.
2. Record the message as accurately as possible. Try and gain as much information as possible. Try and get a colleague to listen to the call.
3. Ensure that the Headteacher/Office Manager/SLT has been informed.
4. Notify the Police (999) and the Headteacher/Office Manager/SLT
5. Do not replace the receiver (to allow checks to be made later)

4.2. Recording the Threat

The following procedures should be followed upon receiving an anonymous telephone threat.

Record the exact wording of the threat and ask the following questions

1. Where is the bomb right now?
2. When is it going to explode?
3. What does it look like?
4. What will cause it to explode?
5. Did you place the bomb?
6. Why?
7. What is your name?
8. What is your address?
9. What is your telephone number?

Record the time the call was completed.



Appendix 1

Exemplar Letter to Parents/Carers before a Lockdown practise commences.

Dear Parents / Carers,

As a school we take the safety of both pupils and staff very seriously. The current climate that we all live in now requires us to practice 'Bomb Threat' scenarios. These are very similar to fire practices that we are legally bound to practice in all schools. Although sometimes scary for children, it is important that we get them familiar with the routines of the procedure should something happen that we need to protect them from.

A Bomb Threat would come into force should the school receive a threat, in which case, pupils will be locked inside the building. Lockdowns would also happen if there was a significant threat inside the building, in which case, classrooms will be locked or protected and pupils either led safely from school into a designated area or supported in a nominated 'green' area away from windows etc.

It is vital that we support pupils both in understanding the procedures but also that it is done sensitively depending on their cognitive ability. In this, we will use the common scenario that a dog has got into the playground and we have to make sure that we keep each other safe. This also leaves the discussion with pupils to look at whether it is safe to approach an unknown dog which I am sure you will agree is never safe.

Please be assured we are not trying to scare your child through practising this procedure but it is vitally important that we familiarise ourselves with this procedure. We can however assure you that it will be done in the most sensitive manner possible to reduce any further anxiety.