



ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL
"Realising the potential of every child within a caring, Christian community"

Lockdown & Bomb Threat Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures St Thomas of Canterbury Church of England Junior School has a Lockdown Policy.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) – Guidance

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the telephone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" – dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate (see attached 'Bomb Threat Checklist').

Notification of Lockdown

Staff will be notified that lockdown procedures are to immediately take place on hearing a persistent, intermittent burst of the air horn within the school building. The air horn will be activated by the Headteacher/Bursar/office staff who will walk through the school sounding persistent, intermittent bursts – they will then take refuge in the last occupied room. Two people will undertake this task. The internal phone system may also be used by office staff who will inform adults by stating 'ATTENTION LOCKDOWN'.

THE AIR HORN IS SITUATED IN THE SCHOOL OFFICE

Procedures

- 1) These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, fob external doors, and all outside doors where it is possible to remain safe.
- 2) At the given signal the children will remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible (e.g. curtains/blinds) and children are positioned away from possible sightlines from external windows/doors by sitting on the floor. Lights, interactive display screens (IDS) and computer monitors will be turned off. A classroom table will be positioned behind the classroom door to provide a barricade/obstacle.



ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL

“Realising the potential of every child within a caring, Christian community”

- 3) Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and classteacher, e.g. children using toilets when the siren goes. If children are off site (e.g. swimming lessons/educational visit) the classteacher/group leader will be contacted via mobile and told not to return but stay at their current location.
- 4) If necessary staff should notify the front office by the internal phone that having entered lockdown they;
 - a. have children not accounted for, or
 - b. have extra children who have taken refuge.

If all children are accounted for the above action will not be necessary.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- 5) Staff will support children in keeping calm and quiet.
- 6) Staff are to remain in lockdown positions until informed by key staff, e.g. Headteacher, Senior Leadership Team or Bursar in person that there is an all clear.
- 7) As soon as possible after the lockdown teachers are to return to their classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

- 1) Front office staff will ensure that their office is locked and the hatch is closed and screened. Internal bell system is turned off. Police called and notified of lockdown status.
- 2) If the caretaker is off duty the school office to contact to inform of lockdown status.
- 3) Headteacher or office staff member locks the school's front door.
- 4) Individual teachers/HLTAs/TAs will lock/close windows. Nearest adult to check exit doors (e.g. music corridor, toilets) and outdoor classroom doors are locked.
- 5) Staff in PPA room/staffroom/meeting room to lockdown in this room.
- 6) Catering staff to lock back door to kitchen and turn lights off.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING.

Communication with Parents

- If necessary parents will be notified as soon as is practical to do so via the school's established communication network – website/texting service/telephone.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their children at risk.
- Pupils will not be released to parents during a lockdown situation.
- Parents will be asked not to call the school as this may tie up emergency lines.



ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL
“Realising the potential of every child within a caring, Christian community”

- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from by the office or emergency services.
- A letter to parents will be sent home at the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their child/ren the importance of following procedures in these very rare circumstances.

Lockdown Drills

Lockdown practices will take place once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

Review

This policy and procedures will be reviewed annually as part of our Health and Safety Internal Monitoring (HSIM) processes, or as new guidance becomes available to schools.

Policy reviewed: June 2019

Additional Information

Further information is available from [Gov.uk](https://www.gov.uk) and includes the [Stay Safe Film – ‘Run, Hide, Tell’](#) and [Emergency Planning and Response](#).

Bomb threat checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat:

- ⊛ Switch on recorder/voicemail (if connected)
- ⊛ Tell the caller which town/district you are answering from
- ⊛ Record the exact wording of the threat:

Ask the following questions:

- ⊛ Where is the bomb right now?
- ⊛ When is it going to explode?
- ⊛ What does it look like?
- ⊛ What kind of bomb is it?
- ⊛ What will cause it to explode?
- ⊛ Did you place the bomb?
- ⊛ Why?
- ⊛ What is your name?
- ⊛ What is your address?
- ⊛ What is your telephone number?

Record time call completed:


- ⊛ Where automatic number reveal equipment is available, record number shown:
- ⊛ Inform the Security Co-ordinator of name and telephone number of the person informed:
- ⊛ Contact the police on 999. Time informed:

The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed.

- ⊛ Time and date of call:
- ⊛ Length of call:
- ⊛ Number at which the call was received (i.e. your extension number):

About the caller

- ⊛ Sex of caller: ⊛ Age:
- ⊛ Nationality:

 Tick where appropriate

Language

- Well spoken
- Irrational
- Taped message
- Offensive
- Incoherent
- Message read by threat-maker

Caller's voice

- Calm
- Crying
- Clearing throat
- Angry
- Nasal
- Slurred
- Excited
- Stutter
- Disguised
- Slow
- Lisp
- Accent

Type of accent

- Rapid
- Deep
- Hoarse
- Laughter
- Familiar

If so, whose voice did it sound like?

Background sounds

- Street noises
- House noises
- Animal noises
- Crockery
- Motor
- Clear
- Voice
- Static
- PA system
- Booth
- Music
- Factory machinery
- Office machinery
- Other (specify)

Other remarks

Signature: _____

Date: _____

Print name: _____