



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

"Let all that you do be done in love." 1 Corinthians 16:14

Lockdown & Bomb Threat Policy and Procedures

Rationale

As part of our Health and Safety policies and procedures St Thomas of Canterbury Church of England Primary 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 are serious security risks of the premises due to, for example, nearby 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

NaCTSO (<https://www.protectuk.police.uk/guidance>) provide 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 two ring tones on the internal classroom/office telephone system, followed by a spoken 'live' announcement of 'THE SCHOOL IS IN LOCKDOWN (CODE 1 or CODE 2) – STAY IN YOUR ROOM'. This will happen within and around the school buildings. The lockdown announcement will be activated by the Headteacher/Deputy Headteacher/School Business Manager who will repeat the spoken announcement for up to 1 MINUTE.

Where there are classes/groups who may be outside the building accessing the school grounds, a member of the admin staff will quickly and safely go to speak to the classteacher/responsible adult and say 'ATTENTION LOCKDOWN – CODE 1 or CODE 2'. On hearing this instruction, the classteacher/responsible adult will quickly lead their class/group back to their designated classroom.

Procedures for CODE 1 (Highest Alert – Full Lockdown)

- 1) These signals/announcements will activate a process of children/adults being ushered into the school building if on the playgrounds as quickly as possible and the locking/closing 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 internal/external doors are closed/locked and screened where possible (e.g. curtains/blinds) and children are positioned away from possible sightlines from external

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windows/doors by sitting on the floor. Lights, interactive display screens (IDS) and computer monitors will be turned off. A classroom door wedge will be positioned behind the internal classroom door to provide a barricade/obstacle. Once locked, **DO NOT** obstruct any external locked doors as they may be needed as a means of escape.

- 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 signal 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 main 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, Deputy Headteacher or School Business Manager 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.

Procedures for CODE 2 (Medium Alert – Partial Lockdown)

- 1) These signals/announcements will activate a process of children/adults being ushered into the school building if on the playgrounds as quickly as possible and the locking/closing 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. Children will remain sitting quietly at their desks.
- 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 signal 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 main 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.

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- 5) Staff will support children in keeping calm and quiet.



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- 6) Staff are to remain in lockdown positions until informed by key staff, e.g. Headteacher, Deputy Headteacher or School Business Manager 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) Main office staff will ensure that their office is closed and a door wedge used to provide a barrier to entry and the hatch is closed and screened. 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/Deputy Headteacher/School Business Manager or office staff member locks the school's front door (if safe to do so).
- 4) Individual teachers/HLTAs/LSAs 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.

In the event of the Fire Alarm going off

To cause additional confusion and panic, an intruder may decide to set off the fire alarm in an attempt to counteract a lockdown procedure. If the school has signalled a full/partial lockdown and then the fire alarm is activated, staff are to listen for further instructions/clarification via the internal telephone system. An announcement will be made to clarify the situation – either: 'REMAIN IN YOUR ROOM – THE SCHOOL IS IN LOCKDOWN' or 'THIS IS A FIRE EVACUATION – PLEASE LEAVE CALMLY AND QUIETLY'.

In the event of loss of power/internet/broadband connection

In the event of a loss of power the internal telephone system will remain operational as we have a power back up system in place. However, if the internet/broadband is lost the internal telephone system will fail to operate. In this scenario a lockdown will be signalled by use of an airhorn being sounded intermittently around the school building by the Headteacher/Deputy Headteacher/School Business Manager. In this scenario all staff should react as if this is a CODE 1 (Full Lockdown) scenario.

Communication with Parents/Carers

- If necessary, parents/carers will be notified as soon as is practical to do so via the school's established communication network – website/Parent Hub/telephone.
- Depending on the type and severity of the incident, parents/carers 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/carers during a lockdown situation.



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- Parents/carers will be asked not to call the school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents/carers 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/carers 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/carers to reinforce with their child/ren the importance of following procedures in these very rare circumstances.

Lockdown Drills

Lockdown practices (CODE 1 and/or CODE 2) 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: March 2025 (version 2)

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](#).



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Bomb threats checklist

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat had been sent via email or social media, see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

| |
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| |
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ASK THESE QUESTIONS AND RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?

7. What is your name?

| | |
|--|--|
| | |
|--|--|

2. When is it going to explode?

8. What is your address?

| | |
|--|--|
| | |
|--|--|

3. What does it look like?

9. What is your telephone number?

| | |
|--|--|
| | |
|--|--|

4. What does the bomb contain?

10. Do you represent a group or are you acting alone?

| | |
|--|--|
| | |
|--|--|

5. How will it be detonated?

11. Why have you placed the bomb?

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|--|--|
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6. Did you place the bomb? If not you, who did?

12. Record time completed:

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|--|--|
| | |
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INFORM BUILDING SECURITY OR
COORDINATING MANAGER

DIAL 999 AND INFORM POLICE

Name and telephone number of person informed:

Time informed:

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|--|--|
| | |
|--|--|

This part should be completed once the caller has hung up and police / building security / coordinating manager have all been informed.

| | | |
|------------------------|-------------------|--|
| Date and time of call: | Duration of call: | The telephone number that received the call: |
| | | |

About the caller:

☐

Male

☐

Female

☐

Age

Nationality

Threat language:

☐

Well spoken

☐

Irrational

☐

Taped

☐

Foul

☐

Incoherent

Caller's voice:

☐

Calm

☐

Slurred

☐

Lisp

Familiar (if so, who did it sound like?)

☐

Crying

☐

Excited

☐

Rapid

Accent (If so what accent?)

☐

Clearing throat

☐

Stutter

☐

Deep

☐

Angry

☐

Disguised

☐

Laughter

☐

Nasal

☐

Slow

☐

Hoarse

Other (please specify)



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Other sounds:

| | | | |
|--|---------------------------------|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Motor | <input type="checkbox"/> PA system | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Clear | <input type="checkbox"/> Booth | Other (please specify) |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Voice | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Static | <input type="checkbox"/> Factory machinery | |

Remarks

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Additional notes

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Signature:

Print name:

Date:

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ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

- 1 Do not reply to, forward or delete the message
- 2 If sent via email, note the address
- 3 If sent via social media, what application has been used and what is the username/ID?
- 4 Dial 999 and follow police guidance
- 5 Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY OR COORDINATING MANAGER

Retention period: 7 years