



LALEHAM LEA

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

LALEHAM LEA SCHOOL BOMB THREAT POLICY

Statement of Intent

Laleham Lea School believes that the safety and wellbeing of all children, staff and visitors is of paramount importance. This policy outlines the procedures and responsibilities of key staff members in case of a bomb threat. Although these procedures will come into effect in the event of a bomb threat, the police will be contacted immediately and their instructions will be followed primarily at all times. It is essential that all threats be taken seriously and acted upon in a professional manner.

Employees' Duties

All employees have a duty to take reasonable actions to ensure that they do not place themselves or others at risk of harm. They are expected to fully comply with procedures which are introduced to protect the safety and well-being of everyone on site.

If a threat is received or a suspect package discovered then the police should be called immediately.

Senior Leadership Team and Fire Marshals are responsible for ensuring that everyone has evacuated the building and a register of attendance is available for the emergency services.

Telephone Threats

All members of staff will have access to the Caller Details Checklist (Appendix One) and it is recommended that they keep copies at hand.

When a threatening call is received, the member of staff will try to remain calm and gather as much information as possible. The information collected will be recorded in the Caller Details Checklist after the call by the person who took the call.

Immediately after the phone call, the information will be passed on to the Headteacher or, in the Head Teacher's absence, a member of the Senior Leadership Team. This may be done before or after completing the Caller Details Checklist, depending on the urgency of the situation.

The police will be notified at the earliest opportunity and the Headteacher, or member of Senior Leadership Team, will liaise with the police to determine the best course of action.

Depending on the information collected and the advice given by the police, a decision may be taken to evacuate or lockdown. If a decision is taken to evacuate then the School Emergency

Plan will be followed and staff and children will move to John Fisher School. If a decision to lockdown is taken then the Lockdown Policy will be followed.

Suspicious Packages

A suspicious package can be left anywhere by anyone or delivered to school by various means. Keeping the following in mind and being vigilant may assist in identification of a suspicious package. The list below is not exhaustive and anything unusual must be reported.

- Unprofessional wrapping
- An irregular shape, soft spots or bulges
- Protruding wires
- Aluminium foil
- Grease stains
- Distorted handwriting or cut-and-paste lettering used for the address.
- Unusual smell
- An inner envelope which is tightly bound or taped
- Unusually thick letter which seems excessively heavy or lop-sided.

Written Bomb Threat

If a written bomb threat is received then the Headteacher or, in the Headteacher's absence, a member of the Senior Leadership Team will be notified immediately.

The letter is to be handled as little as possible before handing over to the police.

A record is to be made of the letter's delivery date and time.

The police will be called immediately and their advice followed regarding further course of action, including evacuation or lockdown.

Bomb Threat via Email

If a bomb threat is received via email then the message will be saved for investigation by the police.

The Headteacher or, in the Head Teacher's absence, a member of the Senior Management Team will be notified immediately.

The police will be called immediately and their advice followed regarding further course of action, including evacuation or lockdown.

Date: November 2021

Review Date: November 2023

Appendix One

LALEHAM LEA SCHOOL
CALLER DETAILS CHECKLIST

Date and time of call	
Duration of call	
Name of person taking the call	
Location of bomb	
About the caller (information gathered or estimated guesses)	
Sex	
Nationality	
Age	
Language (Taped message, well-spoken, incoherent, Offensive)	
Tone of voice (scared, excited, aggressive, upset)	
Background noises (cars, people, voices, music, machinery)	
Remarks or code words used	
Other Relevant Information	
Signature of call taker	