



Moorthorpe Primary School

Protective Security Policy

Following a series of malicious hoax communications to schools across the UK it is important that as a school we are alert, but not alarmed. The SLT has reviewed our security plans to confirm that the arrangements in place to ensure staff and pupils are prepared and confident.

Bomb threats: Procedures for handling bomb threats. Most bomb threats are made over the phone 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.

Dial 999 and police will respond. The school will always consider their advice before a decision is taken to close or evacuate.

Guidance on receipt of a bomb threat:

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention
- Threats warning of a genuine device – These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

Principles

Base bomb threat procedures on the following principles:

All staff who could conceivably receive a bomb threat have ready access to instructions.

List of actions to follow upon receipt of a call. Even though staff may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important. (see suggested bomb threat checklist – appendix 1)

Consider that the member of staff who receives the threat may not be prepared – receiving such a threat may be the closest that many people ever come to acts of terrorism.

Advice for staff on handling a threat.

1. Stay calm and listen.
2. Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
3. Ensure that any recording facility is switched on.



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4. When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
5. Immediately report the incident to the headteacher (or deputy head if the head teacher is not available) to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.
6. If you have not been able to record the call, make notes for the security staff or police. Do not leave the office – unless ordered to evacuate – until the police or security arrive.

The headteacher will act upon the advice of the police if such a threat is made, this will include whether or not to evacuate the building. Should the advice be to evacuate the building all pupils and staff will leave the school premises as per fire instructions and assemble on the field next to the caretaker's house, as far away from the school as possible.

Invacuation: See Invacuation Policy for details should the school need to 'lock down'

Date approved by governors: 5th July 2016

Reviewed annually



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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 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:** _____



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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: _____