



Bomb Threat Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

This policy has been prepared in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Reg 1999 including subsequent legislation and regulations. The aim of this policy is to ensure that all practical steps are taken to secure the health, safety and welfare of all persons using the school.

This policy is in three main parts:

- The statement, which is the commitment of the governors to ensure a safe and healthy place of work and to employ safe systems of work.
- The organisation for implementing the policy, including allocation of functions to individuals.
- The areas of responsibility for carrying out the functions allocated to individuals and monitoring the effectiveness of the policy.

Statement of Policy

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following:

- a. A procedure to be taken if a bomb threat situation should occur that will aim to maximize the safety and welfare of all persons on site.
- b. Encouragement for staff to participate in the promotion of health and safety standards in the school.
- c. This policy will be reviewed and updated as appropriate.

Organisations Functions

While bomb threats are not common they have occurred and can be frightening and disruptive. Threats can arise from both terrorists and those who simply have malicious intent. However the most likely threat to the school is from someone with a desire to disrupt the running of the school rather than a terrorist organisation wishing to cause an explosion on the premises. Nevertheless this cannot be assumed and all threats, however outlandish they may appear, will be taken seriously and the emergency services will be called.

Headteacher

The Headteacher shall inform members of the SLT and the Health & Safety Officer of the bomb threat and will then take active steps to evacuate the building via the school Tannoy, relaying the following information:

- All staff and pupils must collect all personal belonging that are presently with them and assemble on the fire assembly point - Over flow car park.
- At no point must the school be re-entered.

School Business Manager

It is the responsibility of the School Business Manager to inform the emergency services of the threat [DIW].

SEE ATTACHED HANDOUT (Appendix 1)

Receiving a bomb threat by telephone (Office Staff and Admin Support)

- Anyone receiving a threat of a bomb by telephone should obtain as much information as possible from the caller and should follow the guidance below:
- Keep calm.
- If possible complete the 'Bomb Threat Notes' sheet'.
- Note all possible details of the caller, including sex, age, language, caller's voice and any background sounds.
- Report the threat immediately to the Headteacher / School Business Manager.

ALL STAFF

- Action on finding suspicious package or object
- Suspicious packages or objects must not be touched or disturbed.
- If you are already holding it when you become suspicious, put it down carefully.
- Keep yourself and others as far away from the suspicious object as possible.
- Inform the Headteacher / School Business Manager of the object.
- Equipment that emits radio waves should not be operated in the vicinity of suspected devices.

Type of characteristics on suspicious packages and letters

- Excessive postage, no postage, or non – cancelled postage.
- Suspicious or threatening messages written on the package.
- Distorted handwriting or cut and paste lettering.
- Unprofessionally wrapped packaging or excessive use of tape and strings.
- Packages that are discoloured, oily, or have an unusual odour or ticking sound.
- Packages that have any powdery substance on the outside
- Packages that have excessive weight.

Evacuation

- On hearing the Headteacher's instruction, all pupils and staff must vacate the building in a calm and orderly manner.
- The teacher in charge of each class must indicate the exit route to be used and direct pupils to the fire assembly point.
- Arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is permitted to avoid panic.
- Pupils must assemble at the fire assembly point in single file lines.
- No one will be allowed to re-enter the building until told to do so by the Headteacher.

See Appendix 2 for arrangements for Examinations.

Please note Radio Control equipment must not be used in the vicinity of possible bomb devices.

Areas of Responsibilities:

The Deputy Head (Fire Safety Co-ordinator) / Health & Safety Officer is responsible for co-ordinating the nominated teaching and support staff fire marshals to sweep their allocated area.

All members of teaching and teaching support staff are responsible for supervising pupils to the fire assembly point.

Evacuation – follow same procedure as in Fire Evacuation:

Headteacher and Delyth Williams (DW) to stay outside main reception.

The Headteacher is responsible for:

- Dismissing staff / pupils from the fire assembly point.
- The overall co-ordination of the evacuation.
- Making recommendations to teaching / non teaching staff for future threats.

The School Health & Safety Officer [DIW] is responsible for:

- Conferring with Sodexo, the Headteacher, Deputy/Asst. Heads
- Monitoring the evacuation procedure.
- Contacting the emergency services.

Deputy and Assistant Heads to assist at assembly point.

Heads of Year/Class Teachers to assist pupils to stand in alphabetical order facing the school.

All other Teachers to deputize for any absent staff.

Sion Roberts/Erin Ritchie to distribute registers as follows :

Year 7	- Eleri Allsup
Year 8	- Eleri Allsup
Year 9	- Eifiona Davies
Year 10	- Eifiona Davies
Year 11	- Erin Ritchie
Year 12	- Iona/Maria
Year 13	- Iona/Maria

To assist above :

Ffion Sabit (Years 7&8)

Ceri Jones (Years 9&10)

To assist with above -

All Teaching Assistants

Above named Staff to assist Class Teachers to register and make a note of any missing pupils.

Above named staff to return the register and missing pupil list to DM.

Delyth Algieri (DA) to register Teaching Staff

Lynne Roberts (LR) to register Ancillary Staff and Support Staff.

Catherine Caddick (CC) & Ffion Davies (FFD) to register all Visitors on site and make a note of any missing persons.

SR, DA, and LR, CC, FFD to return all registers and report back to Headteacher and/or DW.

All Teachers to ensure that pupils remain orderly and quiet, until the Headteacher issues further instruction or confirms that everyone is allowed back into the building.

**** At no point in the evacuation must the pupils be told of the bomb threat. ****

SODEXO

The Cleaning Supervisor / Catering Manager are responsible for:

- Carrying out a roll call.
- Informing the Headteacher or Deputy of the absence of Cleaning / Catering staff.

The Caretakers are responsible for:

- Informing contractors of the evacuation.
- Ensuring no visitors enter the school building.

Meeting the Police / Fire Services

The Headteacher will identify herself to the emergency services on their arrival and provide the following information:

- If all staff and pupils are accounted for.
- The nature of the bomb threat.

Informing outside agencies

When appropriate, the Headteacher shall inform the LEA of the bomb threat and when necessary, the Health and Safety Officer will report the occurrence as defined under RIDDOR.

Media

All inquiries by the media must be taken by the Head Teacher, Deputies or School Business Manager.

APPENDIX 1:
Ysgol Dyffryn Conwy

Bomb Threat Notes – Telephone

Guidance

- Immediately alert someone else if possible, but do not put down the handset or cut off the caller.
- Try to keep the caller talking (apologise for bad line, ask him to speak up, etc).
- Obtain as much information as you can.

Message (exact words)

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Which building is it in?

Where is it?

What time will it go off?

What does it look like?

What kind of bomb is it (type of explosive)?

Who are you? (name)

Time of call:

Details of Caller

Speech (Circle)

Man Woman Child Young / Old Not Known

Intoxicated Irrational Rambling Speech Impediment Laughing

Serious Accent

Was the message read or spontaneous?

Distractions

Any noise on the line, call box, interruption, back ground noise?

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Other noises

Traffic Music Machinery Children Other:

Person receiving the call name:

Number on which the call was received:

APPENDIX 2:

Bomb threat guidance for pupils sitting external examinations / staff invigilation

Evacuate pupils to a separate muster point with appropriate supervision in place:

- J.L.I.R (Leisure)
- D.I.W (Hall)
- R.E./L.R (Alt arrangements)

Invigilators to accompany pupils from examination room(s) to muster point.

- LSAs and above to invigilate examination pupils.
- Additional staff to be allocated from main teaching staff if needed.

Evacuation muster points – Exam pupils

- Exam pupils from Leisure Hall → School Field.
- Exam pupils from Hall- out by Canteen and then to school Field.
- Pupils with ALT arrangements → out at nearest exit and then to field.
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Maintaining Examination conditions:

- Exam papers should be left on desks
- Exam Register to be taken out to the muster point
- Exam room to be locked if able to do so.
- Examination conditions to be maintained – no communication between pupils.
- Pupils to be kept in rows as in examination room seating plans.
- Invigilators to remind pupils of the need to stick to examination conditions.

Pupil bags/belongings:

- HALL - Pupil bags to be left on the hall stage to ensure no infringement of examination conditions. These will not have been left unattended as inside examination room.
- INSIDE LEISURE – Pupil bags to be left in leisure hall to ensure no infringement of examination conditions. These will not have been left unattended as inside examination room.

After ensuring safety at mustering point for examination candidates:

- School must contact Examination Board(s) to inform of issue and seek advice. [J.L.I.R/D.I.W / Deputies – E.I.R/R.B].
- If all clear is given and building is deemed to be safe, Examination Board may give permission for examinations to continue. If this is not possible the Examination Board may advise that the examinations may not continue – papers to be collected etc. (once access allowed)
- Contact the LEA (01492 575075) who will instigate the Critical Incident Plan to effect Press and transport arrangements etc. [OGD/DW - Deputies J.L.I.R/D.A.]
- School will obviously need to write to the Examination Boards and confirm special consideration / requirements procedures and/or take advice [J.L.I.R/D.I.W].
- Consider if the issue arises e.g. a.m. it could have a knock on effect on the management of the full day of examinations e.g. late start for pm exams – again Examination Boards need to be made aware of this.