



St Augustine of Canterbury Catholic High School

Serious Threats Policy

‘Excellence for All’

Reviewed:	Sept 2022
Next Review Date:	Sep[t 2023
Governor Approval:	
Committee:	
Signed:	

Friendship and Forgiveness

Ambition and Adaptability

Integrity and Independence

Trust and Tolerance

Honesty and Humility

Introduction

This policy gives specific advice regarding three potential threats to life in schools, namely:

1. Bomb threats
2. Fire threats
3. Intruder threats

Other less common threats should also follow the general guidance and advice given in this document.

Summary of signals

Nature of threat	Alarm	Action
Fire Alarm	Fire alarm sounds	Follow Fire Evacuation Plan
Lockdown Alarm	School bell rung 6 or more times	Follow Lockdown protocol
Bomb Alert	Either of the above or no bell dependant on the action required	Follow bomb alert protocol

- The fire alarm can be sounded manually by the Premises Team, SLT or by any member of staff activating a red alarm point
- The manual school bell is located in Reception
- The controls have a rocker switch with 3 settings: manual, off and auto. By pushing the rocker to manual, it will ring once. This will need repeating 6 or more times for the lockdown alarm
- Colleagues with radios should switch immediately to **CHANNEL 15**
- In a lockdown due to an intruder threat, the front door will be locked if the intruder is not in the school building
- The above applies to both live incidents and all drills and practices

In a lockdown alert, the ICT team will enable the screen message on all staff computer screens.

The key is to treat each and every threat seriously

1 Bomb threats

Such threats can arise from both terrorists and those with simple malicious intent. The most likely threat to the school is from someone with a desire to disrupt the running of the school rather than from a terrorist organisation wishing to cause an outrage by exploding a bomb on the premises. Unfortunately, this cannot be assumed and all threats, however outlandish they may appear, must and will be taken seriously.

Sources of threat

Telephone calls

The most common form of notification of a bomb is that of a telephone call from the organisation concerned. Often bomb threats are made to another organisation, e.g. the Samaritans, who will notify the police directly. The police will then contact the school.

The member of staff who receives the threat needs to be prepared. If the school receives such a call, then the actions listed below should be carried out:

- Stay calm and listen
- Keep the caller on the phone as long as possible and do not hang up
- Write down the caller ID number and the exact time of the call. If the number is not displayed, dial 1471 once the call has ended.
- Write down everything the caller said, use the City of London checklist (Appendix B) o Make an educated guess as to the caller's sex, age, race, and accent o Identify any background noise
- If the threat is received via text message, do not reply to, forward or delete the message. Note the number of the sender and follow Police advice.
- Notify the Headteacher (or in their absence Deputy Headteacher)
- Complete the attached checklist from City of London Police (Appendix B) whilst the event is fresh in the memory
- Do not leave your post, unless ordered to evacuate, until the Police or security arrive
- Keep all car park gates locked unless directed otherwise by senior staff or Police/emergency services

Face-to-face

- Try to retain as many distinguishing characteristics of the threat-maker as possible.

Written note, letter or graffiti

- Treat as police evidence and stop other people touching the item

Emails and social media

- Do not reply to, forward or delete the message.
- Note the sender's email address or username/user ID for social media applications.
- Preserve all web log files for your organisation to help the police investigation.
- Immediately inform the Headteacher (or Deputy) via the quickest method. This may be in person, via radio or telephone but MUST be kept CONFIDENTIAL.

Packages

Causes for concern could be packages delivered to the school. See Annexe A for 'Aids to Detection.' Equally, unidentified packages left on the premises may give cause for concern. In all cases staff should not hesitate to question why the package is there and equally should not hesitate to contact the Headteacher (or Deputy Headteacher) if their concerns are not IMMEDIATELY allayed. The Headteacher / deputy headteacher will inform the police.

When contacting the police regarding a suspect package, they will want to know:

- Why is the package suspicious?
- Who found the package? – this person must be available to the Police
- When was it found?
- Where was it found? – a school plan must be available to the Police
- What does it look like? – do not take pictures

Vehicle bombs

It is highly unlikely that a car or other vehicle bomb would be used against a target such as the School, but in such an event, the Police should be notified immediately. Details required by the Police will include the registration number and description of the vehicle.

External evacuation

Leaving the building will be appropriate when it has been directed by Police and/or it is reasonable to assume the threat is credible and evacuation will move people towards a safer location.

The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

Minimum police cordon distances are:

- 100m – small items, e.g. rucksack or briefcase
- 200m – medium items, e.g. suitcase, wheelie bin or car
- 400m – larger items, e.g. van or lorry

Immediate actions by staff in school hours

The following actions will be taken in the event of a threat occurring during the school day:

- a. On hearing the Evacuation Signal, evacuate your class or form to the emergency evacuation point, which is the main playground at the rear of the site. Remain with your class. For most evacuations, our emergency evacuation point will be on the main playground at the rear of the site, unless directed to a different location by the Site Team/Deputy Headteachers/Senior Leadership Team. Any evacuation route should avoid passing the location of any suspect package – follow the direction of the Site Team/Deputy Headteachers/Senior Leadership Team.
- b. Ensure that no suspect packages, bags are removed during the evacuation
- c. Under no circumstances are children or staff to re-enter the school once everyone has been evacuated until the Police/ Headteacher/Deputy Headteachers confirm that it is safe to do so.
- d. Registers will be taken from the school office to the main playground at the rear of the site.

Internal or inwards evacuation

Remaining in the building but moving people away from external windows/walls is necessary when it is known that a bomb is not within or immediately adjacent to your building.

Alerts at break or lunch

- School bell sounds 6 times or more: pupils to be directed by duty staff to form lines at the emergency evacuation point.
- Invacuation due to external intruder threat: pupils to be directed calmly back to form rooms, starting with those pupils closest to the school building

Immediate actions out of school hours

If a key holder is made aware of a bomb threat then they must inform the Police immediately. Equally, if the Police are made aware of a possible threat to the school, they will inform one of the key holders. Under no circumstances should a key holder or staff member carry out a search on their own.

No action

This will be reasonable and proportionate if, after the valuation by the venue, the threat is deemed implausible or a hoax. Police may provide additional advice and guidance. A proportionate search of the building should be considered.

Media follow up

In this technological age, it is highly likely that any bomb evacuation will immediately appear on social media. This will be very quickly picked up by the print and televisual media. It will also be picked up by parents even more quickly. It is important that all enquiries by the news media be directed to one person. Staff should refer media personnel to the Headteacher or Deputy Headteacher, who will liaise with the LA Communications Team and to the designated media site. Staff must not respond to Social Media or discuss the incident in a public place following the incident. Do not permit interviews with students or filming by anyone in the building.

The Headteacher or Deputy Headteacher will communicate any messages to parents via Edulink as soon as practical and safe.

Once a decision to evacuate the premises has been made, the Headteacher (or Deputy Headteacher) should instigate the Emergency Evacuation cascade below:

Bomb Threat evacuation cascade

Headteacher/Deputy Headteacher



1. Notify Business & Finance
2. Notify Senior Leadership Team



Business & Finance Manager

1. Call site team
2. Ensure warning signal is implemented
3. If location of package is known, ensure measures are taken to direct the evacuation away from that area.
4. Ensure all staff are moved away from immediate vicinity



Site team

1. Initiate warning signal
2. If location of package is known, assist in ensuring that people are evacuated away from the area
3. Meet in front of school for further instruction

1. Fire Protocol

1. The fire alarm is a continuous warbling alarm bell
2. On hearing the bell, immediately vacate the buildings and do not attempt to bring any personal belongings
3. Class teacher/adult to ensure, where possible, that all windows are closed and the door is closed upon exit. Close doors and windows when vacating the class for PE or other activity
4. Walk in single file to the fire drill assembly point (see school plan). Students to line up in register order facing their class spot
5. Class teacher to make the Year Group Pastoral Manager (or the most senior member of staff present) aware when the register has taken place.
6. All administration staff and kitchen staff to evacuate immediately ensuring that windows and doors are closed and assemble adjacent to the sports hall
7. Administration staff to do a sweep before leaving of commonly used areas (staff room, offices, adult toilets, first aid area etc)
8. Administration staff to take radios to assembly point and to front gate; where staff will ensure that no-one enters the school premises until the drill is complete
9. Signing in/out records to be taken by administrative staff to the assembly point so that any students who have gone home and staff and visitors can be accounted for
10. Staff will not return to the school building until all clear is signalled by the person in charge
11. Radio protocol is as follows: All staff in possession of a radio to bring it to the assembly point, but must maintain radio silence until such time as a question/query is posed to them
12. PE staff utilising the playing field should ensure that they have taken register via Edulink and have form of communication with them, either a school radio or a mobile phone

Please refer to the full fire protocol document for more detailed information.

2. Intruder threat

No matter what precautions are put into place, there remains the risk of an intruder entering the premises. The school's primary concern is the safety of the children. We have a duty under the Children Act 2004 to safeguard and promote the welfare of children and to safeguard and promote the welfare of school staff and people who use the school under the Health and Safety at Work Act 1974.

We believe it is essential to have in place strong school security systems to protect students, school staff, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure working environment for their children. Our aim is to ensure the personal safety of the whole school community.

We have a duty to make the general public aware that while we welcome visitors to our school, all must follow our Visitor procedures. Any person who enters but refuses to comply with procedures may be regarded as a trespasser and may be asked to leave. If a trespasser refuses to leave the school premises, or re-enters after being asked to leave or causes a disturbance, they could be committing a criminal offence.

However, it is not our intention to turn the school into a fortress but to create a balance between a warm and welcoming learning environment combined with sound security systems and procedures. We want pupils to feel safe in a school that provides a safe and secure environment.

Aim

The purpose of this policy is three-fold:

- **To ensure the children's safety.**
- **To prepare staff for the possibility of an intruder.**
- **To have procedures in place if an incident should occur.**

Methods

Definition of an intruder:

- A stranger in the school will be regarded as an intruder until proven otherwise.
- Someone who has not followed normal visitor procedures (External Visitors Policy) and who may potentially be a safety risk.
- Before an intruder is approached by any member of staff they must determine whether it is safe for them to approach the intruder or whether they need to seek immediate assistance.

Prevention & Mitigation

- Outside of the times when children are coming to or leaving, perimeter gates (apart from the main entrance) are locked to prevent any unwanted presence on the school grounds.
- Access to buildings within the perimeter is controlled through the main entrance, monitored by Main Reception staff. The normal operations of the school are conducted within a secure environment.
- Regular checks of perimeter security with rapid repair of any breaches.

Person on legitimate business but not displaying visitor's badge:

- Identity requested, accompany to office to sign in and obtain visitor's badge. o Review how access was gained.
- Tighten up procedures of badges/signing in.

Person who may pose a safety hazard:

- Ensure another colleague is observing from a safe distance.
- Politely ask to see their identification.
- If they do not have identification, then request they return to office to sign in and obtain visitor's badge.

If the intruder does not go to office / is threatening

Notification of an intruder will probably come from a staff member or pupil. It may involve a perceived threat or actual physical attack that requires an urgent external response.

Action to be taken includes:

- Anyone not wearing a school-issued security badge will be politely challenged and accompanied to Reception if they have a legitimate reason for being in the school.
- The Receptionist will ask the visitor the purpose of their visit, ask them to sign in, issue a security badge and contact the staff member being visited.

Intruder who is armed or otherwise poses a safety hazard

Alert the Headteacher/Deputy Headteacher in charge.

- The Headteacher/Deputy Headteacher in charge will initiate lock down procedures.
- Do not be confrontational. Encourage them to leave the premises.
- Back away slowly, facing the intruder, in a calm non-threatening manner.
- Do not try to disarm.

Special Considerations

The police cannot arrest an intruder for trespass unless there is a breach of the peace but do have the power of arrest if there is a 'minor nuisance.' They may be able to help solve the problem without resorting to arrest.

Lock down procedure.

During lesson time the bell will ring ten times in succession.

- All pupils and staff should remain in their classroom unless instructed otherwise by a senior member of staff.
- At breaks and lunchtimes, the bell will ring early and children and staff should proceed immediately to the nearest safe room and lock/barricade the door.
- Staff and pupils should not stand down but should remain in the safe place remain there until told to do so by the Headteacher or Deputy headteacher following advice from the police.

See Appendix B for Summary of Lockdown Actions

- Call the Police. Have details clear and ready for Police arrival.

Reasons for lockdown – whole school

A deliberate threat will require action to minimise the risk of interaction between the threat and pupils, staff and visitors. Threats include when:

- An intruder is seen (or reported to be) within the school grounds
- An abusive or violent parent/carer is causing trouble within the school grounds
- A malicious threat has been made against the school
- An incident occurring close to the school has the potential to cause harm to pupils, staff and visitors (such as the presence of armed Police responding to a criminal activity)

Reasons for lockdown – part of the school

There are situations where it is safer for some pupils, staff and visitors to remain within school buildings (possibly beyond normal school hours) under 'lockdown' until the threat is lifted whilst other pupils, staff and visitors are evacuated from the school.

These may include when:

- An intruder has entered the school building
- An abusive or violent parent/carer is causing trouble within the school building

Lockdown

Please see our School Lockdown Procedure as detailed:

- Calling the emergency services
- Shutting and securing all gates, doors and windows (including closure of blinds)
- Turning off lights as necessary (if lighting system permits)
- Clearing halls, open areas and playgrounds to get pupils and staff into classrooms
- Keeping pupils seated and away from doors and windows
- Teachers remaining with pupils
- Maintaining a calm atmosphere and staying alert to the emotional needs of pupils
- No pupils will be allowed out of classrooms until the 'all clear' is given
- Contacting parents/carers to advise them of the situation and anticipated duration. They should be discouraged from collecting children and contacting the school during 'lockdown'

- Assessing potential medical needs (such as regular medical regimes)
- If a teacher is out of their classroom when 'lockdown' is implemented, they will go back if it is safe to do so. If it is unsafe to return, they will try to contact pupils as soon as possible

Pupils and staff outside buildings

If pupils and staff are outside, they will go to the nearest classroom or hide, disperse or take cover.

All Clear

The Headteacher or designated Senior Leader will advise when it is safe to leave classrooms.

No-one is to break lockdown until advised to do so.



Bomb Threat Checklist

This checklist is designed to help your staff deal with a telephoned bomb threat effectively and to record the necessary information. Display it so that staff can see it instantly.

Actions to be taken on receipt of a bomb threat

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 will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?
- What is your telephone number?

About the caller

Sex of caller?	Age?	Nationality?
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Also think about...

(this list is not exhaustive)

Language, eg...	Caller's voice, eg...	Background sounds, eg...
Well spoken?	Calm/Angry?	Street noises?
Irrational?	Laughter?	PA systems?
Offensive?	Disguised?	Office noise?
Taped or read?	Accent?	Traffic?

Anything else you noticed?

Time of Call?	Number call received on?
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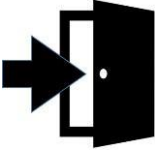

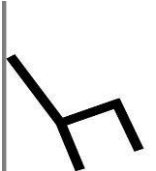



Now dial 999 *without delay.*

TERRORISM

IF YOU SUSPECT IT, REPORT IT

Confidential Anti Terrorist Hotline 0800 789 321 or if it's happening now, dial 999.

Appendix B – lockdown actions

	<p>Return to your classroom with pupils, as quickly and safely as possible.</p>
	<p>Close all doors and windows, lock if able to. Premises Staff secure all external fire doors.</p>
	<p>Block any access points into the classroom by moving furniture in front of door.</p>
	<p>Draw all curtains/blinds and switch off lights.</p>
	<p>Sit on floor, against a wall if possible.</p>
	<p>Undertake a register as soon as possible. Report any missing pupils to the office by telephone.</p>
<p>STAY IN</p>	<p>Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services. DO NOT leave the classroom to find out what is happening.</p>
<p>KEEP CALM</p>	<p>Keep pupils calm by offering constant reassurance. Keep as quiet as possible.</p>

3G pitch to be evacuated to the Changing Facility where staff should ensure that all external doors and windows are secure.