

St Edward's Catholic First School

LOCKDOWN and BOMB THREAT **POLICY**

Lockdown & Bomb Threat Policy
FGB Approval
Ratified: October 2025
Review: September 2028

ST EDWARD'S CATHOLIC FIRST SCHOOL

St Edward's Catholic First School strives to provide a broad, balanced, and relevant Catholic education in which we recognise, through mutual respect, and our mission statement that *We See Jesus in Everything We Do*.

1. STATEMENT OF INTENT

The threat of terrorist crime is ever present. However, it is equally important to keep the threat in perspective, that terrorist incidents nationally are rare and the threat level within the Borough of Windsor and Maidenhead is very low.

There is a legal obligation to plan for Bomb Threats as provided by the Health and Safety at Work Regulations 1974 that states that all employers are responsible for safety on their premises and requires them to identify appropriate procedures for serious, imminent danger.

Our Lockdown / Bomb Threat Policy will be reviewed every three years.

Lockdown procedures should be seen as a sensible proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils within the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

2. LOCKDOWN

A school lockdown is a procedure that is initiated when the Headteacher believes that there is a credible threat to learners and staff safety. The procedure has two stages as follows:

1. Secure building (partial lockdown) – maybe used when someone is trying to use unauthorised access to damage property/low level confrontation
2. Lockdown – use when the threat is serious and immediate e.g. if a weapon is suspected/visible

Procedure

- The Headteacher will determine the level of threat or a member of the Senior Leadership Teacher (SLT) in absence of Headteacher
- The Headteacher or a member of the SLT in absence of Headteacher) will decide if full or partial lockdown is necessary
- Designated staff will have defined roles according to the nature of the threat
- Staff are alerted to the activation of the plan by a recognised signal audible throughout the school
- Pupils who are outside of the school buildings are brought inside as quickly as possible
- Those inside the school shall remain inside the classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances – internal classroom doors may also need to be locked)

- Once in lockdown mode staff should notify the office immediately via email of any pupils not accounted for (and instigate an instant search for any missing pupils)
- Staff should encourage the pupils to keep calm and quiet
- As appropriate, the school should establish communication with the emergency services as soon as possible telephone: 999
- RBWM should be notified via Clive Haines on the school emergency telephone number telephone: 01628 896960 or mobile: 07825862200
- If necessary, parents should be notified as soon as it is practical to do so via the school's established communication systems
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building the fire alarm will be sounded
- Staff should await further instruction.

It is of vital importance that the school's lockdown procedures are familiar to members of the SLT, school administrators, teaching staff and associate staff.

3. LOCKDOWN ARRANGEMENTS

Partial Lockdown

Staff will be alerted to a partial lockdown via 2 short bursts of the fire alarm.

This may be a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be a result of a warning being received regarding the risk of air pollution, etc.

Immediate Action

- All outside activities to cease immediately
- Pupils and staff return to building
- All staff and pupils remain in building and all external doors and windows are locked
- Free movement maybe permitted within the building dependent upon circumstances

All situations are different, once all staff and pupils are safely inside, SLT will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This will then be communicated to staff and pupils. Partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Staff will be alerted to a full lockdown via 4 short bursts of the fire alarm. This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate Action

- All pupils return to classroom
- External doors locked
- Classroom doors locked (where possible)
- Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner)
- Register taken – the office will contact each class in turn for an attendance report via email

Staff and pupils remain in lockdown until it has been lifted by a member of SLT/emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the main office as this could delay more important communication.

Examples of discreet communication channels are as follows:

- Staff access internal email system and await further instruction
- Staff mobile phones
- Staff text messaging

4. COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

School lockdown procedures will be communicated with parents via the school website. In the event of an actual lockdown parents will be communicated with as soon as practically possible. It is obvious that parents will be concerned but by regularly communicating accurate information we will help to alleviate undue anxiety. Information shared with parents will include:

- They do not need to contact the school - calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school – they could interfere with emergency providers' access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to collect their child and where this will be from
- Reassure them that the school understands their concerns for their child's welfare and that school is doing everything possible to ensure their safety

It is important that part of the communication to parents includes 'the school is in a full lockdown situation. During this period the office and entrances will be unmanned, external doors locked and nobody allowed in or out'.

5. EMERGENCY SERVICES

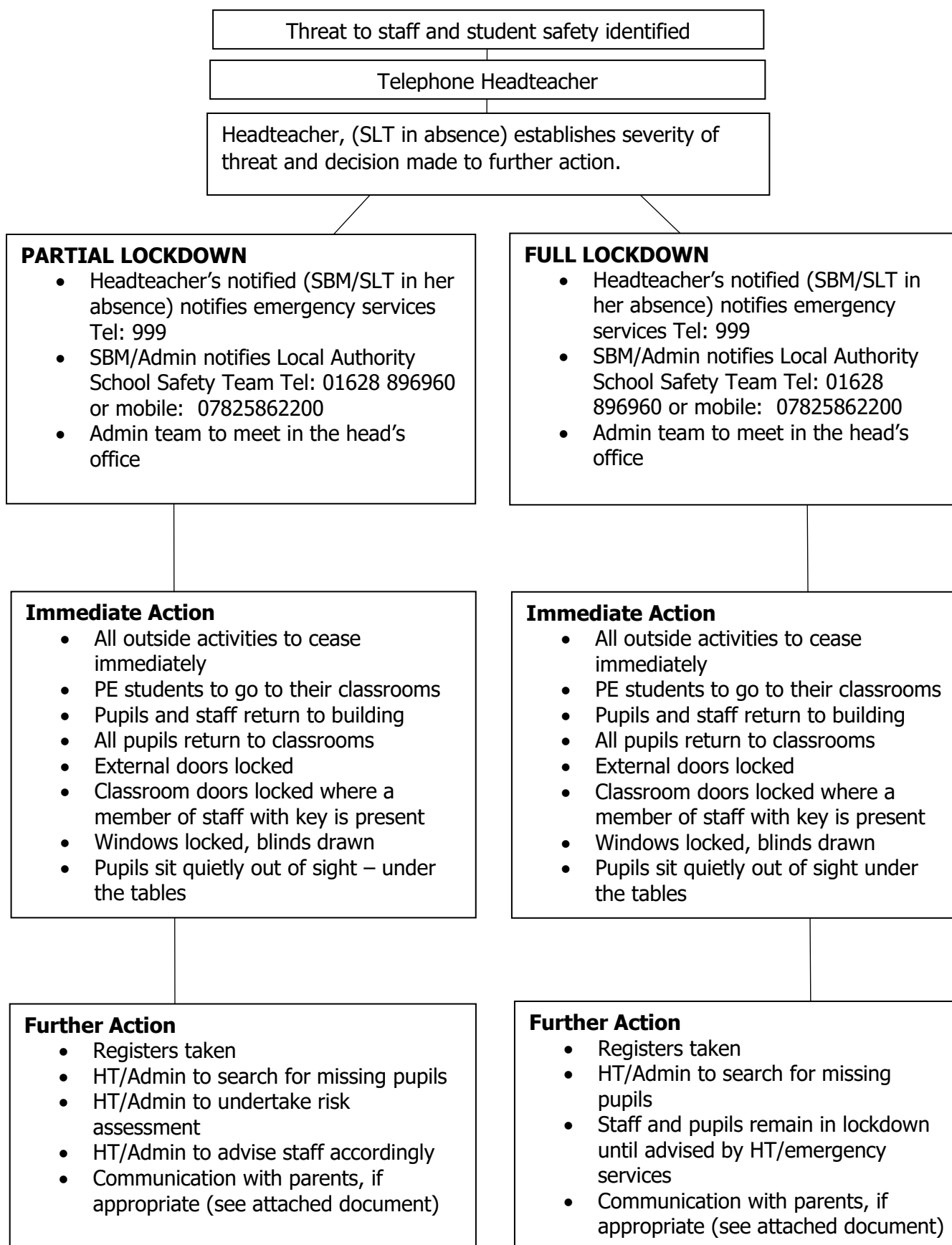
It is important to keep lines of communication open with emergency services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by emergency services depending upon the severity of the incident that

has triggered a lockdown. Emergency services will support the decision of the Headteacher with regards to the timing of communication to parents. In the event of a prolonged lockdown or more severe scenario RBWM Local Authority will provide assistant to parents.

Signed:	Date:	Review Date:
Mrs Sharon Cole-Blows Chair of Governors	01.09.25	01.09.26

PARTIAL & FULL LOCKDOWN PROCEDURES

In the event of a threat to staff and students please follow the procedures below:



BOMB THREAT

In the event of a received bomb threat we must follow the lockdown procedures as outlined in the 'Partial or Full Lockdown Procedures' enclosed in this policy. If you are unable to complete the directions given in the flowchart you must alert a member of staff to do this. If you receive a bomb threat communication you should:

- Stay calm and listen carefully
- Complete the check list as detailed in Appendix 1
- If practical, keep the caller talking and alert a colleague to dial 999
- If the caller number is displayed take note of the number, otherwise dial 1471 to obtain the caller number once the call has ended
- If the threat is a recorded message then you must save the message and write down as much detail as possible
- If the threat is received by text message do not reply to, forward or delete the message
- Note the number of the sender and follow the advice given by the police
- If the threat is delivered face-to-face try to retain as many distinguishing characteristics of the threat maker as possible
- If discovered in a written note, letter or graffiti treat as police evidence and stop other people touching the item
- If the threat is received via email or social media do not reply to, forward or delete the message
- Note the sender's email address or user name
- Preserve all web log files for your organisation to help the police investigations

STAFF RESPONSIBILITIES

Staff Member	Responsibility	Contact Details
Headteacher/SLT (in absence of HT)	First point of contact during a threat Establishes level of threat Decides action to be taken	999
	Notifies whether partial or full lockdown	
	Contacts emergency services	
School Secretary	Message on website and social media once directed by Headteacher	Emergency LA contact no: 01628 683800
	Contacts Local Authority	
	Collect registers Look for missing pupils	
Admin	Keep communication lines clear. Telephone part-time employees and advise not to attend until notified e.g. Club providers	
Teaching Staff	Keep pupils in classrooms quietly and calmly. Take registers. Notify Headteacher of missing pupils. Use internal email communication at all times	
Associate Staff	Remain in working areas until directed otherwise	

APPENDIX 1

BOMB THREAT CHECKLIST

This checklist is designed to help staff deal with a bomb threat effectively and to record the necessary information.

Actions to be taken on receipt of a bomb threat

Record the exact wording of the threat in the box below:

Ask the following questions and record the answers in the box supplied.

QUESTION	ANSWER
Where is the bomb right now?	
When is the bomb going to explode?	
What does the bomb look like?	
What kind of bomb is it?	
What will cause the bomb to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is your address?	
What is your telephone number?	

Details of the call:

Time and date of call	
Length of call	
Caller's number if displayed	
Time the police were contacted	
Number on which the call was received	

Details of the caller:

Gender	
Nationality	
Age	
Delivery of threat	○ Well Spoken ○ Irrational ○ Taped message ○ Offensive ○ Incoherent ○ Message read by threat maker
Background sounds	○ Street noises ○ House noises ○ Animal noises ○ Crockery ○ Motor ○ Clear ○ Voice ○ Static ○ PA system ○ Booth ○ Music ○ Factory machinery ○ Office machinery ○ Other (please specify) _____
Caller's Voice	○ Crying ○ Clearing throat ○ Angry ○ Nasal ○ Slurred

	☐ Excited ☐ Disguised ☐ Stutter ☐ Slow ☐ Lisp ☐ Accent (if so what?) _____ ☐ Rapid ☐ Deep ☐ Hoarse ☐ Laughter ☐ Familiar (if so whose voice did it sound like?) _____ ☐ _____
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Other remarks (please state in box below):

Our Lockdown / Bomb Threat Policy will be reviewed every three years.

Signature: _____

Print name: _____

Date: _____