

RIVERSDALE PRIMARY SCHOOL

Security Threat Policy

Date:

Review Date:

Signed: _____ (Governor)

Signed: _____ (Headteacher)



In the event that a security threat is made to Riversdale Primary School the school shall follow the following policy:

All threats, however outlandish they may appear, must and will be taken seriously.

The Headteacher or a nominated member of staff will contact the police by calling 999. The school will contact the Local Authority on 020 8871 8279 (School Support Team) and report the security threat and the action that has been taken.

All members of staff will follow the evacuation policy below.

SOURCES OF THREAT

Telephone calls

If the School receives such a call, then the immediate actions listed below should be carried out. The school has record as many details of the telephone call as possible:

- A. Time
- B. Date
- C. Anything distinguishing about the caller – gender / accent etc.
- D. When the call has finished dial 1471 to try and obtain the number they called from

Packages

Causes for concern could be packages delivered to the School. 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 should equally not hesitate to carry out the Immediate Actions if their concerns are not immediately allayed. Staff have been informed that they must always be vigilante and report unexplained items to a senior member of staff.

Vehicle bombs

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.

Armed person/persons or dangerous animal on site/attempting to gain access to the school site.

In such an event the Police should be notified immediately.

The school will enter a state of “lockdown” or “invacuation”.

Any other threat.

Should another threat occur all members of staff should follow the rest of this policy as seen fit.

IMMEDIATE ACTIONS IN SCHOOL HOURS

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

The school will be evacuated using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package. These modified routes will be assessed and implicated by the Headteacher should occasion arise. As soon as the roll call is complete, all classes to walk to either Southside Shopping Centre/ St Georges Park, Albemarle Primary school or anywhere else deemed safe by the Headteacher or (in her absence) a member of the SLT.

If the roll call is incomplete, one or two volunteer members of staff will search for the missing pupils or adults, whilst other staff will move the remainder of the children to an agreed area.

Ensure that no packages, bags or other possible bombs are removed during the evacuation unless staff are positive that the item has been in their personal possession since leaving home that morning.

The Headteacher will call the Police by dialling 999. In her absence this responsibility will be taken by a member of the SLT.

Under no circumstances are children or staff to re-enter the school once everyone has been accounted for until the Police confirm that it is safe to do so.

The Headteacher will coordinate the contacting of parents.

Should any of this policy be deemed inappropriate or unsafe by the Headteacher, or in her absence a Senior Member of Staff, changes to support increased safety for the children, staff and wider school community will be made.

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

When might invacuation or lockdown be necessary?

Invacuation might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a dangerous animal (usually a dog or fox) in the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

Lockdown might be implemented if:

- There is an aggrieved, disturbed or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.
- There is an internal threat from a student.

What happens during invacuation?

- If during the school day, the school office will contact teachers via the internal phone system informing them of the invacuation.
- If pupils are outside, staff should immediately take them to the nearest safe area inside the building.
- All external doors and windows should be shut and locked as necessary.
- The register is taken to ensure all children are accounted for.
- The staff member in charge of taking the register must notify the office if any children are unaccounted for.
- Everyone should remain where they are until the all-clear is given.

What happens during a lockdown?

- All classrooms have internal locks fitted allowing them to be used as lockdown areas in case of serious incidents.
- The steps taken will be the same as during an invacuation, but there should be an additional signal that lets people know the school is in lockdown.
- The doors and windows must be shut and locked, and blinds or curtains should be drawn. Depending on the nature of the threat, children may be told to hide under their tables.

The Headteacher will call the Police by dialling 999. In her absence this responsibility will be taken by a member of the SLT.

Under no circumstances are children or staff leave their specified area once everyone has been accounted for until the Police confirm that it is safe to do so.

The Headteacher will coordinate the contacting of parents.

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 the Headteacher. Under no circumstances should a staff member carry out a search.

Review

This policy will be reviewed as appropriate by staff and governors.