

RIVERSDALE PRIMARY SCHOOL

Security Threat Policy



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.

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:

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 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.

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.