



Bomb threat Policy

Offenham C.E. First School

Rationale

This policy outlines the procedures for a bomb threat, as well as responsibilities and duties for individual members of staff. In the event that a threat is received, the procedures in this policy will come into effect. In all instances, the police will be contacted immediately and their instructions will be followed at all times.

The likelihood of a threat being made against the Offenham CE First School is extremely remote; however, it is essential that any threat is taken seriously and acted upon in a professional manner.

Telephone Threats

- All members of staff who answer school telephones will be made aware of the bomb threat procedures
- All relevant members of staff will receive a Bomb Threat Checklist, along with a Caller Details Checklist. (See appendix)
- When a threatening telephone call is received, the member of staff will gather as much information as possible and remain calm.
- Once the telephone call has ended, the headteacher or SLT will be notified.
- The member of staff who answered the telephone will complete the Caller Details Checklist at the earliest opportunity.
- The police will be notified at the earliest opportunity. The headteacher or SLT will then liaise with the police to determine the best course of action.
- The headteacher will provide the police with a written record of the call.
- If the threat specified a particular time, the evacuation procedures will be followed. This will only be done if the headteacher believes there is enough time for an evacuation to be carried out safely. Otherwise the headteacher will await instruction from the police.
- Once the decision to evacuate has been taken, the alarm which is three whistle blows will be used to alert all members of staff. Staff and pupils will relocate to a safe place in school or to St Mary and St Milburgh church Offenham.
- Once a decision for lockdown or evacuation has been made, the emergency procedures, outlined in the Lockdown Policy and Evacuation Policy will be followed.

Contacting the Police

- After the threat has been received and recorded, the headteacher, along with the person who received the call, will ring 999 and provide the police with the information on the Bomb Threat Checklist (attached)

The following information will also be provided:

-A mobile contact number, so the headteacher or designated senior decision maker can be called if the premises are evacuated.

-The number of pupils and staff at the school.

-Whether a decision has already been made to evacuate. If it has, the police will be told the location of the assembly point.

Suspicious packages

If a suspicious package is found anywhere around school the headteacher will be informed, the school will be cleared or evacuated and police would be called.

Written Bomb Threats

- If a written bomb threat is received, the headteacher will be immediately notified.
- The police will be notified at the earliest opportunity.
- The letter will be handed to the police
- The letter will be handled as little as possible.
- A record will be made of the date and time the letter was received.

Bombs threats via email

- If a threat is received via email, the message will be saved, in order for it to be investigated by the police.
- The headteacher will be notified as soon as a threat is received.
- The police will be notified at the earliest opportunity.

Suicide Attempts

If a person arrives at school wearing a suicide vest, lockdown procedures will be carried out immediately.

This policy was reviewed in the Autumn 2026 and will be reviewed again in the Autumn term 2027.

Appendix A

Bomb threats checklist

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat had been sent via email or social media, see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

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ASK THESE QUESTIONS AND RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?

7. What is your name?

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2. When is it going to explode?

8. What is your address?

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3. What does it look like?

9. What is your telephone number?

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4. What does the bomb contain?

10. Do you represent a group or are you acting alone?

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5. How will it be detonated?

11. Why have you placed the bomb?

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6. Did you place the bomb? If not you, who did?

12. Record time completed:

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INFORM BUILDING SECURITY OR
COORDINATING MANAGER

DIAL 999 AND INFORM POLICE

Name and telephone number of person informed:

Time informed:

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This part should be completed once the caller has hung up and police / building security / coordinating manager have all been informed.

Date and time of call:

Duration of call:

The telephone number that
received the call:

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About the caller:

☐ Male

☐ Female

☐ Age

Nationality

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Threat language:

☐ Well spoken
☐ Foul

☐ Irrational
☐ Incoherent

☐ Taped

Caller's voice:

☐ Calm
☐ Crying
☐ Clearing throat
☐ Angry
☐ Nasal

☐ Slurred
☐ Excited
☐ Stutter
☐ Disguised
☐ Slow

☐ Lisp
☐ Rapid
☐ Deep
☐ Laughter
☐ Hoarse

Familiar (if so, who did it sound like?)

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Accent (If so what accent?)

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Other (please specify)

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Other sounds:

☐	Street noises	☐	Motor	☐	PA system	☐	Office machinery
☐	House noises	☐	Clear	☐	Booth	Other (please specify)	
☐	Animal noises	☐	Voice	☐	Music		
☐	Crockery	☐	Static	☐	Factory machinery		

Remarks

Additional notes

Signature:

Print name:

Date:

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

- 1 Do not reply to, forward or delete the message

- 2 If sent via email, note the address
- 3 If sent via social media, what application has been used and what is the username/ID?
- 4 Dial 999 and follow police guidance
- 5 Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY OR
COORDINATING MANAGER

Retention period: 7 years