



*St Anne's Catholic
Primary School*

Policy Document

Bomb Threat
Policy

Next review September 2026

School Mission Statement

Our Mission at St. Anne's is to Live, love learn together with Christ.

Statement of Intent

St Anne's Catholic Primary school believes that the safety and wellbeing of our pupils and staff is of paramount importance. Under Section 8 of 'The Management of Health and Safety at Work Regulations 1999', St Anne's is committed to adhering to the legislation that states that schools "follow appropriate procedures in the event of serious and imminent danger to persons at work."

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 St Anne's is extremely remote; however, it is essential that any threat is taken seriously and acted upon in a professional manner.

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1. Legal Framework

- 1.1. This policy has due regard to the following legislation, including, but not limited to:
 - The Management of Health and Safety at Work Regulations 1999
 - The Health and Safety at Work etc. Act 1974
- 1.2. This policy will be implemented in conjunction with the St Anne's:
 - Business Continuity Plan
 - Personal Emergency Evacuation Plan

2. Telephone Threats

- 2.1. All members of staff who answer school telephones will be made aware of the bomb threat procedures over the telephone.
- 2.2. All relevant members of staff will receive a Bomb Threat Checklist, along with a Caller Details Checklist.
- 2.3. The Office Manager will arrange training for staff to become familiar with the procedure.
- 2.4. When a threatening telephone call is received, the member of staff will gather as much information as possible and remain calm.
- 2.5. Once the telephone call has ended, the headteacher will be notified.
- 2.6. The member of staff who answered the telephone will complete the [Caller Details Check list](#) at the earliest opportunity.
- 2.7. The police will be notified at the earliest opportunity. The headteacher will then liaise with the police to determine the best course of action.
- 2.8. The headteacher will provide the police with a written record of the call.

- 2.9. 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.
- 2.10. Once the decision to evacuate has been taken, the alarm will be used to alert all members of staff. Staff and pupils will relocate to the fire assembly points, located on the school field.
- 2.11. Once a decision for evacuation has been made, the emergency procedures, outlined in the Evacuation Policy will be followed.

3. Contacting the Police

- 3.1. 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](#).
- 3.2. 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.
 - Whether or not there is a 'buddy' school.

4. Suspicious Packages or Envelopes

- 4.1. According to the US Postal Inspection Service, there are a number of warning signs that, if spotted, could identify a potentially dangerous item. Although these are not official guide lines, St Anne's believes that by keeping these points in mind we can ensure good practice, as well as keeping the school safe. These warning signs are:
 - Excessive postage
 - A fictitious or non-existent return address
 - A postmark that does not match the return address
 - Restricted endorsements, such as 'personal' or 'private'
 - Distorted hand-writing, homemade labels or cut-and-paste lettering
 - Unprofessional wrapping
 - A rigid feel, uneven or lopsided contents
 - An irregular shape, soft spots or bulges
 - Protruding wires
 - Aluminium foil
 - Oil stains
 - An unusual smell
- 4.2. If a package or envelope is deemed suspicious, the following steps will be taken:
 - The police will be called immediately and the item will not be opened or handled.
 - The item will be left clear of other objects, so that it can be clearly identified by the emergency services.

- If possible, all the windows in the room will be opened.
- The item will not be put in water or a confined space.
- The immediate area will be evacuated and sealed off.
- Once members of staff have reached a safe area, a written record will be made of all the individuals who handled the item. This record will be made available to the emergency services.

5. Written Bomb Threats

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

6. Bombs threats via Email

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

7. Monitoring and Review

- 7.1. The school Office Manager is responsible for monitoring and reviewing this policy and procedures annually, and amending it accordingly following any incidents or concerns.

Bomb Threat Checklist

This checklist has been designed by MI5, to help members of the public manage a bomb threat made by phone. By following these instructions, a member of staff can ensure they gather as much information as possible from the caller.

1. If possible, switch on a tape recorder or another electronic recording device.
2. Tell the caller which town/county you are answering from.
3. Record the exact wording of the threat (in the box below).

Ask the following questions	
Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why did you place the bomb here?	
What is your name?	
What is your address?	
What is your telephone number?	
Time and date of call:	
Number shown (if any):	
Length of call:	

Caller Details Checklist

Once the phone call has ended, the person who answered the phone will complete this format the earliest opportunity. By recording the details as soon as possible, the information provided will be more detailed, and will be more useful to the police.

Caller details	
The number the call was received on (including extension):	
Sex of the caller:	
Nationality:	
Approximate age:	
Circle where appropriate:	
Threat language	
Well-spoken	Y/N
Irrational	Y/N
Taped message	Y/N
Offensive	Y/N
Incoherent	Y/N
Message read by the threat-maker	Y/N
Caller's voice	
Calm	Y/N
Crying	Y/N
Clearing throat	Y/N
Angry	Y/N
Nasal	Y/N
Slurred	Y/N
Excited	Y/N
Stuttering	Y/N
Disguised	Y/N
Slow	Y/N

Lisp	Y/N
Different accent – if so, what type?	Y/N
Rapid	Y/N
Deep	Y/N
Hoarse	Y/N
Laughing	Y/N
Familiar - If so, whose voice did it sound like?	Y/N
Other remarks (please outline below)	

Print Name:	
Date:	
Signature:	

