

# *Stepney Primary School*



*A Small School With Great Expectations*

## **BOMB PROCEDURES**

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At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff

## **1. INTRODUCTION**

The overriding consideration must always be the safety of staff, pupils, visitors and the general public. The purpose of this guidance is to ensure that any emergency situation can be dealt with in a pre-planned and organised manner to maintain the safety of all persons and co-ordinate an evacuation in conjunction with the emergency services.

Headteachers, staff and pupils must be fully briefed on the procedures to be followed. All persons on site (visitors, contractors etc.) must be instructed on the procedures for evacuation of the building/establishment.

## **2. PREFACE**

Any intimation, no matter how vague, that an explosive device has been placed on the school site must be regarded as a threat until investigation and subsequent events prove to the contrary. The threat may be:

- via the main switchboard;
- any internal phone with a direct dial facility;
- the police;
- the local press;
- some other third party;
- by letter / electronic means or the physical presence of a suspect letter, parcel or objects.

The time available to deal with such a threat is often short and it is essential that good communications within the school are established immediately. It is also important that every person involved in the incident remains calm and follows the instructions of those designated to deal with the incident and responsible for co-ordinating any evacuation that may be required.

## **3. PROCEDURE**

Any member of staff receiving a warning of the possibility of a bomb on the school premises must immediately call the Headteacher, or in his/her absence the Deputy Headteacher or teacher in charge. Upon receipt of a bomb threat immediate evacuation of the building is necessary. No return on site will be allowed until the official investigation has been completed.

The Incident Co-ordinator must then arrange:-

### **3.1 Immediate evacuation:**

This action will be taken regardless how high or low the risk might be. Any risk is unacceptable. The decision will be made to evacuate the building immediately and it will not be treated as a hoax.

### 3.2 Action to be taken

- the Incident Co-ordinator will ring the emergency services and request support;
- the Site & Premises Officer will support the evacuation but will **NOT** search the premise or grounds;
- in the case of an evacuation in the event of a bomb threat the fire alarm will be used;
- the bomb assembly point is on the school netball court and then pupils will be immediately taken to Endeavour Sports Centre (or the former Endeavour High School Dining Room);
- office staff will take the Registers, Evacuation File (including appropriate DVD) and Pupil Record files out of the building;
- all staff will take mobile phones with them where possible;
- these telephone numbers will also be in the Evacuation File:
  - Endeavour High School
    - Gary Parkinson (for the LA) 615202
    - Pete McCabe (for Hull College) 07535539788
  - Graham Talbot (via Alyson Milner) 616019
  - Chair of Governors (Lee Morfitt) 07852363682
  - Local Authority (LA) Switchboard 609100
  - The Press Office 300300
  - BBC Radio Humberside 323232
  - Hull Daily Mail 315358
  - Viking Radio 320903
- staff will check the registers against pupils and ensure that all pupils and staff are accounted for;
- office staff will contact Endeavour High School and request emergency accommodation;
- staff and children to be moved to Endeavour High School Sports Centre or the Endeavour High School Dining Room;
- Incident Co-ordinator, Site & Premises Officer, Senior Admin Officer to remain on school boundary to assist the Emergency Services;
- Incident Co-ordinator to contact Graham Talbot via Alyson Milner /LA officers to inform him of the situation;
- search with Police initiated;
- decision made regarding extensive search and length of time children likely to be out of school;
- decision to be made regarding school closure?
- if school to close, inform LA;
- telephone parents and also request that BBC Radio Humberside and Viking Radio announce closure. Direct any press enquiries to the City's Press Office;
- arrange siblings together for ease of collection;
- be calm, honest and open with parents.

#### **4. COMPLETION**

When the search has been completed and the all –clear given:

- Inform Graham Talbot/LA
- Debrief with staff- list positive and negative points for future action.
- Write a letter to parents explaining exactly what happened.

#### **5. PUBLIC SECTOR EQUALITY DUTY**

Please note: When we have updated policies from April 2012 onwards, we have referred to the requirements of the PSED, which state that as part of their statutory duties, schools need to comply with this by 6<sup>th</sup> April 2012.

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

This policy was reviewed and updated with reference to this duty. The author/s of this document and the Policy Committee of the Governing Body, which checks all policies before publication, considered this policy in the light of these requirements to ensure that Stepney Primary School adheres to these statutory regulations.

PBrowning  
Head Teacher (April 2012)

Mr Browning updated this policy and it was taken to governor's Autumn 2015.

To be reviewed Autumn 2016