



# Caversham Preparatory School

## Policies and Procedures

### Dynamic Evacuation and Lockdown Procedures

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### Purpose

This policy is to enable staff to recognise and report suspicious activity, and to understand what action should be taken in the unlikely event of such an incident.

### Actions to be taken in the Event of a Terrorist Threat or Attack

#### Suspicious Mail or Deliveries

Staff should be aware of any post that they receive in to the school. Deliveries could be explosive, incendiary, chemical, biological or radiological.

If a suspicious parcel is found or received it should be reported to the Bursar immediately. The room should be evacuated immediately, followed by full school evacuation. The staff who reported the item should stay on site and make themselves available to the Police or Army.

#### Suspicious Items

You are best placed to identify an item which is 'not right'. If you think an item is suspicious don't just dismiss it. In the result that a suspicious item is found in any school building the person finding the item must immediately contact the Head Teacher, who will inform the Bursar. If the item is found in a classroom the teacher should evacuate the children, immediately and send a 'runner' to the school office. The item must not be touched.

Phones in the surrounding area must immediately be placed onto flight mode and a distance of 20 metres should be cordoned off around the item. If possible the person finding the item should photograph the item.

#### Try and note the following details:

What is it? Size? Components, Description?

Where is it? Exact location. Can you draw a map? Is it marked?

When was it found? Has anyone moved or touched it?

Why do you think it's suspicious? Are there any potential targets?

Who are the witnesses? Keep them available

The Head Teacher or Bursar will decide the best course of action. If required, the fire alarm will be sounded by setting off the nearest call point and the building evacuated. Children and staff will be guided away from the suspect item. The police will be called and will need to speak to the staff member who found the item. You must make yourself available. The Head Teacher or Bursar will be on hand to guide police or army to the location of the item.

The School gates will be closed until the police arrive.

In the case of an extended evacuation the children will be housed in the Lodge. If the parcel is found in the Lodge or the Juniors, the children and staff will be housed in the Main Building. If in the Main Building, the children and staff will be taken to the Lodge.

#### Search Plan

If required, the school will be searched by the following personnel. Each area must be searched by two people working together. By separating the areas, the search can be conducted more quickly and by staff who know the building very well.



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School and Head's Office – School Secretary and Head Teacher  
 Reception Classroom + Front Hall and Reception toilets– Reception Teacher/PPA cover teacher + TA  
 Year 1 classroom, toilets, staff loos, PPA room – Year 1 Teacher/PPA teacher  
 Year 2 classroom and girls' toilet, Year 2 Teacher  
 Year 3 classroom and girls' toilet, Year 3 Teacher  
 Year 4 boys' toilet, cloakroom – Year 4 Teacher  
 Year 5 – Year 5 Teacher  
 Year 6, boys and girls' toilets and cloakroom – Year 6 + Bursar  
 Lodge downstairs/upstairs – Music Teacher + Lamda Teacher + Lunchtime Assistants

### Bomb Threat

If a bomb threat get as much information as you can – see below:

After receiving a call, the Head Teacher and Bursar should be informed immediately. The Head Teacher will then inform the police.

### VBIEDs Vehicle-borne improvised explosive devices

All staff cars must be registered with the School and be parked in their designated position. The list must be displayed in the School Office.

Staff noticing any suspicious cars on site should inform the Head Teacher or Bursar immediately. A decision will be made for the best course of action and if necessary the Police called. An evacuation will be carried out using the Evacuation Procedures.

### Marauding (Firearms or Weapons) Attack

A marauding attack is a one or multiple people who are armed. In the unlikelyhood that a marauding attacker is spotted, the school will go into Lockdown. You may not get a Lockdown notification but you must follow the steps listed below. Your first priority should be to yourself and any pupils in your care.

All staff should follow the 'Stay Safe' principles of Run, Hide, Tell.

#### Run

Escape if you can

Think about the route that you are taking

If it is not safe, HIDE

Insist others come with you, but do not stay behind if they refuse.

Leave all belongings behind.

#### Hide

If you can't run hide

Find cover (bullets can go through glass, brick, wood and metal, but not substantial brick work like in the Main School)

Don't look for the attacker if you can see them, they can see you.

Silence your phone and turn off vibrate

Lock or barricade yourself in.

Move away from the door.

Be aware of your exits.

#### Tell

All staff should be prepared to call 999.



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Location – where are the attackers?

Direction – where did you last see the attackers?

Description – Describe the attacker, numbers, features, weapons, clothing etc

Further information – Casualties, type of injuries, building information, entrances, hostages

If safe, stop other people entering the building.

Follow the officers' instructions

Remain calm

Can you move to a safe area?

Keep your hands in view

Be aware that the police may aim their guns at you, treat you firmly, question you, be unable to distinguish you from the attacker.

The police will evacuate you when it is safe to do so.

### Lockdown - Getting the message out:

If and when the school can, the Secretary must ring all members of staff or send out an email to all staff explaining that the school is in Lockdown and the area which is affected. Any staff off site must stay off site. Do not return to school. Trips should not return but should find follow the procedures below.

If possible, we will advise staff what to do but all staff need to be prepared to act alone and to make the necessary decisions for their own and pupils' safety.

### If you are off site during an attack

You will be informed and advised whether it is safe or not to return to school. If not, you must find a safe place and remain to look after all pupils in your care. Staff off site without any pupils in their care should wait for further information. Depending on the extent of the threat please be advised that you may not be able to return to site. You will need to consider your options in advance and have a plan for yourself. The school will not be able to advise you in this circumstance.

### If you are involved in a terrorist attack while on a school trip

Before departing on any trip, a full list of all pupils involved must be left with the School Office. Contact the school and explain what has happened, where, who is safe and who is unaccounted for. You must follow any instructions issued to you by the Police or Army.

### After Effects

The priority after any incident will be to get the school back up and running, and the restoration of normal school life as soon as possible. However, Queen Anne's School acknowledges that not all injuries will be physical and will work to make sure that all pupils and staff are fully supported. All information given to the press and other outside bodies will be managed by the Head Teacher and Bursar.

**Link policies:** Crisis Management Policy, Safeguarding Policy, Health and Safety Policy, Fire Evacuation Policy and Procedures



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## Annex 1 - Bomb Threat Checklist

This checklist is designed to help staff deal with a telephoned bomb threat effectively and to record the necessary information.

Record the EXACT wording of the threat.

If you can ask the following questions:

Where is the bomb right now?

When is it going to explode?

What does it look like?

What will cause it to explode?

Did you place the bomb?

Why?

What is your name?

What is your address?

What is your telephone number?

About the caller: ?

Sex of caller; Age; Nationality

Also think about: ?

Language; Caller's voice; Background sounds; Well spoken; Accent; Calm/Angry; Irrational; Laughter; PA systems; Offensive; Disguised; Office noise; Taped or read; Traffic; Street noises

Anything else you noticed: ?

Time of Call; Number call received on; Length of the Call

After the call finishes the Head Teacher or Bursar must telephone the Police or Incident Hotline



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## Policy Administration

### Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Health and Safety Policy
- Critical Incident Policy
- Safeguarding Policy
- Fire Policy and Procedures

### Quoted Legislation and Guidance

### Review Schedule

Update Schedule – 2 Yearly

### Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	08.10.2017	
J Lawson	01.08.2019	Personnel changed
J Lawson	01.02.2020	Personnel changed
A Lawson	05.03.2022	Updated and formatting
J Lawson	Sept 2023	Personnel changed
J Lawson	August 2025	New staff. To get ready to discuss at INSET