



Clifton Playgroup Ltd
Company Ltd by Guarantee 07342930

CLIFTON PLAYGROUP LTD BOMB THREAT POLICY AND PROCEDURE

This policy shows Clifton Playgroup's awareness to the threat of a bomb scare and the practical ways we wish to approach the concern.

We also want to reassure Playgroup families/carers/visitors to Playgroup /Clifton Primary School by sharing this policy with them, showing our plans for evacuation and their part in the plan.

The Playgroup is aware that this may be an unlikely scenario, but we must prepare for and address the issues involved with this threat. To create a robust Health and Safety environment, which offers reassurance to our staff, Playgroup families, visitors to group and Clifton Primary School.

This policy will address:

- Sources of the threat
- Immediate response to threat and contacting school
- Evacuation of Playgroup premises
- Where Playgroup will use as a safe place
- Contacting families/Chair of Board.
- Drill and evaluation
- Review

Sources of the threat;

Source	Description	Action
Telephone call	The threat will be by telephone call.	The person taking the call should attempt to get as much information as possible from the caller. A poster will be in place at each Playgroup telephone and copy is attached to this policy offering questions to ask etc. Playgroup should then start Evacuation Procedures and inform Clifton Primary School by phone.
Packages	Packages delivered to Playgroup. Finding a package abandoned in the garden or Playgroup should be reported immediately to the Manager/Supervisor.	Report immediately to the Manager/Supervisor. If you are suspicious- DO NOT TOUCH OR HANDLE IN ANY WAY. Contact the Bomb Disposal Officers Sometimes it is not until you have handled the package that you become suspicious of it. Place the package on a firm surface for the Bomb Disposal Officers and follow Evacuation Procedure. Contact the Bomb Disposal Officers.
Vehicle bombs	As Playgroup has no parking areas around it, this is an unlikely cause of threat but this does not dismiss the threat. If there is cause for concern, take the car registration number, description of the vehicle and driver.	Phone the police and give all information.
Written	Playgroup post comes through the School. Post	Keep all packaging and handle as little as possible, as evidence will be corrupted. Phone the police. Evacuate the Playgroup if appropriate.

Evacuation Procedure

This procedure is used in the event of a bomb threat.

If school telephone to confirm bomb threat they will also confirm where the bomb is and the Manager/Supervisor must then choose exit strategy.

Confirmed bomb threat <u>inside</u> the building	Confirmed bomb threat <u>outside</u> the building
<p>On confirmation of threat -</p> <ul style="list-style-type: none"> ● Evacuate the building through the front door and contact school via phone. (as Fire Evacuation drill) ● Ensure that the evacuation is away from the bomb location. ● Contact the police and give all details and where we are evacuating to. ● Before exiting, staff to check all present on the register, including visitors to group. ● Taking grab bag 1+2 and staff bags from the lockable cupboard. ● Make way to the designated 'safe place' - The Bull Inn, Main Street. Walking along the main road in pairs. Children with disabilities to use pushchairs. ● Ensure that the journey to the 'safe place' keeps away from the bomb threat and considers the use of buildings, walls etc. to shield the group en route. ● Stay calm and be watchful of the surroundings. ● When in 'safe place' ensure the children are comfortable. Two staff to contact parents and carers to collect children and two staff supervise the children, always considering safeguarding and Health and Safety. Then contact the Chair of the Board of Directors. ● Staff, families and visitors may not enter the Playgroup until the Bomb 	<p>On confirmation of threat</p> <ul style="list-style-type: none"> ● Evacuate the building through the front door and contact school via phone. (if package to the front of school, go through prayer garden and out through school gate at Year 1) ● Ensure that the evacuation is away from the bomb location. ● Contact the police and give all details and where we are evacuating to. ● Before exiting, staff to check all present on the register, including visitors to group. ● Taking grab bag 1+2 and staff bags from the lockable cupboard. ● Make way to the designated 'safe place' - The Bull Inn, Main Street. Walking along the main road in pairs. Children with disabilities to use pushchairs. ● Ensure that the journey to the 'safe place' keeps away from the bomb threat and considers the use of buildings, walls etc. to shield the group en route. ● Stay calm and be watchful of the surroundings. ● When in 'safe place' ensure the children are comfortable. Two staff to contact parents and carers to collect children and two staff supervise the children, always considering safeguarding and Health and Safety. Then contact the Chair of the Board of Directors.

<p>Disposal Officers have completed their work and the have given the all clear.</p>	<ul style="list-style-type: none"> • Staff, families and visitors may not enter the Playgroup until the Bomb Disposal Officers have completed their work and the have given the all clear.
<ul style="list-style-type: none"> • Manager/Supervisor to make a written report of incident including an evaluation of the evacuation as soon as possible and hand to the Chair of Board of Directors. 	

Lone workers must follow the procedure and no effort must be made to enter the Playgroup by any key holder if police have made contact about a bomb threat.

They must follow the Bomb Threat Procedure and contact the Manager and make a report of the incident.

Evacuation Drills - Playgroup will do a drill initially to ensure they are happy with the arrangements and evaluate how the procedure went and the Health and Safety aspects.

Then we shall carry out a drill at the beginning of the year to reinforce the procedure with staff and children.

Review of Policy and Procedure: There will be review after any incident and /or yearly along with all other Policies and Procedures.

Next review: July 2019.

This policy was adopted at a meeting of the Board of Directors held on: March 2019.

**Signed on behalf of
Playgroup:**



Name: Liz Newbold

Designation: Chair of Board of Directors

Guidelines to follow and information to take down; this will be placed at telephone points.

Date and time of call	
Duration of the call:	
If location of the bomb is given, start the evacuation as soon as possible. Signal to staff in the room.	
Did the caller leave a name?	
Did the caller give a code word?	
Size and location of the bomb	
Time of the bombs detonation?	
Things about the caller:	<p>Male / Female</p> <p>Nationality- was there an accent-</p> <p>Age-</p> <p>Tone of voice- scared, excited, upset, or aggressive?</p>
Background noises:	Cars, people, music, machinery, other?
Reason for the call:	
Other relevant information:	
Name of the person taking the call.	
If time permitting, try 1471 and see what number is returned	
Phone school with information 01788 542027	
Contact the police- information to give	<ul style="list-style-type: none"> Your name and Job tittle.

	<ul style="list-style-type: none"> • Where you are calling from and phone number Clifton Playgroup c/o Clifton Primary School Station Road Clifton upon Dunsmore Rugby CV23 0BT 01788 537479 • Why you are calling give details: • All information from the phone call- • If you call because of a found package or vehicle issue • Give clear details of location • Size /bulk of the package • Smell or marks on the package. • Address /postmark • Recipient's name on package. • Was the package found or was any warning given. • Who found it. • What precautions have already been taken
Evacuation to safe place	<ul style="list-style-type: none"> • Ensure route is away from Bomb Threat. • That procedure is followed. • Explosions can cover a vast area and in moving to the safe place consider using buildings for shelter en route. <p>The safe place is-</p> <p>The Bull 33-35 Main Street Clifton upon Dunsmore Rugby CV23 0BH 01788 552237</p>