



A FAMILY, A FOUNDATION, A FUTURE

## Whitminster Endowed C of E Primary School

### Security Policy

**Written by: Miss A Parry-Jones**

**Agreed by Governors: June 24**

**Review Date: Summer Term 1 2026**

1. It is the policy of the school to take reasonable steps to ensure the safety of staff, pupils and property, whilst maintaining a friendly atmosphere.
2. The physical perimeter of the school grounds will be secured by the upkeep of all fences and regular trimming of the back hedge (grounds staff will cut the hedge in winter and during the summer holiday). Hedges will be kept to a minimum height to prevent access but to allow easy viewing of the car park at the rear of the school.
3. The school buildings will be protected during school hours by an alarm system, adequate security lighting and continuously by CCTV when the school is closed.
4. In the event of a call out, a minimum of two people should enter the building together.
5. Lone workers should follow the following guidelines:
  - Staff should avoid the situation where they are alone in the building at night, if possible
  - A text message to be sent to Head Teacher/ Deputy Head to alert them to time being worked during holidays or weekends (arrival and departure)
  - Lone working at the end of school day:
  - Last pair to check all exits are secure and lights etc are turned off.
  - Two sets of lights to be kept on when working alone at night and back gate to be locked.
  - No use of any ladders should be carried out while lone working.
  - Lone workers must park their car at the front of the school after it is dark.
  - ensure alarm system is activated/de-activated
  - use all the available lighting
  - Work safely in accordance with Health and Safety procedures
6. The school playground will be accessible to parents and pupils at the start and end of each day.
7. The access gates in the following areas will be locked from 9am until 3.00pm:
  - Back gate (Car Park entrance)
  - Access gate onto main playground
  - Front gate has a timed controlled access point. School office to control entrance from 9.30 – 2.30

8. All other visitors, deliveries etc. should enter the school by the main entrance to the office.
9. All visitors are requested to sign in using the e-reception book unless they are simply delivering an item and wear a visitor's badge during their time on site. Where appropriate all unfamiliar visitors will be escorted to and from their destination.
10. All parents/guardians arriving late with their children, collecting or returning them following an appointment must report to the main reception where they must sign their child in/out.
11. Staff should question any 'unknown' person. Pupils should report any unknown person to a member of staff. The school will respond to and report any suspicious circumstances in line with LA guidelines.
12. All high value equipment is security marked and is not allowed off the premises unless cleared with the Headteacher and a record kept of the item, where it is going and when it will be returned.
13. Suspicious Packages and Bomb Threats – see guidance at the end of this document
14. School security is the responsibility of the Headteacher, with particular assistance for the production, implementation, maintenance and monitoring of the school's policy from the Chair of the School Development committee, Governors and staff.
15. The Governors and staff will liaise with the community groups aimed at tackling crime.
16. All school staff should be made aware of this policy. A summary of procedures is contained in the staff handbook, reviewed annually and given to all new staff.
17. A copy of the security policy shall be made available on request to parents and any other interested parties.
18. The Governors will review this policy every two years. The Governors are committed to the safety of all who work and visit the school and welcome suggestions as to how this can be maintained.

**For more SHE advice and guidance:**



**01452 425350**



**she@gloucestershire.gov.uk**



**www.gloucestershire.gov.uk/she**

## Telephoned Bomb Threats

When you receive a call:

- Use the Bomb Threat Checklist at Appendix A to record details. (This should be held readily available at call handling locations);
- attract a colleague's attention (use a pre-arranged signal);
- get someone to notify your supervisor if you can;
- listen carefully to what the caller says noting as much detail as you are able;
- use any recording equipment you might have. Note the caller's number if you have caller display;
- get someone else to listen to the call with you if possible;
- remain calm. Avoid displaying emotion and avoid inciting anger or frustration;
- try to obtain as much information as possible from the call;
- ask 'open' questions neutrally without suggesting an answer;
- record the caller's actual words if possible.

Once you have established as much essential information as is forthcoming (e.g. where, when and how), try to keep the caller talking – for example by asking the caller to repeat information so that you can be sure you have understood it.

If there is a 1471 capability but no caller display facility use this when the caller hangs up, otherwise keep the telephone line open after the caller has hung up. This may allow the source of the call to be traced.

After the call:

- immediately inform the designated person(Head or Deputy) who is responsible for deciding the appropriate response (e.g. whether to initiate a search or evacuate);
- an identified person should notify the police;
- if you cannot get hold of anyone and even if you think the call is a hoax, inform the police directly;
- provide the Police with any details they request;
- do not leave your post (unless ordered to evacuate) until the police or the designated person detailed in your procedure has been able to talk to you.

## Suspicious Packages

What is a 'Suspicious Package'?

It is possible to make an appraisal of a suspicious package and thereby decide whether any further action is needed. The following acronym is an effective means of evaluation:

H – Hidden (is the package hidden or does it appear to be simply left behind as lost property?)

O – Obviously suspicious (is it clearly suspicious e.g. batteries, wire, tape etc visible? –see Appendix C.)

T – Typical (whether or not it is typical of the environment in which it is found (e.g. a shopping bag left in a library)

T - Threat (whether there has been a specific threat to the location or to the Council).

A judgement must then be made whether to evacuate the premises and seek Police assistance.

### **Action to be Taken**

Staff should be briefed on the actions they must take when packages or other unattended items are reported to them. They will need to be able to assess whether the package should be treated as suspicious. Steps that can be taken include making every effort to quickly find the owner.

Seven key instructions for handling suspicious items:

- Do not touch suspicious items
- Move away to a safe distance
- Prevent others from approaching
- Communicate safely to staff, visitors and the public
- Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover
- Notify the police ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

Suspicious packages may be received in the post as mail or may be discovered in any part of a building as unattended and unidentified packages or other items, for example unattended baggage. Use the checklist in Appendix B to record details regarding the suspicious package.

Packages received in the post may be explosive or incendiary devices or contaminated with chemical, biological or radioactive (CBR) material.

Your risk assessment should give you a good idea of the letter bomb threat to your particular premises – generally the local authority is a relatively low risk target. Premises managers may also seek advice from the Police on the level of threat.

Letter bombs may be explosive or incendiary; or chemical, biological or radiological (CBR). If you receive a suspicious delivery it is unlikely you will know which type it is, so procedures have to take into account all eventualities.

Devices can come in a variety of shapes and sizes and may look innocuous but there may be 'tell-tale' signs. These are listed in Appendix C. Many harmless packages will display one or more of the characteristics listed, staff must rely on instinct and look out for a combination of characteristics that causes them to be suspicious. A CBR letter or package may be hazardous without being opened if the material is in finely ground powder or liquid form.

Staff whose job it is to routinely handle post should be alert to the possible risk and familiar with the possible indicators of a suspicious package such as a letter bomb. Managers should ensure that these staff are particularly aware of this guidance and local procedures.

Although any suspect item should be taken seriously, most will be false alarms, and a few may be hoaxes.

### **Evacuation**

The purpose of evacuation is to move people from an area where they might be at risk to a place of lesser risk.

Evacuation will not always be the first response. Advice should be sought from the Police where possible. Limited evacuation of sections of the building may be appropriate where suspicious packages are found.

Evacuation may need to take place in response to:

- a threat call directly to the building;
- a threat call received elsewhere and notified to you by the police;
- the discovery of a suspicious item in the building;
- the discovery of a suspicious item or vehicle outside your building;
- the discovery of a suspicious item elsewhere notified to you by the police or neighbours.

Determining whether or not to evacuate is a complex decision often relying on dynamic risk assessment at the time of the incident. Premises managers or persons making such decisions at the time must have thought through the response options. The decision will normally rest with the organisation although the Police will be able to assist in advising on this and early communications with them is therefore essential.

The routine fire assembly point may not be the appropriate place to evacuate to although this might be used as an initial staging post before redirecting occupants elsewhere.

If, for example, an evacuation route would take people past a suspect device or vehicle outside your building or through an area believed to be contaminated by CBR materials, evacuation may be the riskiest course of action.

Your existing fire procedures should have included personal emergency evacuation plans for staff that require assistance in evacuating. These should cater for all evacuation circumstances.

More information can be found at the CPNI website here:

<http://www.cpni.gov.uk/SecurityPlanning/Business-continuity-plan/Creating-a-security-plan/>

The government provides information on this website:

<https://www.gov.uk/government/publications/stay-safe-film>

## **Welfare and Post Incident Support**

Any incident, hoax or not, may have a significant psychological impact on individuals involved. Staff should make their line managers aware of any anxieties they may feel following an incident. It may be appropriate for a referral to be made to the Occupational Health Unit for counselling.



<b>Inform supervisor/security coordinator</b>	
Name informed:	Time informed:
<b>Contact Police (91) 999</b>	
Time informed:	
<b>Complete Part 2 once caller has hung up and supervisor or security coordinator have been informed.</b>	

<b>Telephoned Bomb Threat Checklist Part 2</b>
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<b>9. Duration of call (minutes):</b>		
<b>10. Caller's identity and Characteristics</b>		
<b>Male/Female</b>	<b>Adult/Youth/Child</b>	
<b>Nationality:</b>	<b>Age:</b>	
<i>Circle what best describes the caller</i>		
<b>VOICE</b>	<b>SPEECH</b>	<b>BACKGROUND NOISE</b>
Loud/Soft	Fast/Slow	Loud/Quiet/Echoing
High pitched/Deep	Distinct/Distorted	Street or Traffic?
Hoarse/Smooth	Stutter or Slurred	Aircraft/Trains/Machines
Pleasant?	Nasal?	Music/Pub/Party
Disguised?	Muffled?	Voices/Children/Animals
<i>Describe anything distinctive in other remarks.</i>		
<b>ACCENT</b>	<b>MANNER</b>	<b>COMMAND OF LANGUAGE</b>
Local – Y/N	Calm/Angry	Excellent
Regional - describe	Rational/Irrational	Good
	Coherent/Incoherent	Fair
	Rambling/Abrupt	Poor
Foreign - describe	Laughing	Did message appear read? Y/N
	Obscene	
	Emotional <b>Drunk or Intoxicated?</b>	Did caller's voice remind you of anyone? Insert detail below
<i>Describe anything distinctive in other remarks.</i>		
<b>Other remarks:</b>		
<b>Signature:</b>		
<b>Print Name:</b>		
<b>Date:</b>		

## Appendix B – Suspicious Package Checklist

### SUSPICIOUS PACKAGE CHECKLIST

***This can be used as a prompt to record important information that the Police or other emergency services may request.***

- Refer to and follow your emergency procedures
- Obtain and phone through the following details to the Police (91) 999

1. Full details of person reporting the suspicious package:

Name \_\_\_\_\_  
—

Role \_\_\_\_\_  
—

Date /  
Time \_\_\_\_\_

2. The exact location of the package (including the location of windows, stairwells, routes of escape, and what it overlooks):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Full description of the package:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Any witnesses of it being put into position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What action has been taken so far:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Decide a safe location to meet with the Police:

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## **Appendix C – Suspicious Packages – Tell Tale Signs**

**Warning:** Many packages may appear completely innocuous until opened, whilst many harmless packages may display one or more of the following characteristics.

- The item is unexpected or of unusual origin or from an unfamiliar sender;
- There is no return address or the address cannot be verified;
- The item is poorly or inaccurately addressed e.g. incorrect title, title but no name, spelt wrongly or addressed to an individual no longer with GCC;
- The address has been printed unevenly or in an unusual way e.g. by dry transfer instant lettering such as Letraset or Uno Stencil;
- The writing is in an unfamiliar foreign style;
- There are unusual postmarks or postage paid marks;
- A "jiffy" bag, or similar padded envelope, has been used;
- The item seems unusually heavy for its size. (Most letters weigh up to about 28g or 1 ounce, whereas most effective letter bombs weigh 50-100g and are 5mm or more thick);
- The item has more than the appropriate value of stamps for its size and weight.
- The item is marked 'personal' or 'confidential';
- The item is oddly shaped or lopsided;
- The envelope flap is stuck down completely (a harmless letter usually has an ungummed gap of 3-5mm at the corners);
- There are protruding wires;
- There is a pin-sized hole in the package wrapping or the envelope;
- There is a smell - particularly of almonds or marzipan;
- The item feels and looks like a book;
- There is an additional inner envelope, and it is tightly taped or tied.

### **Possible additional chemical or biological or radiological indicators**

It is difficult to provide a full list of possible chemical or biological or radiological indicators because of the diverse nature of the materials. However, some of the more common and obvious indicators are as follows:

- warnings on the letter or package;
- unexpected granular, crystalline or finely powdered material (of any colour and usually with the consistency of coffee, sugar or baking powder), loose or in a container;
- unexpected sticky substances, sprays or vapours;
- unexpected pieces of metal or plastic, such as discs, rods, small sheets or spheres;
- strange smells, e.g. garlic like, fishy, fruity, mothballs, peppery, meaty, rotten - but remember, if you detect a smell, not to go on sniffing it;
- remember, too, that some CBR materials are odourless and tasteless.
- stains or dampness on the packaging;
- sudden onset of illness or irritation of skin, eyes or nose.

