Beechoak Farm Montessori Pre-school

Promoting health, safety and hygiene

3.19 Bomb Threat Policy & Procedure

Policy Statement

Beechoak Farm is committed to ensuring the safety and welfare of all children, staff, and visitors. In line with the principles of Martyn's Law, the nursery will take reasonable steps to prepare for, respond to, and mitigate risks associated with bomb threats or suspicious items.

All staff must understand their roles in maintaining vigilance and responding effectively to potential threats.

Preventative Measures

Risk Awareness

We will:

- Conduct regular risk assessments of the premises to ensure security is maintained.
- Monitor entry points to the barns.
- Keep external doors and gates secured where possible.

Site Security

We will:

- Maintain a visitor sign-in system.
- Ensure gates and doors are secure.
- Keep outdoor areas regularly checked, including car parks.
- Ensure bags or parcels left unattended are investigated safely.
- Investigate any unexpected vehicles in the car park.

Staff Awareness

Staff will receive training to:

- Recognise suspicious behaviour or packages.
- Understand emergency evacuation procedures.
- Know how to report concerns immediately.

Recognising Suspicious Items

Staff should report any item that:

- Has no clear owner
- Is unusual in location
- Has wires, batteries, or strong smells
- Is hidden or deliberately concealed

Staff must never touch, move, or open a suspicious package.

Procedure for Receiving a Bomb Threat

Bomb threats may be received via phone, email, letter, or in person.

If a threat is received by phone:

Staff should:

- Remain calm.
- Keep the caller talking as long as possible.
- Write down exact wording used.
- Ask questions such as:
    - Where is the bomb?
    - When will it explode?
    - What does it look like?
    - Why was it placed?
- Note:
    - Time of call
    - Caller's voice (accent, tone, background noise)

Immediately inform the Nursery Manager/ owner or Designated Safeguarding Lead (DSL).

The Nursery Manager (or most senior staff member) will:

1. Dial 999 immediately
2. Inform police of the threat.
3. Decide whether evacuation is necessary.

Staff must not use radios or mobile phones near a suspected device unless advised safe to do so.

Evacuation Procedure

If evacuation is required:

Staff must:

- Take **daily registers and emergency contact details**.
- Escort children calmly to the **designated assembly point**.
- Conduct **head counts immediately**.

Staff Responsibilities

- Room leaders ensure all children are accounted for.
- Fire Marshalls to sweep their designated areas to ensure everyone has left the building.
- First aid kits and emergency bags should be taken if safe to do so.

Assembly Point

The nursery assembly point will be dependant on the bomb's location:

- **If the bomb is near the Nursery Barn we will evacuate to the Honey Hut.**
- **If the bomb is near the Preschool Barn we will evacuate to the forest clearing opposite the nursery.**

Lockdown Procedure (If evacuation is unsafe)

If instructed to **lock down**:

Staff should:

- Staff and children stay in their designated areas if it is safe to do so.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds are closed where possible.
- Staff and children stay away from windows and doors.
- Children are encouraged to stay low and keep calm and quiet.

Staff must wait for police instruction before ending lockdown.

Communication with Parents

Parents will be informed:

- Only when safe to do so
- Through nursery communication systems
- With clear instructions not to approach the nursery unless directed

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13. Record Keeping

The nursery will maintain records of:

- Threat details
- Incident actions taken
- Communication with authorities
- Staff debrief and review outcomes

This policy was adopted by staff at Beechoak Farm Montessori preschool.

Held on 11th March 2026

Date to be reviewed December 2026

Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton & Hayley Majeika

Proprietor Manager