

**Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.**

Insert here the wording from the Safeguarding and Welfare Requirements which this documents relates to.



## **Bomb Threat Policy**

### **Policy statement**

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. Such staff should, therefore, understand the actions required of them as the potential first response to a threat message.

### **Procedures**

#### **If we receive a telephone threat we will:**

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded ([see bomb threat checklist - attached](#))
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice

#### **If the threat is delivered face-to-face:**

- try to remember as many distinguishing characteristics of the threat-maker as possible

#### **If discovered in a written note, letter or as graffiti:**


- treat as police evidence and stop other people touching the item

**If the threat is received via email or social media application:**

- do not reply to, forward or delete the message
- note the sender’s email address or username/user ID for social media applications
- preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

**Further guidance**

REMEMBER Dial 999 and follow police advice. Seek advice from the manager as soon as possible.

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	18/10/2024	Date to be reviewed:	18/10/2025
Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)	Manager		