PROTECTIVE SECURITY AND EMERGENCY PREPAREDNESS POLICY 2026- 2027

Compliant with Martyn's Law (Terrorism (Protection of Premises) Act 2025)

Document Type:	Colleague Responsible:	Date:	Next Review:
School	Ceo and Headteacher	September 2026	September 2027
Approved By Finance, Audit, Risk and Health and Safety Committee			

1. Purpose

This policy outlines Wrotham School's commitment to safeguarding all individuals on its premises by implementing proportionate security measures in line with Martyn's Law. It aims to enhance our preparedness and ability to respond effectively to potential terrorist incidents.

2. Scope

This policy applies to all staff, students, contractors, visitors, and volunteers at Wrotham School, including during off-site activities and events under the school's jurisdiction.

3. Legal Framework

Wrotham School falls under the Standard Tier of Martyn's Law, which applies to premises with a capacity between 100 and 799 individuals. Educational institutions, regardless of capacity, are categorized under this tier.

4. Roles and Responsibilities

Role	Responsibilities
Health and Safety Committee	Approval of policy and risk assessment
Headteacher	Overall responsibility for the implementation and compliance with this policy.
Designated Safeguarding Lead (DSL)	Coordinates security measures with safeguarding practices.
Site Manager	Manages physical security infrastructure and maintenance.
All Staff	Required to participate in training and adhere to security protocols.

5. Risk Assessment and Planning

A comprehensive risk assessment will be conducted annually, focusing on identifying potential terrorist threats, evaluating likelihood and impact, and developing mitigation strategies and response plans. This will be prepared and reviewed by the Health and safety committee annually or as such time may arise where an update is considered critical.

6. Training and Awareness

All staff will receive training on recognizing threats, responding to incidents, and executing emergency procedures. Students will receive age-appropriate education on emergency responses.

Training to take place in September each year alongside a guided drill and demonstration to take place no later than 31/9/2025 in each calendar year.

7. Emergency Procedures

The school maintains procedures for evacuation, lockdown, and invacuation, with regular drills to ensure preparedness.

8. Communication and Coordination

Communication protocols will ensure alerts to staff and students, updates to parents, and coordination with emergency services.

9. Review and Continuous Improvement

This policy is reviewed annually (June each year) or following significant incidents to assess effectiveness and integrate best practices.

10. Resources and Support

Wrotham School utilizes guidance from ProtectUK, Local Resilience Forums, and the Department for Education to support its security efforts.

Annex A – Invacuation, Evacuation and Lockdown Procedures

1. Purpose

This annex outlines the operational procedures for invacuation, evacuation, and lockdown to respond to various types of threats or emergencies, including terrorist incidents, intrusions, or environmental hazards.

Definitions

• **Evacuation:** Controlled movement of people out of buildings to a designated safe location.

• **Lockdown:** Securing all individuals inside buildings to protect them from a threat.

• **Invacuation:** Movement of people from external areas to safe internal spaces within the school.

2. General Responsibilities

Role	Responsibilities
Headteacher/ Acting Headteacher	Authorizes activation of procedures and coordinates with emergency services.
Senior Leadership Team (SLT)	Supports implementation and communication.
DSL	Ensures safeguarding measures are upheld during responses.
Site Manager	Manages physical access, alarms, and gates.
All Staff	Know their roles in each scenario; keep calm and follow instructions.

An acting Headteacher is in place at any time where the Headteacher is not on site. They are a named person with appropriate seniority – usually the deputy headteacher.

A copy of this guide will be provided at reception for visitors entering site, alongside fire safety documents.

When an issue is identified that may require action:

As soon as an issue is identified everyone in the school has a responsibility to notify the school lead, senior team or site team to alert them and begin the process of sounding the alarm.

3. Evacuation Procedure

This follows an identical procedure to the FIRE ALARM EVACUATION

• Signal: Continuous fire alarm bell.

• Staff guide students via signed evacuation routes to Primary Assembly Point (3G Pitch).

• Teachers take registers immediately upon arrival.

• SLT to liaise with emergency services.

• No one re-enters the building until declared safe.

• Secondary Assembly Point (if required due to pitch being inaccessible or identified as risk): Back field entering via 3G Pitch pathway.

4. Lockdown and Invacuation Procedure

• Signal: Distinct lockdown tone which is a solid (non-pulsing tone).

• All doors locked. Windows covered where possible. Lights off. Where doors cannot be locked, they should be reasonably barricaded and secured by staff. For example, using furniture/ door stops and other preventative improvised blocking. Making it as difficult as possible to gain entry.

All classroom-based teachers to look outside of classroom at any nearby toilet, corridor or student spaces to identify anyone outside of lessons and bring them into their classroom regardless of year group or class membership. Add these names to registers.

• Students remain silent and hidden (away from windows/doors). This can include behind or under desks.

• No movement unless safe to do so.

• Teachers take roll quietly via mobile or laptop based email and send list of names present including their own and any staff in room to attendance@wrotham.kent.sch.uk CC: slt@wrotham.kent.sch.uk Visitors to school site should email their name and location by any available means including via other mobile devices to the addresses above.

• Await all-clear signal or direct instructions from emergency services. The all clear signal will be delivered in person by a known member of the Senior Leadership Team.

• All external groups (e.g., P.E. classes) directed inside via nearest entry point.

• Doors closed and locked once everyone is inside.

If this incident occurs at lunchtime or break time–

Students and staff should return immediately to their form/progress time rooms. SLT and non-teaching staff should stand in key areas shouting to direct students to “Form Time Rooms” Keeping a calm and purposeful atmosphere.

Where danger prevents access students should divert to the nearest safe and lockable space.

Leaders and other key site team members need to be flexible as needed and be active in diverting students away from danger.

Other Circumstances:

Where risk in school is evaluated as **VERY HIGH** and prevents access to classrooms/ buildings – under the direction of the Headteacher/ Acting Headteacher an informed decision to implement a run – hide – tell evacuation will be made - coordinating this via our existing radio system (Channel 1)

RUN HIDE TELL – will be implemented by the Headteacher and key staff/ leadership who will make themselves visible and will shout “**RUN HIDE TELL”** directing students and staff to leave the site via clear and safe routes – for example the back field or the front gate.

Once safe students and staff should use mobile devices to contact emergency services. Students should always stay in pairs or small groups.

7. Communication Protocols

As soon as an issue is identified and the alarm sounds the Leadership and site team should attempt to meet and coordinate the response:

Identify a chain of command – Headteacher – Deputy/ Acting Headteacher/ Any member of the Leadership Team/ Site Manager

Contact of the Emergency Services by the Headteacher/ Acting Headteacher or ANY member of staff who feel it appropriate to do and cannot contact the Headteacher or Key team members when an issue is identified – **this should be done without delay.** Taking a better safe than sorry approach.

The Headteacher or other member of staff reporting the incident should always follow the instructions of the emergency services.

Keep a log of communications throughout.

Internal Communication

Radios (Channel One) Issued to key staff – Leadership Team, Site Team and Reception/ ON call – kept on and on person all day.

Mobile Phones – Site Manager Phone number provided to all External Bookings.

Mobile Phones - used for registers and communications.

Email – accessible via phones, laptops and computers – to be used to send registers and important information.

Verbal – Staff/ Peer to Peer.

External communication:

Parents will be contacted with any information via parent mail and the school whats-app channel. Information may also be communicated via the school website if other methods fail

No one should contact or speak to external media or anyone but the emergency services.

All student and staff phones should be placed on silent.

Teachers and adults are responsible for keeping students calm and updated on accurate information.

Parents should be contacted only as directed by the emergency services. Parents should be deterred from coming to the school until such time as it is safe to do so and has been agreed with the emergency services as this could prevent emergency services accessing site and put children and adults in danger.

Parents/carers informed via SMS or email when safe. DEM/KLE to use parent mail to communicate HT to use WhatsApp group where possible to share info. ONLY WHEN APPROVED BY EMERGENCY SERVICES

- Designated media contact to manage any press inquiries. This will be the headteacher who. No one else is permitted to discuss any incident with media.

- Emergency contact log maintained.

8. Drills and Training

• Evacuation Drills: 3 X per year.

• Lockdown Drills: Annually

• Invacuation Awareness: Annually

• Post-drill debriefs conducted by SLT with opportunities for staff feedback and improvement.

9. Review and Updates

This annex will be reviewed annually or after any incident to assess effectiveness and ensure best practice alignment with local and national guidance.

ANNEX B

External Lettings:

External Lettings must comply with Martyn's law and are responsible for planning to manage this using the schools in formation, policies and risk assessments. This will need to be approved for lettings on application and as part of a signed contract.

The school will provide a pack that outlines the facilities layout and requirements for evacuation planning.

Additional Notes:
• Max capacity for bookings is 799 individuals in total at any time.
• Hall events must not exceed 350 (400 including staff).
• Outdoor spaces, including the 3G Pitch, must not exceed 500 people (total of players, staff, spectators).
• No unticketed events permitted.
• Booking requests must state total expected attendance including all staff, spectators, and participants.
• Risk assessments must be requested from all hirers.
• Lettings policy and contracts updated to clarify liabilities and required compliance.
• Communication procedures and training provided to site/key holders.
• Visitor guidance packs and A4 policy summaries prepared and shared.
• All booking-related risks reviewed in every Health and Safety meeting.

Appendix E – External Booking Form Template

Organisation Name: _____

Event Title/Description: _____

Date and Time: _____

Expected Number of Attendees (including all staff/visitors): _____

Designated Event Supervisor Name and Contact: _____

Have you attached a risk assessment? □ Yes □ No

Have you read the Emergency Action Pack? □ Yes □ No

Will staff be on-site and trained for emergency response? □ Yes □ No

Signed (Organiser): _____ Date: _____

Appendix F – A4 Protective Security Summary for Visitors

Welcome to Wrotham School

Your safety is our priority. As part of our compliance with Martyn's Law, please be aware of the following:

• In the event of fire—follow the nearest staff member to the Assembly Point.
• In the event of a lockdown—stay where you are, stay silent, stay hidden.
• Emergency exits and safety posters are visible across the site.
• Do not contact media or post online during an incident.
• A trained staff member will assist and guide you at all times.

Invacuation, Evacuation and Lockdown Policy

In Support of the Martyn's Law Protective Security Policy – Wrotham School

1. Purpose

This annex outlines the operational procedures for invacuation, evacuation, and lockdown to respond to various types of threats or emergencies, including terrorist incidents, intrusions, or environmental hazards.

2. Definitions

• Evacuation: Controlled movement of people out of buildings to a designated safe location.

• Lockdown: Securing all individuals inside buildings to protect them from a threat.

• Invacuation: Movement of people from external areas to safe internal spaces within the school.

3. General Responsibilities

Role	Responsibilities
Headteacher	Authorizes activation of procedures and coordinates with emergency services.
Senior Leadership Team (SLT)	Supports implementation and communication.
DSL	Ensures safeguarding measures are upheld during responses.
Site Manager	Manages physical access, alarms, and gates.
All Staff	Know their roles in each scenario; keep calm and follow instructions.

4. Evacuation Procedure

Purpose: Used during fire, suspicious packages, bomb threats, or gas leaks.

Procedure:

• Signal: Continuous fire alarm bell.

• Staff guide students via signed evacuation routes to Primary Assembly Point (school field).

• Teachers take registers immediately upon arrival.

• SLT to liaise with emergency services.

• No one re-enters the building until declared safe.

• Secondary Assembly Point (if required): Local partner site (e.g., nearby school or community centre – TBD).

5. Lockdown Procedure

Purpose: Used in response to an armed intruder, dangerous person on-site, or confirmed terror threat.

Procedure:

• Signal: Distinct lockdown tone or prearranged announcement/code via tannoy or radios.

• All doors locked. Windows covered. Lights off.

• Students remain silent and hidden (away from windows/doors).

• No movement unless safe to do so.

• Teachers take roll quietly via mobile apps or written notes.

• Await all-clear signal or direct instructions from emergency services.

Code Phrases (examples):

• "Mr. Lock is visiting today" = Initiate lockdown.

• "All clear" = Safe to resume activities.

6. Invacuation Procedure

Purpose: Used when an external threat exists and people outside need to come into a secure building quickly.

Procedure:

• Signal: Three short blasts of the whistle or radioed command.

• All external groups (e.g., P.E. classes) directed inside via nearest entry point.

• Doors closed and locked once everyone is inside.

• Transition to lockdown or continue activities based on nature of threat.

• Registration taken once secure.

7. Communication Protocols

• Internal communication: Radios, tannoy, PA system.

• External communication:

- Parents/carers informed via SMS or email when safe.
- Designated media contact to manage any press inquiries.
- Emergency contact log maintained.

8. Drills and Training

• Evacuation Drills: Termly

• Lockdown Drills: At least annually

• Invacuation Awareness: Briefings once per term

• Post-drill debriefs conducted by SLT with opportunities for staff feedback and improvement.

9. Review and Updates

This annex will be reviewed annually or after any incident to assess effectiveness and ensure best practice alignment with local and national guidance.

Wrotham School - Martyn's Law Risk Assessment Template

Editable Template for School Site-Specific Threat Assessment

Date: May 2025

Review Date: May 2026

1. Purpose

This editable template is designed to support Wrotham School in carrying out a tailored site-specific risk assessment in accordance with the Terrorism (Protection of Premises) Act 2025 (Martyn's Law).

2. Risk Matrix Guidance

Assess each threat by considering both the likelihood and impact as follows:

Likelihood:

• Low – Rare or unlikely to happen.

• Medium – Possible under certain circumstances.

• High – Likely or has occurred previously.

Impact:

• Low – Minor disruption or injury.

• Medium – Serious injury or significant disruption.

• High – Loss of life or major disruption to school operations.

3. Editable Risk Assessment Table

Risk Area	Potential Threat	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Existing Controls	Actions Needed

4. Site Mapping

Use this section to document key areas of your site (e.g., entrances, play areas, reception) and note any vulnerabilities. Attach maps or diagrams where relevant.

Key Site Areas to Assess:

• Main Entrances

• Reception and Admin Offices

• Perimeter Fencing and Gates

• Outdoor Areas (Playgrounds, Fields)

• Assembly and Event Spaces

5. Review and Sign-Off

Completed by: _____ Date: _____

Reviewed by SLT: _____ Date: _____

Next Scheduled Review: _____

Risk Assessment: External Bookings on School Site – Compliance with Martyn's Law

Location: [Your School Name]

Assessor: [Assessor's Name]

Date: [Insert Date]

Review Date: [Insert Review Date]

Hazard	Who Might Be Harmed	Current Controls	Risk Level (L/M/H)	Further Action Required
Lack of awareness of Martyn's Law obligations by external hirers	Visitors, staff, students	Booking forms include basic safeguarding terms; lettings policy in place	Medium	Add Martyn's Law compliance statement to letting agreements; provide hirers with ProtectUK guidance

Insufficient emergency procedures during public events	Visitors, staff, event attendees	Basic fire evacuation plans; staff onsite during events	Medium	Require event organizers to submit event-specific emergency plans; brief school staff on protocols
Large crowds (>200) triggering Standard Tier duties	Visitors, staff, public	Room capacity limits posted; basic site supervision	Medium	Ensure crowd estimates are gathered during booking; verify basic Public Protection Duty plan exists
Failure to communicate effectively in an emergency (e.g. lockdown or evacuation)	Everyone on site	Fire alarms installed; contact list for emergency services	High	Develop event-specific communication plans; train key staff and hirers on emergency communication procedures
Poor access control allowing unauthorized entry during external events	Staff, students, public	Front gates locked out of hours; one access point monitored	Medium	Ensure hirers understand the importance of controlled access; consider temporary security personnel for large events
Overlapping use of premises (e.g., evening event while students still on-site)	Students, public	Timetabling controls; staff on duty	Low	Restrict bookings during school occupancy unless risk assessed and supervised
Lack of trained personnel during an incident (e.g., hostile attack)	All site occupants	Staff first aid trained; basic incident response plan	High	Provide Martyn's Law awareness training to lettings officer and key out-of-hours staff; recommend ACT

				Awareness e-learning to hirers
No post-event review or incident logging	School management	None specific	Low	Implement post-event feedback/log sheet including safeguarding and security notes

Summary of Recommendations:

- Update lettings agreements to include Martyn's Law clauses.
- Create a security and emergency checklist for external hirers.
- Assign a responsible school contact for each booking who is trained in emergency response.
- Encourage hirers to complete ACT Awareness training:
https://www.gov.uk/government/news/act-awareness-elearning