



Thringstone Primary School

Believe and Achieve Together

Emergency Response Policy

Adopted by
Trustees: 24.08.26
Due for Review: August 2027 or sooner if required

1. Introduction

Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, received Royal Assent in April 2025. The Act is expected to come into force following an implementation period, during which schools are encouraged to prepare and requires schools that may have 200 or more people on site at one time to have plans in place to protect individuals from a terrorist incident. The Act was developed following the Manchester Arena attack in 2017 and seeks to ensure that public venues are prepared and able to respond effectively should the need arise. The Headteacher will periodically consider the school's vulnerability to reasonably foreseeable terrorist threats and review these procedures where necessary.

As part of these statutory duties, schools must have procedures for evacuation, invacuation and full lockdown, along with reliable methods for alerting staff and communicating during an incident.

This policy sets out the arrangements and expectations at Thringstone Primary School to keep children, staff and visitors safe in the event of a serious threat or emergency. The school meets the expectations of the **standard tier** of Martyn's Law and has adopted a proportionate approach based on its size, layout and context.

Procedures are designed to be **simple, clear and easy to remember**, so that staff can act quickly and confidently in any situation.

2. Key Principles

In any emergency or security incident, the school will prioritise the safety and wellbeing of children, staff and visitors. Staff will follow the advice of emergency services, maintain clear communication and ensure that children remain calm, reassured and supervised at all times.

Staff are expected to use calm, clear and discreet verbal communication wherever possible to avoid causing unnecessary alarm. The school recognises the importance of maintaining a safe and orderly environment, even in challenging situations.

The school will regularly review potential risks and adapt procedures where necessary. A strong **security culture** is embedded across the school and sits alongside established approaches to Health and Safety and Safeguarding.

3. School Layout and Communication Approach

The school is organised into three classroom blocks connected by a central hall. This layout allows messages to be communicated quickly and effectively across the site.

In the event of an incident, the Headteacher or most senior leader in charge will initiate the appropriate response. Communication will be delivered directly to each block and reinforced through staff communication within each area.

Methods of communication may include:

- verbal instruction
- whistle signal
- word of mouth between staff
- email to all staff where appropriate

Staff must act on the initial signal or instruction and should not wait for additional confirmation.

Communication between the main school and Little Acorns pre-school is an important part of this approach. The school will contact Little Acorns when a procedure is initiated, and Little Acorns will do the same if they identify a concern requiring action.

Where practicable, the Headteacher or delegated member of staff will maintain communication with any groups off site using the school's agreed emergency contact arrangements until it is safe for them to return.

4. Key Definitions

The school uses three clear response options. Staff must act immediately when directed.

Evacuation

Evacuation is used when it is safer for everyone to leave the building and move to a designated assembly point away from risk. Evacuation will normally be triggered by the fire alarm and will follow the school's established fire evacuation procedures, with children and staff moving to the school field. All staff are expected to be familiar with these procedures.

Invacuation

Invacuation is used when there is a situation outside the school that requires controlled movement indoors but does not require full lockdown. Children remain in classrooms, external doors are secured, and learning may continue in a controlled and supervised way. No access is permitted into or out of the building during this phase.

Lockdown

Lockdown is used when a severe and immediate threat is present and movement must stop. Rooms are secured, communication is minimised, and children and staff move out of sight. No one enters or leaves the room until all clear is given.

5. Roles and Responsibilities

The Headteacher, or most senior leader in charge, is responsible for assessing the situation, deciding which procedure to implement and coordinating the school's response. This includes initiating lockdown, invacuation or evacuation as required, contacting emergency services and liaising with external agencies.

Emergency services will be contacted by the Headteacher, senior leader in charge, or office staff as soon as a serious incident is identified.

All staff are responsible for acting immediately when a signal is given and for ensuring that children remain safe, supervised and reassured. Staff must follow instructions from the Incident Lead and use professional judgement within the framework of this policy.

If staff or children are moving around the school at the time of an incident, they must go immediately to the nearest safe space and follow the procedure from there.

Staff must not:

- leave a secure area unless instructed
- open doors unless instructed

Staff should not contact emergency services unless directed to do so. However, if there is an immediate risk to life and it is not possible to confirm that a call has been made, staff must take appropriate action and contact emergency services.

Office staff will support communication across the school, contact emergency services where required and assist with communication to parents when appropriate.

All visitors and contractors on site are expected to follow staff instructions immediately.

6. Evacuation Procedures

Evacuation will normally be triggered by the fire alarm and will follow established fire evacuation procedures.

Staff and children will:

- leave the building calmly
- move to the school field assembly point
- remain supervised at all times

Registers must be taken as soon as possible and any missing children reported immediately.

If the assembly point is not safe, staff will follow instructions from the Incident Lead or emergency services to move to an alternative location.

7. Invacuation Procedure

Invacuation will be used where there is a risk outside the building.

The signal for invacuation is:

- the verbal instruction “**Invacuation – Stay Inside**”, given by the Headteacher, senior leader in charge, or a delegated member of staff
- a continuous whistle if children or staff are outside

In situations where there is an immediate and clear risk, any member of staff may initiate an invacuation and must inform a senior leader as soon as it is safe to do so.

Staff must bring children inside immediately, secure external doors and ensure that children remain in classrooms or indoor spaces. Learning may continue in a calm and controlled way, but movement around the school should be limited.

Registers must be taken as soon as possible and any missing children reported immediately.

No one should enter or leave the building until further instruction is given.

8. Lockdown Procedure

A lockdown will be initiated where there is a serious and immediate threat to the safety of those on site.

The signal for lockdown is:

- a continuous whistle
- the verbal instruction “**LOCKDOWN**”, delivered calmly and discreetly where possible

On hearing this signal, staff must immediately bring children inside; close blinds; secure doors and windows; and move children to a position out of sight, away from doors and uncovered windows.

Staff should maintain a calm and quiet environment, reassuring children and keeping noise to a minimum. Registers should be taken as soon as it is safe to do so, and any concerns should be reported when possible.

During a lockdown:

- no one should leave the room
- doors must not be opened
- staff must remain in position until further instruction is given

In extreme situations, staff should be aware of the principles of **Run, Hide, Tell** and apply these where necessary to prioritise safety.

If a fire alarm sounds during a lockdown, staff must remain in place unless there is clear evidence of fire or they are instructed otherwise.

The lockdown will only be lifted when the all clear is given by the Incident Lead or emergency services.

9. Children Outside and Unstructured Times

If children are outside when an incident occurs, they must move immediately to the nearest safe indoor space and remain supervised at all times.

If it is not safe or possible to re-enter the building, staff will take children to the agreed safe location at The Green (junction of Lily Bank Road and Henson's Lane), following the school's local visits procedures. Staff should inform the school of their location as soon as it is safe and practicable to do so.

Where a class is off site on an educational visit or local walk, the visit leader will remain responsible for the children and will not return to the school site if they become aware that the school is in lockdown. The school will communicate with the visit leader using the agreed emergency contact arrangements and will advise when it is safe to return or direct the group to an alternative safe location if required.

During unstructured times, such as lunchtimes or transitions, staff must direct children to the nearest safe classroom or secure space immediately. Children must remain supervised at all times, and staff should then follow the relevant procedure.

10. Bomb Threat Procedure

All bomb threats must be treated seriously.

If a threat is received, staff should remain calm, keep the caller talking where possible and record key information such as the time, wording and any background noise. This information must be passed immediately to the Headteacher or senior leader in charge.

Staff must not search for a device or delete any messages or emails relating to the threat.

The school will contact emergency services and follow police advice. Decisions regarding evacuation or lockdown will be made in consultation with emergency services where possible.

11. Suspicious Package or Object

If a suspicious item is identified, staff should use the principles of **HOT (Hidden, Obviously suspicious, Typical)** and follow the **4 Cs approach (Confirm, Clear, Control, Communicate)**.

Staff must:

- not touch or move the item
- move people away from the area
- prevent others from approaching
- inform the Headteacher or most senior leader immediately

Emergency services will be contacted and their advice followed.

12. Communication with Parents and Carers

Parents will be informed as soon as it is safe and appropriate to do so. Communication will be led by the Headteacher or senior leader in charge.

Parents will be asked not to attend the school site, as this could place them and others at risk or interfere with emergency services.

Children will not be released to parents during a lockdown under any circumstances.

13. Training and Drills

The school will ensure that staff are familiar with this policy and understand their role in an emergency.

- invacuation and lockdown procedures will be practised over time, with at least one of these procedures being tested each academic year.
- evacuation procedures will be practised termly in line with fire procedures
- new staff will receive appropriate induction

Procedures will be reviewed and refined following any drill or incident.

14. After an Incident

The incident will only be considered over when emergency services confirm that it is safe to do so.

Following any incident, the school will:

- review the effectiveness of the response
- gather feedback from staff
- provide appropriate support for children and staff

15. Monitoring and Review

This policy will be reviewed every three years, or sooner if required due to changes in guidance or following an incident.