

Wrockwardine Wood CE Junior School



Protective Security and Preparedness Policy

Written: November 2025

Review Date: November 2027

Signed: C. Leck Date: November 202



“Love, Laugh Learn”

We will ignite the ability in all to ***‘Love, Laugh and Learn’***, recognising the extraordinary and wondrous in everything and in everyone. Our rich, varied and creative curriculum, together with our Christian values, will empower all to flourish following Jesus’s promise ***‘I have come to give life and life in all its fullness.’***
(John 10:10)

Our School Christian Values



This policy sets out the procedures and embeds a security culture for lockdown, invacuation, and evacuation and aligns with Safeguarding, Health and Safety, SEND, and Business Continuity requirements.

Wrockwardine Wood CE Junior School is committed to safeguarding the safety and wellbeing of pupils, staff, and visitors by maintaining strong protective security procedures. This policy provides a structured response to external and internal threats, including terrorism-related incidents, in accordance with Martyn's Law (The Terrorism (Protection of Premises) Act 2025) and the DFE's latest guidance on Protective Security and Preparedness April 2025.

Lockdown or Invacuation procedures may be activated in response to any number of external threats or emergency health situations:

- an intruder on the site
- a terrorist threat
- a reported incident or disturbance in the local community
- criminal activity
- a major fire or local risk of air pollution in the vicinity of the school
- gas leaks or hazardous materials in the vicinity
- the close proximity of a dangerous dog or other animal
- severe weather conditions

Any incident requiring lockdown or invacuation may be unpredictable and all staff should be alert to the security of the school site and procedures for maintaining a secure site.

Aims

Our aims are to provide a safe and secure environment for our pupils, staff and visitors and to establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

Key Principles DFE

The responsible person for the Protective and Preparedness Security of Wrockwardine Wood CE Junior School is the Governing Body.

- Security Lead/Incident Lead will oversee planning, training, and incident leadership. At Wrockwardine Wood CE Junior School, the security leads are Tracey Cartwright (Headteacher) and Russell Evans (Health and Safety Lead).
- Implement [RUN, HIDE, TELL](#) principles.
- Ensure inclusive procedures for learners and staff with SEND.
- Adopt the [HOT Protocol](#) (Has the item been hidden? Is it obviously suspicious? Is it typical for the location?) for identifying suspicious activity or items.
- Maintain Grab Kits for critical needs, including SEND requirements, to include the emergency inhaler, EpiPen, first aid kit and items which may be required by pupils with SEND needs, such as ear defenders and fidget toys.

- In the event that anyone by reason of any sort of disability or special need would be unable to evacuate the building without assistance, a Personal Emergency and Evacuation Plan will be drawn up and implemented.

- Communicate clearly during and after incidents to staff, learners, and families.

It is important that the school's procedures are familiar to all staff and pupils. To achieve this a lockdown and invacuation drill will be undertaken once a term. Parents should also know that the school has a Lockdown and Invacuation policy. A copy will be placed on the school's website.

STAFF ROLES AND RESPONSIBILITIES IN PROTECTIVE SECURITY AND PREPAREDNESS

In the event of an emergency situation, staff will all take collective responsibility.

Security Leads: Tracey Cartwright (HT) and Russell Evans (H and S Lead) Oversees security planning and leads during incidents. Co-ordinates on-site emergency response. Security Leads will liaise with external agencies, such as police and emergency services, to ensure effective communication and collaboration. Manage and delegate the response to an incident.

All Staff: Know the emergency procedures, take part in drills, maintain vigilance, and support learners, be aware of emergency procedures. Participate in training and awareness programmes related to protective security and preparedness measures. Be vigilant and report any suspicious activity to the security lead or appropriate authorities. Support the security lead in implementing and maintaining the protective security and preparedness plan. Staff should advise any other adults on site how to respond, particularly visitors who are not aware of the incident response plans.

SEND Support: Individual PEEPs (Personal Emergency Evacuation Plans) in place; SEND learners supported appropriately during incidents.

The Security Lead will impose lockdown and sound the alarm. They will notify and consult with emergency services.

EMERGENCY PROCEDURES:

INVACUATIONS

If an invacuation occurs during breaktime or lunchtime, the headteacher or a member of SLT will blow the whistle 3 times. Staff on duty outside will guide pupils to the school building entrances. Year 3, 4 and 5 will enter through their classroom fire escape doors, Year 6 will enter the school through the door near the staffroom. Appointed adults at breaktime and lunchtime will support vulnerable learners.

This is the plan for invacuation whilst on the field:

3 whistles blown

All children must enter the building

Year 3 through their fire exits

Year 4 through their fire exits

Rest of the school through staffroom door.

5B to library

5G to their classroom

Year 6 to their classrooms

If children are in the hall, they need to leave dinner and move to designated classroom.

Staff to close and lock doors, shut the blinds.

Staff to report on WhatsApp please use full names of children missing

Once everything is safe, the **school bell will ring 3 times to signal all clear.**

If there are any groups of children working offsite with adults, such as when the council come to do cycling proficiency, the adult will receive a phone call instructing them to come back to school, if it is safe to do so.

There will be at least one drill per term.

LOCKDOWN

In the event of the need to securely lockdown the school premises, we will **ring the school bell 3 times in quick succession**. Staff must ensure that they keep their children safely inside their classroom, away from the windows with the windows and blinds closed and the lights switched off. Internal doors must be closed but not locked. A register must be taken to ensure all children are safely in the room. Staff will message via WhatsApp to state that their class are safe.

If there are any classes outside for lessons such as Outdoor PE or forest school, a member of SLT will go outside and blow the whistle 3 times, classes to come into the extension.

Once the premises are safe again **a further 3 bells will ring to signal all clear.**

If there are any groups of children working offsite with adults, such as when the council come to do cycling proficiency, the adult will receive a phone call instructing them to come back to school.

There will be at least one drill per term.

Evacuation

Types of evacuation: (Taken from the DFE Protective security and preparedness for education settings document)

- full evacuation – evacuating everyone at once

The continuous ringing of the school alarm system is the signal to evacuate the building. The class teacher will take responsibility for leading the class out onto the playground. Each class must leave the building from their **designated exit** and line up on the playground in their **designated space** facing away from the school building. The teaching assistants should check the toilets in their area. Office staff will check staffroom/ staff toilets and the hall.

Once outside, the class registers will be brought to the teacher by the office staff. The class teachers call the register as quickly as possible. Once all children are accounted for the teacher holds the register up to signal that all children are present. We will then leave the school site and go to St. Luke's Primary School playground, which is next door. Office staff will print a list of staff and visitors on site from the Inventory system.

Staff and children should stay on St. Luke's playground and await further instruction. If we need to

evacuate at a distance further than St.Luke's we will go to Wrockwardine Wood Infant School.

Communication

Advice from DFE document:

- using an instant messaging app on phones, using the school group chat.
- ensuring staff and volunteers working at the setting are part of the group chat

For invacuation and lockdown, when the class teacher has checked that everyone is in the classroom, message will be sent via the school group chat.

TRAINING

Staff complete PREVENT training. Through safeguarding briefings, we train staff in policy and procedure using recommended resources in the Protective Security and Preparedness for Education Settings April 2025. Staff access to ACT e-learning and SCaN for All (see appendix links). Staff are taught the run, hide and tell practice (Appendix). Termly invacuation, lockdown and evacuation drills are conducted to ensure all staff and pupils are familiar with the procedure. SEND consideration built into drills ((Personal Emergency Evacuation Plans). Pupils are informed about lockdown/Invacuation/Evacuation procedure, reminded at the start of each academic year and practise once every term. Information is shared with parents in a newsletter informing them that we have a lockdown and invacuation procedure; the policy is available on the school website.

Bomb Threat

Immediate steps to follow, if a bomb threat communication is received.

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc. or who has any contact with the public, could possibly receive a bomb threat. Staff must, therefore, understand the actions required of them as the potential first response to a threat message and their duty of care to others.

If a telephone threat is received:

- Stay calm and listen carefully
- Have immediate access to the bomb threat checklist and the key information that should be recorded.
- 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 and retain for the police to secure
- 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
- Alert the security lead upon receipt of the threat, as they will need to assess the threat

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the person who made the threat as possible and try to remember exactly what was said (again, the Bomb Threats Checklist may be a useful prompt)

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 a 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 for your organisation to help the police investigation (as a guide, police will require data from 7 days prior to the threat message and 48 hours after)

Bomb Threat Checklist

TELEPHONED BOMB THREAT CHECKLIST	
Part 1	
Signal to colleagues for assistance	
1. When was the message received?	
Date:	Time:
2. Callers number (if available):	
3. Record what was said – Exact Message:	
4. Code word if used:	
5. Ask – where is the bomb?	
What part of the building?	Inside or outside?
Front or back?	Is it in a vehicle?
How many devices are there?	Is the caller familiar with the location?
6. Ask – what is it like? Description – large, small, in a bag, colour, smell?	
7. Ask – when will it explode? Date?	Time?
What will make it explode?	Is it booby-trapped?
When was it planted?	What is the explosive?
8. Ask – who is calling? Who are you?	What organisation do you represent?
Who placed the bomb?	Why are you doing this?
Where are you now?	What is your phone number?

Inform supervisor/security lead	
Name informed:	Time informed:
Contact Police 999	
Time police informed:	
Complete Part 2 once caller has hung up and supervisor or security lead been informed.	

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

Appendix

[Protective Security and Preparedness For Education Settings – April 2025](#)

[HOT protocol poster](#)

[RUN, HIDE, TELL](#)

[Martyn's Law](#)

[\(ACT\) for Education e-learning](#)

'Stay Safe' principles (**Run Hide Tell**) provide some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

<https://www.protectuk.police.uk/sites/default/files/2023-12/Marauding%20Attacker%20Action%20Card.pdf>



RUN Escape if you can. Consider the safest options. Is there a safe route? RUN if not HIDE. Can you get there without exposing yourself to greater danger? Insist others leave with you. Leave belongings behind.

HIDE If you can't RUN, HIDE. Find cover from gunfire. If you can see the attacker, they may be able to see you. Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal. Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls. Be aware of your exits. Try not to get trapped. Be quiet, silence your phone. Lock / barricade yourself in. Move away from the door.

TELL Call 999 - What do the police need to know? Location - Where are the suspects? Direction - Where did you last see the suspects? Descriptions — Describe the attacker, numbers, features, clothing, weapons etc.

Further information — Casualties, type of injury, building information, entrances, exits, hostages etc. Stop other people entering the building if it is safe to do so.

Armed Police Response - Follow officers' instructions. Remain calm. Can you move to a safer area? Avoid sudden movements that may be considered a threat. Keep your hands in view. Officers may point guns at you; treat you firmly; question you; be unable to distinguish you from the attacker. Officers will evacuate you when it is safe.

Other Threats

UNATTENDED & SUSPICIOUS ITEMS 

IMMEDIATE STEPS

Confirm – whether the item has suspicious characteristics

1  Has the item been deliberately hidden?	2  Is the item obviously suspicious? E.g. visible wires
3  Is the item typical of what you would expect to find in this location?	4  Ask if anyone nearby has left the item
If you believe the item represents a possible risk to life	
5  Clear the immediate area, control access to cordon and do not touch the item	6  Call 999 Do not use radios within 15 metres



Has the item been hidden?

Is it obviously suspicious?

Is it typical for the location?

