



HOLY TRINITY CE PRIMARY SCHOOL

*Strength for today,
Bright hope for tomorrow*

Policy: Security & Emergency Response Policy

This Review: July 2025

Next review: July 2028

Frequency of Review: Every 3 years

Our Christian Vision



Our school vision is taken from the book of Isaiah 40:31. This piece of scripture was chosen because it talks of the effort required to reach aspirational goals and reminds us that we can draw strength from God in the course of our endeavours.

Our hope in God leads us to have high aspirations for our learning community. We value the uniqueness of each child, made in the image of God, and seek to provide a holistic, enriched curriculum and pastoral care, empowering everyone with the strength, knowledge and wisdom to succeed and flourish.

The diagram shows how our vision is linked to the Church of England's Vision for Education.



How our vision informs this policy

We believe that a sense of safety is fundamental to pupils' flourishing. The basic need for security needs to be met before pupils can reach their potential and 'soar on wings like eagles'.

Safeguarding Statement

At Holy Trinity CE Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Holy Trinity CE Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

This policy will be reviewed every 3 years (as determined by the Governing Body).

Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount. Holy Trinity CE Primary School takes its duty to protect the well-being and welfare of these people seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at Holy Trinity CE Primary School will endeavour to take all reasonable actions to ensure the safety of pupils.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.

Legal framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005

This policy has due regard to official guidance including, but not limited to, the following:

- [School and College Security DfE Nov 2016](#)
- DfE (2014) *'Health and safety: advice on legal duties and powers'*
- DfE (2015) *'Emergency planning and response'*
- DfE (2014) *'Fire safety in new and existing school buildings'*
- National Counter Terrorism Security Office (2015) *'Developing Dynamic Lockdown Procedures'*

This policy will be applied in conjunction with the following school policies and procedures:

- Health and Safety Policy
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan

Definitions

Evacuation is the orderly removal of pupils, staff members and visitors from the school building; this can result from a fire or other incident within the building.

Invacuation refers to the process of making staff members aware of an emergency and moving pupils, staff members and visitors to the most sheltered areas within the building. This procedure is employed if moving outside would increase the risk

of harm to people, e.g. toxic fumes in the air.

Lockdown refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

Roles and responsibilities

All Staff Members

It is the responsibility of all staff members to:

- Act following the school's Emergency Response Plan, Invacuation, Lockdown and Evacuation Policy at all times.
- Ensure pupils, fellow staff members, and visitors remain as safe as possible whilst on the school premises.
- Ensure that registers are accurately taken and the names of missing pupils are immediately reported to the Head of School.
- When the alarm is raised, inform the Head of School or school office of any pupils missing from the classroom.
- Maintain an orderly manner and encourage pupils to stay calm during emergency procedures.
- Keep identification lanyards and door passes safe – report losses to the Head of school immediately
- Wear identification lanyards/door passes and whistles at all times
- Only use the whistle for emergency procedures outlined in this policy

The Head of School

It is the Head of School's responsibility to:

- Ensure effective and rehearsed emergency procedures are in place.
- Ensure that all staff members know the policy and have a copy to access.
- Ensure that new staff members are trained to implement all the emergency procedures.
- Raising the alarm of an emergency and delegating this duty to a designated staff member to carry out when they are not present at the school.

The Designated Security Lead

The duty of the Designated Security Lead is to oversee the setting's protective security and preparedness for potential events. They are responsible for:

- developing, maintaining and updating policies and plans to promote a good security culture;
- ensuring that all staff members are aware of their roles and responsibilities concerning protective security and preparedness;
- ensuring all staff receive training relevant to their expected roles;
- managing and delegating the response to an incident;
- liaising effectively with external agencies e.g. emergency services.

In most cases, the Designated Security Lead will take on the role of Incident Lead should an incident occur. Similar to the system for Designated Safeguarding Leads, it is essential to ensure appropriately trained staff are available to deputise in their absence.

The Designated Incident Lead

Should an incident occur, the Designated Incident Lead is responsible for carrying out or delegating the following duties:

- Leading the initial onsite response to the incident;
- Making clear decisions to get people to safety quickly;
- Responding to any immediate safety concerns where it is safe and appropriate to do so;
- Liaising with the police and / or other emergency services and incorporating their advice and / or instruction into the site response measures;
- Managing resources effectively to support the wellbeing of pupils and staff;
- Communicating about the incident with the parents / carers of those affected;
- Leading the response to mainstream media and / or social media unless this has been delegated to an alternative person.

The Operations/Business Manager

It is the responsibility of the Operations/Business Manager to:

- *Have an up-to-date Business Continuity Plan*
- *Ensure plan is known to Head of School and Deputies*
- *Ensure business continuity.*

School Office Staff

It is the responsibility of the school office staff to

- Check identification
- Challenge visitors that they do not recognise
- Ensure doors into the main school building are closed and are not held open by pupils and parents in a way that gives intruders an opportunity to enter the building
- Record all evacuation procedures, including drills and practices, in the Evacuation Record Log.
- Provide the emergency services with copies of the site plan.
- Ensure that all contractors or external services within the school are supplied with a copy of the evacuation procedure when their work begins.
- Monitor the situation continually, keeping the emergency services and colleagues up-to-date.

The Premises Manager

It is the responsibility of the site manager to:

- Ensure that emergency exits are clearly signposted.
- *Check that mag locks are in working order*
- *Ensure that all security doors/readers work*
- *That all doors that should self-close do so*
- *Test alarms and doors release mechanisms regularly*
- *Check perimeter entrances/exits, including bins and wildlife garden on a daily basis*

At Holy Trinity CE Primary School, the responsibility of informing the relevant external services, such as the police, in the event of an emergency is delegated to the Head of School. However in an emergency situation e.g. armed intruder, the emergency services should be called by anyone in a position to do so safely – do not assume that someone else will have done so.

Invacuation procedure

The invacuation procedure protects lives by keeping people inside away from perceived danger. This procedure will be used during armed intrusion, chemical spillages and air pollution.

The following is the invacuation procedure at Holy Trinity CE Primary School:

- The warning signal for the invacuation procedure at Holy Trinity CE Primary School is a whistle.
- Once a concern is raised, the Head of School or site manager will blow the whistle.
- All staff and pupils should return immediately to their classrooms
- Pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.
- Visitors should report to the school office and follow instructions given by school staff
- Teachers should take a register
- SLT will check-in with classes to find out if there are any pupils, staff, visitors unaccounted for
- Throughout the procedure, the Head of School, or another designated staff member, will continuously keep other staff members updated
- When all personnel are inside, doors and windows must be securely closed and air conditioning turned off.
- Main entrances into the school site will be locked if necessary

Before the procedure, the Head of School will identify designated 'safe rooms' throughout the school building, which all staff members will know.

The designated 'safe rooms' at Holy Trinity CE Primary School are as follows:

Area of School	Designated room number	Designated staff member for that room
Year 6 classroom	Year 6	Year 6 staff team
Year 5 classroom	Year 5	Year 5 staff team
Year 4 classroom	Year 4	Year 4 staff team
Year 3 classroom	Year 3	Year 3 staff team
Year 2 classroom	Year 2	Year 2 staff team
Year 1 classroom	Year 1	Year 1 staff team
Reception classroom	Reception	Reception staff team
Mezzanine	Alternative office space if required	SLT & Admin

- Each class is guided towards their designated 'safe room' by their classroom teacher, ensuring that all pupils, staff members and visitors are accounted for.
- When the invacuation procedure occurs during lunchtime or a lesson changeover, all staff members will guide pupils towards their classroom.
- Staff members will instruct pupils to stay away from the windows and doors.
- Pupils will be informed to lie or sit on the floor where necessary.
- Pupils and staff members are to remain in their designated rooms/positions until told to do so by the emergency services, or the Head of School has announced the risk has gone.

- When the invacuation procedure has finished, pupils will return to their timetabled classroom, where a register will be taken.
- Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is implemented correctly.

Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

- The Head of School will deliver a follow-up talk with staff members and pupils
- Support will be sought where necessary, such as counsellors
- Parents/carers and other stakeholders will be informed via letter
- The response to the crisis will be evaluated, and procedures amended where necessary.

Lockdown procedure

Before the procedure, the Head of School will identify designated 'safe rooms' throughout the school building, which all staff members will know.

The designated 'safe rooms' at Holy Trinity CE Primary School are as follows:

- Usual classrooms, unless pupils are at greater risk from being on the ground floor.

If there is an additional risk to pupils on the ground floor, staff will use the following rooms:

Area of School	Designated room number	Designated staff member for that room
Year 6 classroom	Year 6 Reception	Year 6 staff team Reception staff team and
Year 5 classroom	Year 5 Year 2	Year 5 staff team Year 2 staff team
Year 4 classroom	Year 4 Year 1	Year 4 staff team Year 1 staff team
The Resources Room	Year 3	Year 3 staff team
Mezzanine	Incident Room	SLT, Premises Manager, Admin team, catering staff
The Pod	Pupils already in The Pod, whose needs mean it would be unsafe to move them to the room designated for their class	Staff managing those pupils at the time
Head's Meeting Room	Alternative Incident Room - if mezzanine cannot be reached safely	SLT, Premises Manager, Admin team, catering staff

This procedure will be implemented as a sensible and proportionate response to any external or internal incident which threatens the safety and well-being of pupils, staff members and visitors.

The Head of School will ensure all staff members understand when and how this procedure will be Implemented.

A partial lockdown or full lockdown procedure will be implemented depending on the circumstances.

The Head of School will consider all factors when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.

The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:

- A local risk of air pollution
- A civil disturbance in the local community with the potential to pose a risk to the school

The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog or other animal roaming loose

The signal for staff members to implement the lockdown procedure is a whistle.

All staff will be issued with a whistle and should blow it if they see an intruder on the school site. Whistles must only be used for this purpose.

If Holy Trinity CE Primary School implements the lockdown procedure, the following protocol will be implemented:

- Whistle blown by person who has spotted the risk
- Other staff blow whistles to signal that they have heard the signal (and to ensure that staff on the other side of the building are aware of risk).

Doors from classrooms and common areas locked immediately by staff inside building:

Door location	Staff responsible for closing it in an emergency
Reception doors into playground	Reception teacher
Door near reception leading from hall extension to the playground	Reception TA
Year 1 door to playground	Year 1 class teacher
Year 2 door to playground	Year 2 class teacher
Door at the bottom of stairs	Year 3 class teacher after year 3 go upstairs
Door from courtyard into hall extension	Year 2 TA

- Doors only to be opened to let people in if it does not pose a danger to people already in the building and staff can identify any adults asking to be admitted
- If necessary, pupils in lower floor classrooms move upstairs
- In the event of an intruder on site, any staff member in the position to call the emergency services without endangering themselves should do so immediately. It is better that the emergency services receive more than one call than not receive a call at all.
- Pupils will be instructed to remain in their classroom or guided to the designated safe room.
- Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors.
- Pupils outside the school or not in classrooms will be led inside as quickly as possible unless this will endanger them and others.
- Classroom teachers are responsible for the pupils within their classroom.
- When all personnel and pupils are inside, doors and windows must be securely locked.
- Teachers will conduct a register or headcount. Class staff should not leave the classroom to search for missing pupils.
- SLT will collect information regarding missing pupils from class teachers where possible and conduct a search.
- Once all personnel and pupils are inside, the senior leadership team (SLT) will conduct an ongoing and dynamic risk assessment based on advice from the emergency services.
- If a hostile intruder manages to gain access, all pupils, staff members and visitors will be made aware of their nearest exit point. If pupils and staff can be safely evacuated, they will be.
- Pupils may be asked to hide or disperse if this will improve their safety.

- Pupils are instructed to take cover under their tables where possible.
- In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but a staff member will supervise this.
- In the event of an air pollution issue, air vents will be closed, where possible, as an additional precaution. Air conditioning should not be used.
- In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members to increase protection:
 - Blocking off access points by moving furniture to obstruct doorways etc.
 - Drawing all curtains and blinds
 - Turning off all lights and electronic monitors expressing light
 - Instructing all pupils to either sit on the floor, under a table or against a wall
 - Ensuring all people are kept out of sight and away from windows or doors
- All personnel will remain inside until an 'all clear' signal has been given by the SLT or unless told to evacuate by the emergency services.
- If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
- Parents/carers will be notified as soon as it is practicable to do so via the school's text message service Parent Hub
- Pupils will not be released to parents/carers during a lockdown.
- If it is necessary to evacuate the building, instructions will be delivered either in writing or verbally to classes, as the evacuation route will have to be changed according to the identified risk.
- To ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken at least once a year.

Evacuation procedure

Holy Trinity CE Primary School will conduct evacuation drills at least once a term to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.

In an emergency, such as a fire, the school's evacuation procedure will be implemented to get everyone out of the school safely and call the emergency services.

All staff members will have a copy of the evacuation procedure, and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.

New staff members are advised of evacuation procedures during their induction training. The designated fire ward for the school is The Premises Manager. However, all SLT and teaching staff have received fire warden training.

Holy Trinity CE Primary School has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.

The Head of School will ensure that all staff members know the designated evacuation points. The designated evacuation points for the different year groups are as follows.

Year Group	Designated leader	Evacuation point
Reception	Reception class teacher	Reception playground
Year 1	Year 1 class teacher	Playground – line up in front of big white 1 on the fence
Year 2	Year 2 class teacher	Playground – line up in front of big white 2 on the fence

Year 3	Year 3 class teacher	Playground – line up in front of big white 3 on the fence
Year 4	Year 4 class teacher	Playground – line up in front of big white 4 on the fence
Year 5	Year 5 class teacher	Playground – line up in front of big white 5 on the fence
Year 6	Year 6 class teacher	Playground – line up in front of big white 2 on the fence

- The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.
- When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.
- Staff members will direct pupils to the nearest or safest exit.
- It is staff members' responsibility to ensure that exits are never obstructed or blocked.
- Staff members will ensure that no pupils are left in the toilets, changing rooms, corridors, school hall, etc.
- Pupils will walk in an orderly and quiet manner to the designated evacuation point.
- Staff members will be aware of pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).
- A register and headcount will be taken when pupils are lined up in their year groups at their designated evacuation points.
- Any missing pupil, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.
- Missing personnel and pupils will be immediately searched for if it is safe to do so.
- Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure unless the Head of School or emergency services give the 'all clear'.
- The school office staff will call the emergency services when the alarm is raised, and they have safely exited the building.
- Admin staff will bring the school grab kit
- Parents/carers will be contacted to collect their children if required. This will be done using the school's text messaging service – Parent Hub.
- All evacuations will be recorded using the Evacuation Record Log.

Personal Emergency Evacuation Plan (PEEP)

Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.

A PEEP aims to enable Holy Trinity CE Primary School to implement effective arrangements to ensure everyone can evacuate the building in an emergency, should one arise.

These plans ensure that no one is discriminated against or treated less favourably in the event of an emergency.

A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable
- Refuge areas
- Any specific evacuation procedure requirements

Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class unless otherwise stated within their plan.

A PEEP will be reviewed annually to ensure the most up-to-date information is available.

When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, a PEEP will be reviewed and amended to reflect these changes.

The individual for whom the plan is for will be consulted at each review, alongside any specified staff members.

Fires

Holy Trinity CE Primary School will invoke the evacuation procedure in a fire.

Under no circumstances will entrances to the school and emergency exits be blocked or obstructed. Emergency lighting will be installed and appropriately used where necessary.

The site manager is responsible for ensuring that exits are clearly marked.

The site manager is responsible for ensuring every room is equipped with the necessary fire safety equipment.

All trained staff members will act as *'fire wardens'* in the event of a fire, unless they are with their class.

The Head of School will delegate the role of a designated fire warden. This individual will undergo extra training and take a lead role in the evacuation of the building.

If an evacuation procedure or similar is implemented due to the risk of a fire, these events will be recorded in the Evacuation Record Log.

Bomb threats

If Holy Trinity CE Primary School or a nearby area receives a bomb threat, the Head of School will decide which procedure to use by considering which poses the least risk.

The school will act according to this policy to ensure the welfare of pupils, staff members and visitors.

After receiving a threat, the school will immediately contact the emergency services and carefully follow their instructions.

The emergency services will still be contacted if the threat is believed to be a hoax.

Communication with parents/carers

Arrangements and information regarding Holy Trinity CE Primary School invacuation, lockdown and evacuation procedures will be routinely shared with parents/carers via newsletters or the school website.

If any of the procedures occur due to a real emergency, parents/carers will be informed of any developments as soon as practicable.

Parents/carers will be informed not to ring or come to the school as this could interfere with the work of the emergency services and may put themselves and others in danger.

Holy Trinity CE Primary School will contact parents/carers when it is safe for them to collect their child.

Whilst talking to parents/carers, the school needs to reassure them that they understand their concern for their child's welfare and that the school is doing everything possible to ensure the safety and well-being of all pupils.

Monitoring and review

This policy will be reviewed annually or sooner if statutory guidance is released before the review date.

The Head of School will conduct the review in collaboration with the governing body.