William Fletcher Primary School

Martyn's Law

Lockdown Procedure

Invacuation

Evacuation

Policy Name	Martyn's Law procedures
Frequency of review	Annually
Written	September 2026
Written by	Claire Martin
Next review date	September 2027

Article 19

I have the right to be protected from being hurt or badly treated

At William Fletcher Primary School, the safety of our pupils, staff, and visitors is our highest priority. In line with Martyn's Law (Protect Duty), we have put measures in place to ensure we are prepared for rare but serious emergencies, including terrorist incidents.

These steps are simple, practical, and designed to keep everyone safe while maintaining a welcoming environment. Please take a moment to read our Security Statement below to understand how we are meeting these requirements and what this means for you when visiting our school.

Martyn's Law – Security Statement

What is Martyn's Law?

Martyn's Law, also known as the Terrorism (Protection of Premises) Act 2025, requires publicly accessible premises—including schools—to consider and prepare for the possibility of a terrorist incident. An implementation period of 24 months began after Royal Assent on 3 April 2025. Full enforcement will follow after this period.

Scope & Tier Classification

● William Fletcher Primary School falls under the Standard Tier of Martyn's Law.

● All primary schools are classified under this tier, regardless of size or occupancy.

Our Responsibilities

1. Notification

We will notify the Security Industry Authority (SIA) that our school falls under Standard Tier obligations.

2. Responsible Person

The **Headteacher or Assistant headteachers** will act as the Responsible Person for compliance.

Preparedness Measures

Under the Standard Tier, we will implement simple, low-cost procedures to reduce harm in the event of a terrorist incident:

● Evacuation plans

● Invacuation plans (safe internal zones)

● Lockdown procedures

● Clear communication protocols for staff, pupils, and authorities

Implementation & Review

● Emergency plans will be reviewed annually and integrated into health & safety and safeguarding procedures.

● Staff training and drills will be conducted regularly to ensure familiarity with protective measures.

Ongoing Support & Compliance

● We will monitor official guidance from the Home Office and SIA via ProtectUK and Gov.uk.

● Advice and support will be sought from local education authorities and the SIA as needed.

● Compliance will be embedded within our governance framework alongside safeguarding and crisis management.

Statement of Commitment

William Fletcher Primary School is committed to meeting all requirements of Martyn's Law. We aim to safeguard pupils, staff, and visitors by embedding proportionate, practical measures that enhance our ability to respond effectively to terrorist threats—creating a safer educational environment.

Incavuation Procedure

Invacuation means moving people inside a building to protect them from a threat that's outside your school's premises, such as extreme weather, environmental hazard or a suspected terrorist attack nearby.

Although there are some important similarities, invacuation is **different to a lockdown**. A lockdown is necessary when there is a dangerous intruder on the premises. A lockdown or evacuation might be needed before or after an invacuation depending on how the situation develops.

Staff Responsibilities:

Staff Member	**Responsibilities**	**Emergency contact number**
Security lead – Claire Martin	• Determine and lead the initial response • Decide on appropriate protected spaces depending on the type of incident (appropriate spaces should be identified in advance) • Liaise with the police • Make fast, clear decisions to get people to safety	07719599449
Headteacher – Claire Martin	As above plus • Help co-ordinate the response, managing and delegating actions as needed • Communicate with parents/carers Record actions taken	07719599449
Assistant Headteachers Hannah Haynes Paul Austin	Escort visitors to agreed safe place	
Teachers and support staff	Bring pupils to protected spaces Take register and stay with pupils	

	Continue normal classroom activities	
Breakfast Club After School Clubs High Flyers ASC	Bring pupils to protected spaces Take register and stay with pupils Continue normal classroom activities	
SBM Sandra Morris	Make sure all access points are secured	

Invacuation signals:

Signal for invacuation	**Signal for all clear**
Whistle	Verbal announcement
Verbal announcement	Phone call to EYFS
Phone call to EYFS	Phone call to HH room
Phone call to HH room	Phone call to Breakfast Club / After School Club
Phone call to Breakfast Club / After School Club	

Protected spaces inside:

Location	**Capacity – number of people who can safely invacuate there**
Classrooms	30 children plus teachers and teaching assistants
Offices	5 in each office
Howard Hilsdon Room Used for BC, ASC, Music lessons, Nurture, Friday Cafes	30 children plus adults
Hall	100 children and staff

Invacuation Plan:

Bring pupils inside	**Move Inside:** All pupils, staff, and visitors outside must immediately go through the nearest entrance into the building. **Secure the Area:** Close and lock all external doors, windows, and fire escapes **Clear Windows:** Children and staff move away from windows and doors, sometimes sitting on the floor out of sight **Account for Everyone:** Teachers take a register or headcount and report any missing or injured individuals to the Headteacher or incident lead **Wait for All-Clear:** Everyone remains inside until an official **all-clear** signal is given by the Headteacher or emergency services
Steps to increase protection	• Lock and screen doors • Turn off fans or mobile air conditioning units (this will reduce the risk of exposure to any airborne chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)
Internal communication during invacuation	Use email on computer/ipad/phone to inform HT of headcount
Communication with parents/carers during invacuation	A combination of Dojo and email would be helpful to make sure the message reaches everyone. You should ask parents/carers not to come to the school. You could also ask them not to call the school, as this will tie up lines that would be used to contact emergency services.

Arrangements for pupils or staff with additional needs	The Orchard – additional staffing required to support need (SLT/SENDCo/FSW to support)
Invacuation duration	The school should remain invacuated until a senior member of staff or the emergency services confirm that it is safe to leave the building.
Invacuation drills	This will be practiced annually We will be talking to pupils in assembly and sending letters to parents/carers.

Invacuation action plan:

	Time	Signed
Decide whether to evacuate or invacuate		
If invacuate, where will you instruct staff and pupils to go?		
Sound alert		
Make sure all pupils and staff are inside the school building		
If appropriate, move pupils away from the incident (e.g. to the other side of the building)		
Do you need the emergency services?		
If sheltering from an environmental hazard (e.g. a smoke or chemical spill), make sure all doors and windows are closed and ventilation/air circulation systems are switched off		
Complete roll call for pupils, staff and visitors. Are any missing or injured?		
Reassure pupils and keep them calm, if possible return to normal classroom-based activities		
Notify parents/carers of the situation and provide advice, instruction and reassurance		
Remain inside until an all-clear has been given, unless emergency service advice if different		

Evacuation Procedure

Evacuation is about moving people outside the building to protect them from a threat in the building.

Note: evacuation should be the **exception** in the event of a dangerous intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Staff responsibilities:

Staff Member	**Responsibilities**	**Emergency contact number**
Security lead Claire Martin	• Determine and lead the initial response • Liaise with the police • Make fast, clear decisions to get people to safety • Delegate tasks as appropriate	07719599449
Headteacher Claire Martin	As above plus - • Help co-ordinate the response, managing and delegating actions as needed • Record actions taken Communicate with parents/carers	07719599449
Teachers and support staff	• Bring pupils to assembly points or other place of safety as directed Take registers and stay with pupils	
Breakfast Club After School Clubs High Flyers ASC	• Bring pupils to assembly points or other place of safety as directed • Take registers and stay with pupils	

Evacuation signals:

Signal for evacuation	**Signal for all clear**
Verbal announcement Fire alarm sounding Phone call to Breakfast Club / After School Club	Verbal announcement Phone call to Breakfast Club / After School Club

Identified muster points:

MUSTER POINT NAME	LOCATION	DIRECTION FROM SITE	DISTANCE FROM SITE (100M+, 200M+, 400M+)	CAPACITY – NUMBER OF PEOPLE WHO CAN SAFELY EVACUATE THERE
KS1 playground	WFPS	On site		100
KS2 playground	WFPS	On site		100
Rutten Lane playing fields	59 Rutten Ln, Yarnton, Kidlington OX5 1LW	Out of school, turn left on to Rutten Lane, playing fields are located on the right	0.2km 200metres	300

Evacuation plan:

Bring pupils outside	**Raising the Alarm:** Anyone discovering a fire or hazard activates the nearest break-glass manual call point. **Leaving the Building:** Pupils and staff leave in single file via the nearest safe fire exit without stopping to collect personal belongings. **Assembly Point:** Everyone proceeds to the designated outdoor assembly area (playgrounds) **Roll Call:** Teachers take the class register and report any missing individuals to the incident controller or senior leadership team
Internal communication during an evacuation	Mobile phones to be used to communicate between staff and contact the emergency services.
Communication with parents/carers during an evacuation	A combination of text and email will be helpful to make sure the message reaches everyone. You should ask parents/carers not to come to the school. You could also ask them not to call the school, as this will tie up lines that would be used to contact emergency services.
Arrangements for pupils or staff with additional needs	PEEPS The Orchard – extra staff needed to evacuate safely The Howard Hildson Room – separate alarm needs to be raised
Evacuation duration	The school should remain evacuated until a senior member of staff or the emergency services confirm it is safe to re-enter the premises.
Evacuation drills	Talk to the children in each class

In the event of an incident, the school would contact Breakfast Club, After school club, Yarnton Day Nursery and Sanctuary Care Home to inform them.

Breakfast Club – 01865 372301 Ext 22

High Flyers After School Club – 01865 372301 Ext 22

Yarnton Day Nursery – 01865 362544

Sanctuary Care Home - 01865 565973

Lockdown Procedure

Refer to Lockdown Policy

https://william-fletcher.oxon.sch.uk/wp-content/uploads/2024/10/Lock-Down-Policy-4.pdf