



## **Woodthorpe CE Primary School**

### **Business Continuity Plan September 2025**

**Approved by the Trust Board on: 19<sup>th</sup> December 2025**

**To be reviewed: December 2027**

## Contents

|                                                                                |    |
|--------------------------------------------------------------------------------|----|
| Contents.....                                                                  | 2  |
| 1.0 Introduction .....                                                         | 4  |
| 2.0 Legislation and Guidance.....                                              | 4  |
| 3.0 Definitions.....                                                           | 5  |
| 4.0 Martyn’s Law .....                                                         | 5  |
| 5.0 General Information .....                                                  | 6  |
| 5.1 Review and Training.....                                                   | 6  |
| 5.2 Associated Documents/information.....                                      | 6  |
| 5.3 Emergency Contact Information.....                                         | 6  |
| 6.0 Strategy .....                                                             | 7  |
| 7.0 Severity of Incidents .....                                                | 7  |
| 7.1 Minor Incidents.....                                                       | 7  |
| 7.2 Major Incidents.....                                                       | 7  |
| 7.3 Trust Wide Incident.....                                                   | 7  |
| 8.0 Roles and Responsibilities.....                                            | 7  |
| 8.1 Executive Headteacher/Headteacher/Head of School.....                      | 7  |
| 8.2 Incident Management Team (IMT) .....                                       | 8  |
| 8.3 Trust Management Team (TMT) .....                                          | 8  |
| 8.4 Staff.....                                                                 | 8  |
| 9.0 School Business Continuity Plans .....                                     | 8  |
| 10.0 TMT Contact Details.....                                                  | 9  |
| 11.0 Procedure for closing an Academy within the Trust.....                    | 10 |
| 11.1 Closure in advance of a school day.....                                   | 10 |
| 11.2 Closure during a school day .....                                         | 11 |
| 11.3 Immediate Places of Safety.....                                           | 11 |
| 11.4 Off-Site Place of Safety.....                                             | 11 |
| 12.0 Business Recovery in the Event of a Loss of Buildings or Site Space ..... | 12 |
| 12.1 General.....                                                              | 12 |
| 12.2 Insurance.....                                                            | 12 |
| 12.3 Replacement Site Facilities .....                                         | 12 |
| 12.4 Pandemic Threat/Mass Staff Unavailability.....                            | 12 |
| 12.5 Other Threats.....                                                        | 12 |
| 12.6 Regional Threats .....                                                    | 12 |
| 13. Draft Recovery Action Plans.....                                           | 13 |

|                                                          |    |
|----------------------------------------------------------|----|
| Appendix 1 – Fire Evacuation Log Sheet.....              | 17 |
| Appendix 2 – Lockdown Procedure Log Sheet.....           | 18 |
| Appendix 3 – Business Continuity Actions Checklist ..... | 19 |
| School Addendum.....                                     | 23 |

## 1.0 Introduction

The Derby Diocesan Academy Trust (DDAT) Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. This policy supersedes individual school Business Continuity plans and should be read in conjunction with:

- Cyber Response and Recovery Plan
- Cyber Security Policy
- School lockdown procedures
- Each school's fire evacuation plan (the operation of which does not necessarily activate the BCP).

This document sets out the Trust's approach for planning and responding to major incidents which affect the continuity of the Trust's business and the safety of its staff, pupils and others. The Trust expects that:

- Staff must be aware that they are obliged to take care of their own safety and health whilst at work, along with that of others who may be affected by their actions, and follow the guidance on reporting health and safety concerns;
- staff and pupils will be familiar with the school's routines for fire and the evacuation of the school building on hearing the fire alarm;
- staff will be familiar with the routines and procedures for dealing with emergencies (as detailed in their individual schools plans);
- staff and pupils will be familiar with the school's security procedures, in particular that all visitors not wearing a visitor's badge should be questioned and escorted to the school entrance area;
- staff organising school trips and visits follow the guidelines and write a risk assessment to be signed off by the Executive Headteacher / Headteacher / Head of School;
- staff will advise the school office if they leave the site for any reason and again on their return (using the signing in and out system is the preferred method);
- staff are aware of pupils with medical needs or health problems;
- staff are aware of school policy in dealing with violence at work;
- staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity;
- staff are aware that they are responsible for assessing risks to themselves before undertaking an activity.

## 2.0 Legislation and Guidance

This document is based on guidance from the Department for Education (DfE) on [emergency planning and response for schools](#) and [school security](#). It also complies with the following statutory guidance and legislation:

- [Keeping Children Safe in Education](#)
- [Health and Safety at Work Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Terrorism \(Protection of Premises\) Act 2025](#) – also known as Martyn's Law

### 3.0 Definitions

It is not possible, or desirable, to write a plan for every possible disruption. No matter what the *cause* of the incident, the *effect* can generally be summarised as:

- an inability to carry out daily and/or critical activities;
- loss of life or serious injury to Trust staff and students/pupils or members of the public;
- loss of building, or part of building or access to the building;
- loss of ICT;
- loss/shortage of staff;
- loss of critical supplier or partner;
- adverse publicity and/or reputational impacts.

***A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.***

### 4.0 Martyn's Law

This is new legislation which requires schools to:

1. Prepare for a potential terrorist attack; and
2. Be ready to help people

Martyn's Law only applies to a school if it's reasonable to expect **200 or more people** to be present at once, even if this only happens from time to time. If a school only ever has 199 people or fewer on site, the legislation does not apply.

Schools have at least 24 months (starting from April 2025) before being legally required to comply with Martyn's Law. This is explained in the Home Office's ['Overarching Factsheet'](#) on the Terrorism (Protection of Premises) Act 2025

Schools with between 200 and 799 people present at once will only need to meet the 'standard duty' requirements for its premises. Schools with 800 or more people present at once will need to meet enhanced duty requirements.

To meet the 'standard duty' requirements for premises, school will need to:

- Notify the [Security Industry Authority \(SIA\)](#) which is responsible for school premises
- Put in place appropriate public protection procedures for:
  - Evacuating people from the school
  - Invacuating people to a place in the school where they are safer
  - Lockdown to prevent people entering or leaving the school
  - Communicating with people during an incident, to alert them to danger and give instructions about what to do

To meet the enhanced duty requirements for premises, in addition to the standard requirements above, the person responsible for enhanced duty premises and qualifying events will additionally be required to:

- have in place, so far as reasonably practicable, appropriate public protection measures that could be expected to reduce both (i) the vulnerability of the premises or event to an act of terrorism, and (ii) the risk of physical harm being caused to individuals if an attack

was to occur there or nearby. For example, enhanced duty premises will be required, so far as is reasonably practicable, to implement measures relating to the monitoring premises and their immediate vicinity;

- document the public protection procedures and measures in place, or proposed to be put in place, and provide this document to the SIA. This document should include an assessment of how the public protection procedures and measures reduce vulnerability and/or the risk of harm; and
- where they are not an individual, they must designate a senior individual with responsibility for ensuring that the body complies with the requirements in the Act.

## **5.0 General Information**

### **5.1 Review and Training**

This document will be reviewed annually by the Trust Board.

### **5.2 Associated Documents/information**

Associated Documents include each school's:

- Cyber Response and Recovery Plan
- Cyber Security Policy
- School Lockdown Procedures
- Each School's Fire Evacuation Plan (the operation of which does not necessarily activate the BCP)
- Each School's Fire Risk Assessments

### **5.3 Emergency Contact Information**

An emergency pack is kept at Reception in the main school office and includes:

- Copies of this document
- Site plans

Staff communication will be via email and the website if this is operable, or by use of the snow plan telephone lists if not. Access to staff and student data with home phone numbers can be accessed on-line by the Executive Headteacher / Headteacher / Head of School or other delegated school staff members as directed. An emergency information pack is kept at the main reception office at each school within the Trust and includes:

- Copies of this document
- All associated documents (listed above)
- Site Plans

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Local radio stations
- Health and Safety Executive (HSE) (Injuries only)
- RPA
- Local Police
- Local Fire Service
- DDAT PR Support

## **6.0 Strategy**

If an incident is declared that is localised to within one school, then this can be declared by the school's Executive Headteacher / Headteacher / Head of School or another member of SLT where appropriate. Any incident declared must be immediately notified to the CEO and the Trust Business Continuity Plan will be activated.

## **7.0 Severity of Incidents**

### **7.1 Minor Incidents**

These are events or circumstances that the local school can deal with using its built in procedures which does not affect the school or the Trust adversely or prevent it from carrying out its day-to-day activities.

### **7.2 Major Incidents**

These are events or circumstances that cause or threaten death or injury, and or disruption to the school on such a scale that it prevents the school from carrying out its day-to-day activities. These incidents typically would require another organisation and or DDAT central team to help assist the school and must be notified immediately to the CEO.

An Incident Management Team (IMT) would be established to support the Executive Headteacher / Headteacher / Head of School to implement all the actions.

### **7.3 Trust Wide Incident**

Unless the incident is minor, it will be impossible for the Executive Headteacher / Headteacher / Head of School to implement all the actions required on behalf of the school and across the Trust. Therefore, an initial assessment of the incident by the Executive Headteacher / Headteacher / Head of School and CEO will establish if the incident should be handled as a major incident or whether a Trust wide incident should be declared.

A Trust wide incident would typically be an event that impacts multiple schools within the Trust or has the potential to threaten the future operations of the Trust. A Trust Management Team (TMT) will be established at the declaration of a Trust wide incident to assist the Trust in managing the response. The membership and skills set of the TMT may vary slightly depending on the nature of the incident but will always be chaired by the CEO or their designated deputy

## **8.0 Roles and Responsibilities**

### **8.1 Executive Headteacher/Headteacher/Head of School**

The Executive Headteacher / Headteacher / Head of School is responsible for the implementation and co-ordination of the BCP, including:

- immediately contacting the CEO if the incident is unable to be handled using local procedures and/or relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated;
- co-ordination of status reports & communication for the benefit of all audiences (including staff, students, parents, governors/trustees/members, Academies Team at DfE, press).

## **8.2 Incident Management Team (IMT)**

Led by the Executive Headteacher / Headteacher / Head of School, the Incident Management Team includes relevant SLT members, local trust committee representatives, the Site Manager / Caretaker and School Business Manager / School Business Officer. Additional members of the team will be recruited to match the specific needs of the incident. Church schools will also need to inform a representative from the Diocese.

The IMT is responsible for acting under the direction of the Executive Headteacher / Headteacher / Head of School to restore normal conditions as soon as possible. The IMT will report to the CEO who will evaluate if the status of the incident needs to be escalated to the TMT

## **8.3 Trust Management Team (TMT)**

Led by the CEO, the Trust Management Team includes the Deputy CEO, COO, CFO and at least two other trustees. Additional members of the team will be recruited to match the specific needs of the incident. These include Executive Headteacher / Headteacher / Head of School and local trust committee representatives from each school affected and premises/H&S/office staff as appropriate.

The TMT is responsible for acting under the direction of the CEO to restore normal conditions as soon as possible and minimise any potential impact to the Trust and schools within the Trust.

## **8.4 Staff**

Staff are required to co-operate with the IMT & TMT in support of the BCP. In the event that staff are sent home, they should remain available to assist with necessary tasks as required.

## **9.0 School Business Continuity Plans**

All schools should have an addendum to this policy containing a detailed assessment of the critical activities in order to identify key risks specific to its operation and the safety of its pupils, staff and others. This assessment will be led by the Executive Headteacher / Headteacher / Head of School.

As a minimum, there must be specific plans in place for ICT disaster recovery & alternative temporary premises.

Each School will complete fire evacuation and lockdown drills each term and record the outcome of these on the templates provided at the end of this document before uploading to the TEAMS folder.

Each school will maintain its own emergency management instructions, including emergency contact details, call cascade plan and the action plan. The cascade plan must be tested on an annual basis.

This plan will be activated in the event of a critical incident or an emergency i.e. when an incident occurs that impacts on the delivery of our critical activities or the safety and well-

being of our pupils, staff and others; and when normal responses, procedures and coping strategies are deemed insufficient to deal with the effects.

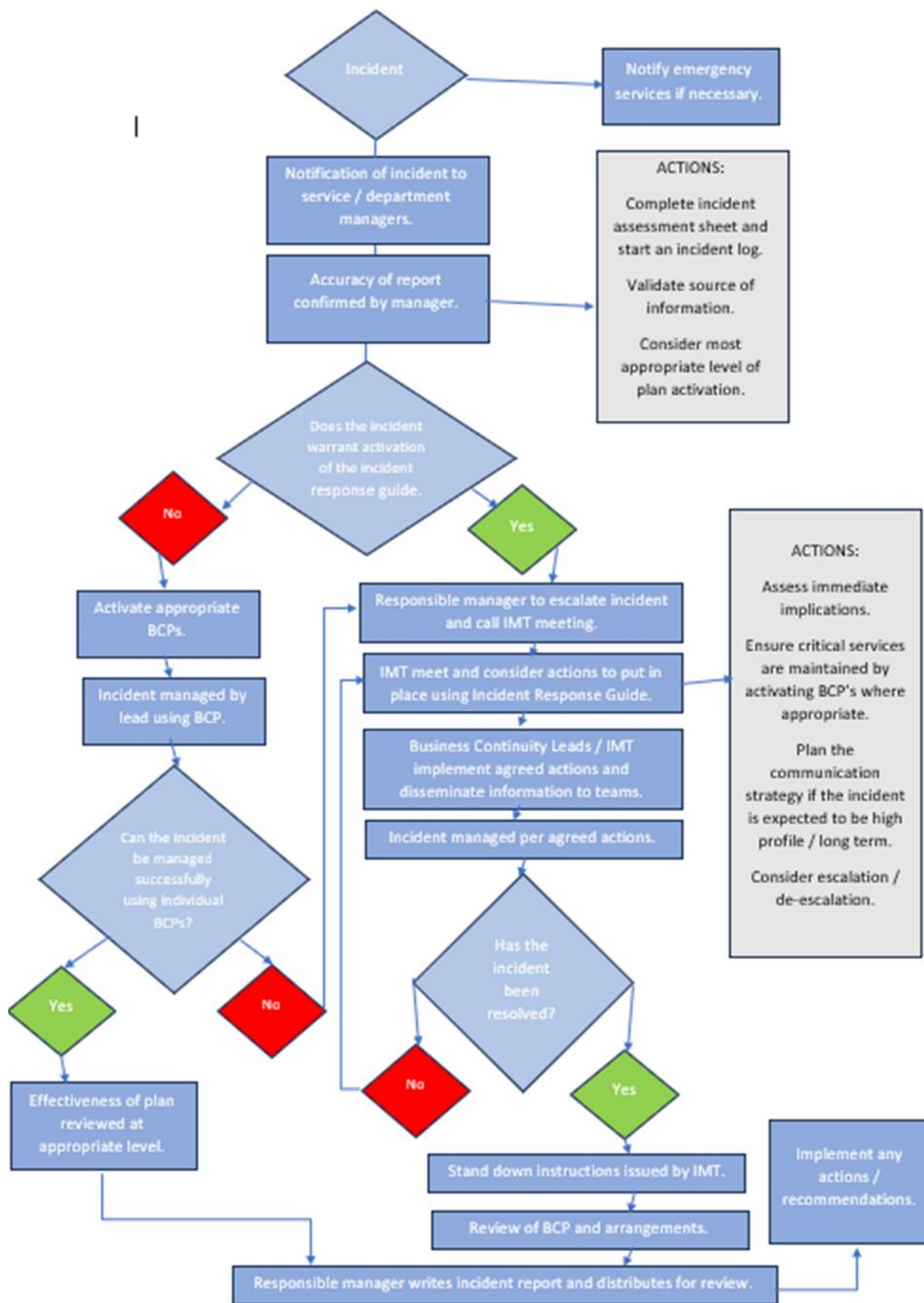
## 10.0 TMT Contact Details

If a Trust Wide incident is declared by the CEO (or their Deputy) the Trust Management Team will be established meeting at the Head Office, in an identified school in the Trust or remotely, and the Business Continuity Plan will be activated. Deputies for the initial TMT will be established accordingly from the table below.

| Name                    | Role                               | Telephone    | Email                                                                        |
|-------------------------|------------------------------------|--------------|------------------------------------------------------------------------------|
| <b>Dr Sarah Clark</b>   | CEO                                | 07568 109789 | <a href="mailto:Sarah.clark@ddat.org.uk">Sarah.clark@ddat.org.uk</a>         |
| <b>Jackie Stirland</b>  | Deputy CEO                         | 07739 655015 | <a href="mailto:Jackie.stirland@ddat.org.uk">Jackie.stirland@ddat.org.uk</a> |
| <b>Hayley Wharton</b>   | COO                                | 07710 122995 | <a href="mailto:Hayley.Wharton@ddat.org.uk">Hayley.Wharton@ddat.org.uk</a>   |
| <b>Pat Mosley</b>       | CFO                                | 07841 017970 | <a href="mailto:Pat.Mosley@ddat.org.uk">Pat.Mosley@ddat.org.uk</a>           |
| <b>Dr Sarah Charles</b> | Chair of the Trust                 |              | <a href="mailto:Sarah.Charles@ddat.org.uk">Sarah.Charles@ddat.org.uk</a>     |
| <b>John Kelly</b>       | Vice Chair of the Trust            |              | <a href="mailto:John.Kelly@ddat.org.uk">John.Kelly@ddat.org.uk</a>           |
| <b>Matt Goy</b>         | Estates and Health and Safety Lead | 07523 281316 | <a href="mailto:Matt.Goy@ddat.org.uk">Matt.Goy@ddat.org.uk</a>               |
| <b>Rhian Rudge</b>      | HR Lead                            | 07740 540403 | <a href="mailto:Rhian.Rudge@ddat.org.uk">Rhian.Rudge@ddat.org.uk</a>         |
| <b>Jo Harris</b>        | Senior Operations Officer          | 07712 530864 | <a href="mailto:Jo.Harris@ddat.org.uk">Jo.Harris@ddat.org.uk</a>             |
| <b>Paul Clark</b>       | Finance Manager                    | 07564 077979 | <a href="mailto:Paul.Clark@ddat.org.uk">Paul.Clark@ddat.org.uk</a>           |

The CEO or their deputy is responsible for the implementation, maintenance and coordination of the BCP, including:

- Immediately contacting the emergency services, such as Police and/or Fire Services, if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated.
- Coordination of status reports/communication for the benefit of all audiences
- (including staff, pupils, parents, LA, DfE, and press).
- Following the incident management flow chart below evaluating whether the IMT becomes TMT.



## 11.0 Procedure for closing an Academy within the Trust

### 11.1 Closure in advance of a school day

The school can be closed in advance of a school day using the following system:

1. Closure authorised by the CEO or Executive Headteacher / Headteacher / Head of School in co-ordination with the Executive Team.
2. Implementing the school staff 'snow procedure' (actioned by Leadership Team).
3. Recording the closure on the home page of the school website (actioned by Executive Headteacher / Headteacher / Head of School or delegated school staff).
4. Sending out messages via parent mail or other parent communication system to all parents (actioned by Headteacher or delegated school staff).
5. Notification to the chair of LTC, and (if not already in discussion) the CEO who will inform Trustees and the DfE where applicable.

### **11.2 Closure during a school day**

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

1. Closure authorised by the CEO or Executive Headteacher / Headteacher / Head of School on the basis that pupils with parental authorisation may make their way home by themselves. Pupils will continue to be supervised by staff until parents authorise them to leave or they are collected.
  - a. Parental authorisation can be provided by text message or email from a parental phone number which is already held on the schools systems.
  - b. Consider use of Places of Safety (as described below).
2. Notification of the school closure using the website (actioned by the Executive Headteacher / Headteacher / Head of School or other delegated school staff member).
3. Recording the closure on the home page of the school website (actioned by the Executive Headteacher / Headteacher / Head of School or other delegated school staff member).
4. Contact DDAT PR support via the Central Team and local authority, etc to ensure that messages are posted/broadcast.
5. Sending out messages to all parents/carers using the schools usual platforms (actioned by the Executive Headteacher / Headteacher / Head of School or other delegated school staff member).

### **11.3 Immediate Places of Safety**

In the event of a major incident on site requiring the school to be closed, pupils will initially assemble at identified assembly points. If these are not useable, or if the incident has made the school grounds unsafe, staff will escort pupils to the secondary assembly points.

These will be identified in each School and included in the addendum referred to in 9.0.

### **11.4 Off-Site Place of Safety**

If it becomes necessary to evacuate the site completely, pupils will be escorted to the offsite assembly point from where they can be collected or from where they can be released to make their own way home if there is approval in place to walk home alone.

## **12.0 Business Recovery in the Event of a Loss of Buildings or Site Space**

### **12.1 General**

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Trust. Temporary working facilities are the responsibility of the School and Trust for which it holds insurance (see below).

### **12.2 Insurance**

The schools are insured through the Risk Protection Arrangement (RPA) scheme set up by the Department for Education for academies which covers the reinstatement value of the property

### **12.3 Replacement Site Facilities**

The size and scope of facilities required for the school will vary according to circumstances. In the first instance contact should be made with the DFE RPA underwriters by submitting a claim via the following link:

<https://www.rpaclaimforms.co.uk/make-a-claimv2/> The Trust and the IMT will always support with this process.

The location of the temporary accommodation will be determined based on the space required and circumstances at the time.

### **12.4 Pandemic Threat/Mass Staff Unavailability**

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness, the IMT will follow DfE and Public Health England guidance and shut the school to pupils using the same procedures described above if applicable.

### **12.5 Other Threats**

The following “Other Threats” have been considered:

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff and suppliers fail
- Utilities / Energy Supply failure
- Service Delivery Loss of General Nature – Academy is unable to provide buildings or ICT support
- Key Supplier Failure e.g. Catering
- Evacuation due to nearby incident
- Prolonged bad weather
- Strikes
- Terrorist attack or threat
- Biological or environmental hazard

### **12.6 Regional Threats**

All regional threats will be handled by the Trust Management Team to ensure a consistent approach

### 13. Draft Recovery Action Plans

| Operational Threat                                               | Steps to Restore Normal Working                                                                                                                                                                                                          | Action by Whom                                                                                 | Comments / Notes                                                                                             |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Phone and ICT Communications                                     | Contact phone/ communication providers/ ICT Team for Curriculum Server/ICT Services for Admin Server                                                                                                                                     | Office staff / ICT Manager/ School Business Manager                                            | Keep CEO, COO, CFO and SLT updated<br><br>CEO decides what communication is sent via School Comms to Parents |
| Finance Process Breakdown – payments to staff and suppliers fail | CFO / SBM / Payroll provider investigates issue with School office<br><br>Extent of situation is fully assessed<br><br>Bank balances verified from online banking<br><br>Staff and suppliers formally contacted with timescales / update | CFO / CEO / SBM / SBO / Executive Headteacher / Head Teacher / Head of School                  | Chair of Finance and Resources and Chair of Audit and Risk Committee kept updated                            |
| Utilities / Energy Supply failure                                | Providers called to ascertain issue<br><br>School may have to close<br><br>Consider suitability of accessing a generator or temporary heaters                                                                                            | CEO / CFO / COO / Estates and H&S Lead / Executive Headteacher / Head Teacher / Head of School | Keep Chair of Trust Board updated                                                                            |
| Building loss – partial or complete (fire, flood etc.)           | Buildings services notified immediately<br><br>Short-term – share pupils between other schools in the MAT and provide coach service / Minibus transport in the mornings and afternoons<br><br>Medium Term - erect Porta cabins on site   | CEO / COO / Estates and H&S Lead / Executive Headteacher / Head Teacher / Head of School       | RPA will assign a designated Loss Adjuster.<br><br>Keep Chair of Trust Board updated                         |

|                                                                                                                                                                        |                                                                                                                                                                                                                            |                                                                                                   |                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
|                                                                                                                                                                        | Long term – rebuild / refurbishment                                                                                                                                                                                        |                                                                                                   |                                                                   |
| <p>Building Denial - leading to short term lack of access.</p> <p>Service Delivery Loss of General Nature – Academy are unable to provide buildings or ICT support</p> | Relocate to the other schools within the Trust providing transport morning & afternoons                                                                                                                                    | CEO / COO / Estates and H&S Lead / Executive Headteacher / Head Teacher / Head of School          | Keep Chair of Trust Board updated                                 |
| Key Supplier Failure other than Trust e.g. Catering                                                                                                                    | Cook food off site (at another school where possible) and deliver to school. Buy in prepacked lunches. Purchase ingredients to make sandwiches to feed children                                                            | COO / Executive Headteacher / Head Teacher / Head of School / School Business Managers / Officers | Liaise with external providers to establish their continuity plan |
| Evacuation due to Nearby Incident                                                                                                                                      | <p>Follow instructions from CEO / EHT / HT / HoS to evacuate immediately to designated assembly points.</p> <p>Take register on arrival and inform admin of any children or members of staff that are unaccounted for.</p> | Executive Headteacher / Head Teacher / Head of School                                             | CEO notified as soon as possible                                  |
| Lockdown due to Nearby Incident                                                                                                                                        | Follow instructions from CEO / EHT / HT / HoS to stay inside the building, well away from the windows and do not leave until instructed to do so by a member of SLT or the police/bomb squad                               | Executive Headteacher / Head Teacher / Head of School                                             | CEO notified as soon as possible                                  |

|                            |                                                                                                                                                                                                                                                                               |                                                                                                  |                                                                                                                                                                                                                                                                                                            |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire                       | <p>Exit the school following Fire Evacuation plan.</p> <p>Call Emergency Services.</p> <p>Contact RPA regarding any damage</p> <p>Review what happened and capture any lessons learnt</p>                                                                                     | <p>Executive Headteacher / Head Teacher / Head of School / School Business Manager / Officer</p> | <p>SLT – keep CEO updated</p>                                                                                                                                                                                                                                                                              |
| Prolonged bad weather      | <p>School to follow snow procedure</p>                                                                                                                                                                                                                                        | <p>Executive Headteacher / Head Teacher / Head of School</p>                                     | <p>SLT – keep CEO updated</p>                                                                                                                                                                                                                                                                              |
| Strikes                    | <p>Executive Headteacher / Head Teacher / Head of School to establish which staff will be on strike.</p> <p>CEO / EHT / HT / HoS decides if school has to close for pupils or which classes staff not striking are deployed with suitable work and come to work as usual.</p> | <p>CEO / EHT / HT / HoS co-ordinates the communication brief to parents and staff</p>            | <p>If there are a minimum amount of staff, there may be a decision to allow staff to work from home if there is suitable work they can take home or deploy them to one of the other schools within the Trust (rather than heating school and incurring costs).</p> <p>CEO updates Chair of Trust Board</p> |
| Terrorist Attack or Threat | <p>Follow instructions from EHT / HT/ HoS either to:<br/>Evacuate immediately to designated assembly points</p> <p>Take register on arrival and inform admin of any children or members of staff that are unaccounted for.</p>                                                | <p>CEO / COO / Executive Headteacher / Head Teacher / Head of School</p>                         | <p>CEO notified as soon as possible.</p> <p>CEO updates Chair of Trust Board.</p>                                                                                                                                                                                                                          |

|                                    |                                                                                                                                                                     |     |                                                                                  |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------|
|                                    | <p>OR</p> <p>Stay inside the building, well away from the windows and do not leave until instructed to do so by a member of SLT or the police/bomb squad</p>        |     |                                                                                  |
| Biological or Environmental hazard | <p>Take register on arrival and inform Admin of any children or members of staff that are unaccounted for.</p> <p>OR</p> <p>Trigger TMT team &amp; follow plan.</p> | CEO | <p>CEO notified as soon as possible.</p> <p>CEO updates Chair of Trust Board</p> |

## Appendix 1 – Fire Evacuation Log Sheet

Please upload the completed & signed copy to the Operations Compliance Documents on Teams

Signed: ..... Date: .....

|                                                                |               |             |           |
|----------------------------------------------------------------|---------------|-------------|-----------|
| School Name                                                    |               |             |           |
| Responsible Person                                             |               |             |           |
| Date of Evacuation                                             |               |             |           |
| Time of Evacuation                                             |               |             |           |
| Approximate number of persons evacuated                        |               |             |           |
| Time taken to evacuate the building                            |               |             |           |
| Time taken to account for all persons                          |               |             |           |
| Type of Evacuation (Please tick)                               | Planned drill | False alarm | Emergency |
|                                                                |               |             |           |
| Were any special circumstances simulated?                      |               |             |           |
| Did the Fire Service attend?                                   |               |             |           |
| Were all sounders working and heard?                           |               |             |           |
| Did all fire doors on magnetic locks release?                  |               |             |           |
| Were any fire extinguishers used in the evacuation?            |               |             |           |
| Did fire marshals undertake their duties and report correctly? |               |             |           |
| What were the weather conditions?                              |               |             |           |
| Comment on any issues identified                               |               |             |           |
| Actions required                                               |               |             |           |

## Appendix 2 – Lockdown Procedure Log Sheet

Please upload the completed & signed copy to the Operations Compliance Documents on Teams

|                                                   |               |             |           |
|---------------------------------------------------|---------------|-------------|-----------|
| School Name                                       |               |             |           |
| Responsible Person                                |               |             |           |
| Date of Lockdown                                  |               |             |           |
| Time of Lockdown                                  |               |             |           |
| Approximate number of persons within the building |               |             |           |
| Time taken to lockdown the building               |               |             |           |
| Type of Lockdown (Please tick)                    | Planned drill | False alarm | Emergency |
|                                                   |               |             |           |
| Were any special circumstances simulated?         |               |             |           |
| Were all sounders working and heard?              |               |             |           |
| Comment on any issues identified                  |               |             |           |
| Actions required                                  |               |             |           |

Signed: .....

Date: .....

### Appendix 3 – Business Continuity Actions Checklist

| BUSINESS CONTINUITY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                 | COMPLETED<br>(SIGN DATE) | COMMENTS/FURTHER<br>INFORMATION |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------|
| Invoke the relevant emergency action plan, i.e. evacuation and deal with the immediate emergency/incident                                                                                                                                                                                                                                                                                                                   |                          |                                 |
| Undertake post-incident support activities and evaluate the impact of the incident                                                                                                                                                                                                                                                                                                                                          |                          |                                 |
| Consider:                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                 |
| <ul style="list-style-type: none"> <li>Which school activities are disrupted?</li> </ul>                                                                                                                                                                                                                                                                                                                                    |                          |                                 |
| <ul style="list-style-type: none"> <li>What is the impact of these activities being disrupted?</li> </ul>                                                                                                                                                                                                                                                                                                                   |                          |                                 |
| <ul style="list-style-type: none"> <li>Are there any critical activities approaching (exams, etc)?</li> </ul>                                                                                                                                                                                                                                                                                                               |                          |                                 |
| <ul style="list-style-type: none"> <li>Planning for how critical activities will be maintained (using your business continuity plans), giving consideration to: <ul style="list-style-type: none"> <li>Immediate priorities</li> <li>Communication strategies</li> <li>Deployment of resources</li> <li>Finance</li> <li>Monitoring the situation</li> <li>Reporting</li> <li>Stakeholder engagement</li> </ul> </li> </ul> |                          |                                 |
| Log all decisions and actions, including what you decide not to do and include your decision-making rationale                                                                                                                                                                                                                                                                                                               |                          |                                 |
| Log all financial expenditure incurred                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                 |
| Complete a lessons-learnt log, what went well? What didn't?                                                                                                                                                                                                                                                                                                                                                                 |                          |                                 |
| Complete a post-incident review                                                                                                                                                                                                                                                                                                                                                                                             |                          |                                 |

| BUSINESS CONTINUITY ACTIONS                        | COMPLETED<br>(SIGN DATE) | COMMENTS/FURTHER<br>INFORMATION |
|----------------------------------------------------|--------------------------|---------------------------------|
| Implement any improvements or findings, such as:   |                          |                                 |
| Do emergency action plans need updating/enhancing? |                          |                                 |
| Do policies need amending?                         |                          |                                 |
| Are building improvements necessary?               |                          |                                 |
| Are there any training and development needs?      |                          |                                 |

### Key Contact Details

| KEY CONTACT       | ROLE/RESPONSIBILITY            | CONTACT INFORMATION |
|-------------------|--------------------------------|---------------------|
| Matt Loader       | Executive Headteacher          | 07789118390         |
| Elaine Gamble     | HoS                            | 07557685880         |
| Claire Millington | School business manager        | 07762309383         |
| Matt Loader       | Safeguarding lead              |                     |
| Sue Beckett       | Chair of Local Trust Committee | 07826580293         |

| INSURANCE PROVIDERS | CONTACT INFORMATION |
|---------------------|---------------------|
|                     |                     |
|                     |                     |
|                     |                     |

| UTILITY/SERVICES | CURRENT SUPPLIERS<br>/ CONTRACTORS | CONTACT INFORMATION |
|------------------|------------------------------------|---------------------|
| Electricity      |                                    |                     |

| UTILITY/SERVICES                      | CURRENT SUPPLIERS / CONTRACTORS | CONTACT INFORMATION |
|---------------------------------------|---------------------------------|---------------------|
| Gas                                   |                                 |                     |
| Water                                 |                                 |                     |
| Internet                              |                                 |                     |
| Phone lines                           |                                 |                     |
| IT support                            |                                 |                     |
| Insert other providers as appropriate |                                 |                     |

| OTHER SUPPLIERS/CONTRACTORS          | CONTACT INFORMATION |
|--------------------------------------|---------------------|
| Modular buildings / Portable toilets |                     |
| Power generators / Lighting          |                     |
| Boarding / Glazing providers         |                     |
| Security                             |                     |
| Catering                             |                     |
| Logistics / Transport                |                     |
| Other                                |                     |

| OTHER USEFUL CONTACTS                                 | CONTACT INFORMATION                                                                               |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Local authority                                       | North East Derbyshire District Council – 01246 231111<br>Derbyshire County Council – 01629 533190 |
| Local press and media contacts (e.g. local BBC radio) | BBC radio Derby – 01332 375001<br>BBC radio Sheffield – 0114 273 1177                             |
| Diocese (if applicable)                               | Diocese of Derby – 01332 388650                                                                   |

| OTHER USEFUL CONTACTS                                              | CONTACT INFORMATION |
|--------------------------------------------------------------------|---------------------|
| Social services (area team leader)                                 | 01629 533190        |
| Emotional/behavioural support team (e.g. educational psychologist) | 01629 533815        |
| Counselling services                                               | SAS – 01773 814402  |

## School Addendum

**Lockdown Policy  
&  
Bomb Threats Procedure**

**Woodthorpe CE Primary School**

| <u>Version</u>            | <u>Date</u>                                                                       | <u>Narrative</u>                                                        | <u>Minute number</u> | <u>Review Date</u> |
|---------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------|--------------------|
| <u>1</u>                  | 15.12.23                                                                          | <u>Adapted from</u> previous Business Continuity Plan                   | <u>FGB1502249</u>    | <u>Autumn 2024</u> |
| <u>2.</u>                 | 23.10.24                                                                          | Separated into standalone policy, updated with new procedures and staff | <u>FGB281124/15</u>  | <u>Autumn 2025</u> |
| <u>3.</u>                 | 24.09.25                                                                          |                                                                         | <u>LTC091025/15</u>  | <u>Autumn 2026</u> |
| <u>Signed</u>             |                                                                                   |                                                                         |                      | <u>Date</u>        |
| <u>Headteacher</u>        |  |                                                                         | <u>Matt Loader</u>   | 24.09.25           |
| <u>Chair of Governors</u> | <u>S. Beckett</u>                                                                 |                                                                         | <u>Sue Beckett</u>   | 09.10.25           |

## 1. THE PURPOSE OF THE LOCKDOWN PROCEDURES

- 1.1. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
- 1.2. Lockdown procedures may be activated in response to a number of situations, but some of the more typical situations might be:
  - A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
  - An intruder on the school site (with the potential to pose a risk to staff and pupils)
  - A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud, Chemical spill etc.)
  - A major fire in the vicinity of the school
  - The close proximity of a dangerous animal roaming loose

## 2. PROCEDURES AT WOODTHORPE C OF E PRIMARY SCHOOL

WOODTHORPE C OF E PRIMARY SCHOOL Academy has robust access control into the building, when the doors are closed, they cannot be accessed from the outside with the exception of the main entrance. It is essential that staff ensure access doors are closed unless they are outside with pupils. There is one main entrance which is secured with a maglock which staff have a fob to access or the door can be opened using the button in the office. The perimeter of the school is surrounded by secure fencing and gates.

The academy's most vulnerable point is a gate leading to the playground and hall ... Staff **must** ensure this gate is locked after they enter or exit. Catering staff who unlock/lock the gate to provide the porter access with school meals are fully aware of the risks and are appropriately briefed.

It is still highly unlikely that a LOCKDOWN situation will occur, but we must have a simple process in place just in case.

**Any member of staff is empowered to initiate a LOCKDOWN should they consider it necessary without delay.** The Executive Headteacher, Head of School, School Business Manager, or other senior staff should be informed as soon as possible of the instruction but where staff have serious concerns for the safety of those on the academy site any member of staff is empowered to initiate a LOCKDOWN.

## **SIGNAL FOR LOCKDOWN**

### **PARTIAL LOCKDOWN:**

*This may be as a result of local reported incident in the community for example local disturbance or air pollution etc. or a lone intruder on site not displaying any particular signs of aggression and no visible weapon.*

Alert to staff – **PARTIAL LOCKDOWN**

The signal for partial LOCKDOWN will be verbally communicated via staff relay up/down the premises.

- All external activities cease and pupils/staff moved back into building/classrooms (if safe to do so).
- External doors and windows shut and locked.
- All pupils should be accounted for through taking a register
- Executive Headteacher, Head of School, business manager and premises manager, if on site, to meet at HT office then walk the school.
- All staff and pupils remain inside with external doors and windows locked, staff movement through building may still be permitted if advised by SLT, pupils only to leave classrooms where supervised and completely necessary.
- SLT will undertake an ongoing risk assessment based on advice from the emergency services.

*Partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.*

### **FULL LOCKDOWN**

*This may be as a result of an immediate threat to the school or as an escalation of a partial lockdown.*

Alert to staff – **FULL LOCKDOWN**

The signal for full LOCKDOWN will be a three sharp blows on a **whistle**. These are held by senior and key staff on lanyards. If any of these staff hear a whistle inside the building, they

should use their own and repeat the whistle, including for any outdoor areas if children or adults are outside. If outdoors, this will need to be communicated verbally as lockdown.

- All pupils teaching and support staff return to classrooms immediately, if safe to do so.
- If outside (break and lunch time) teachers to the yard to collect children and return to your room as quickly and calmly as possible. If not possible, find hiding places outside as much as possible, keep away from open spaces
- External doors and windows shut and locked
- Blinds **fully** closed where in place
- Lights switched off
- Classroom doors blocked as best possible, and locked if available
- Headcount/register taken
- Leave belongings; tell children to be SILENT AND STILL. Stay silent; switch phones to silent mode
- Block all entrances to your 'safe area' return and do not leave
- Pupils and staff sit out of sight either against walls or under desks
- Stay put until given the all clear by the police or SLT in person.
- All stay in these positions until given the all clear, as above, or we are instructed by police to evacuate. In which case the usual fire alarm bell will sound.

| Room                           | Safe Area                                                                                        |
|--------------------------------|--------------------------------------------------------------------------------------------------|
| C1                             | Cloakroom in toilet area; block visible doors with objects so that children not up against glass |
| C2                             | Along sink wall under window at back of classroom                                                |
| C3                             | Along sink area at back of classroom                                                             |
| C4                             | Along fire place wall                                                                            |
| C5                             | Along fire place wall                                                                            |
| Hall single class (left side)  | Move to C4                                                                                       |
| Hall single class (right side) | Green room                                                                                       |
| Hall – whole school            | Up against walls away from windows                                                               |
| Offices                        | SBM office under desk with door locked                                                           |

**If someone has been taken hostage on the premises, the academy site should be fully evacuated where it is safe to do so.**

## **IMMEDIATE SITE EVACUATION**

If it is considered that the best option for the safety of staff and pupils is to evacuate the site at any point either in response to an incident or during a partial or full LOCKDOWN, for instance if there are intruders on site causing harm, *instructions will be given to staff via the emergency radios in the classrooms, Office and Head Teachers Office.*

At this point staff must attempt to get all pupils out of the building and off site as quickly and safely as possible. If the emergency services are in attendance, they will coordinate the exit. If the emergency services are not on site, the class teachers and teaching assistants must make sensible decisions about where to take pupils once off site if the normal assembly point is not safe. In the absence of alternative advice staff will escort children to Norbriggs Primary School.

On hearing the **order to evacuate over the radio** all staff must immediately get pupils out of the building and away from site in the safest possible way making dynamic decisions as they go.

### 3. COMMUNICATION TO STAFF

3.1. On hearing the signal, **PARTIAL LOCKDOWN or FULL LOCKDOWN** staff must repeat the instruction to people they are with whilst undertaking the relevant procedures until all staff have been made aware of the situation.

3.2. Staff should regularly be reminded of the LOCKDOWN procedures

### 4. COMMUNICATION TO PARENTS

4.1. School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by letter, email or via the school website.

4.2. In the event that LOCKDOWN or EVACUATION procedures are initiated, parents should be informed as soon as is practicable only on the authority of the Headteacher, designated deputy or on the advice of the emergency services. Where possible regular communication of accurate information should be communicated to alleviate undue anxiety.

4.3. Parents should be given enough information about the school procedures so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get your children, and where this will be from.

4.4. The communication with parents needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

4.5. However, it may also be prudent to reinforce the message that if the school is in a full lockdown situation the switchboard and entrances will be un-manned, external

doors locked and nobody allowed in or out. Parents may not be able to contact the school in these circumstances.

- 4.6. If an evacuation is required parents must be made aware of the arrangements for picking up their children and the need to **not** remove pupils from site until informed by staff that it is safe to do so.

## 5. INFORM THE TRUST'S CENTRAL OFFICE

- 5.1. When it is safe to do so contact the Central Office of the Multi School Trust to inform them of the situation. (see attached emergency contact numbers)

# MAT Emergency Contact Numbers

In the event of an emergency please contact a senior member of the MAT as soon as possible on one of the numbers below.

## CEO / DDAT

Office – 0333 3554353

CEO – Dr Sarah Clark

Deputy CEO – Jackie Stirland (EHT/HoS has mobile number)

## WOODTHORPE CE PRIMARY SCHOOL

### BOMB THREATS PROCEDURE

- 5.2. Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police. (see attached template appendix 1)
- 5.3. On receiving a bomb threat the member of staff should report the call immediately to the police, and then notify the Head teacher or the designated deputy.
- 5.4. In all situations involving bomb threats the Police will take control of the situation and make recommendations to the Headteacher or designated deputy. The advice may be:
- To remain within the building in which case FULL LOCKDOWN procedures should be followed in the absence of any other specific guidance from the emergency services
  - To instruct staff to evacuate the building. in which case **EVACUATION** procedures should be followed in the absence of any other specific guidance from the emergency services. **DO NOT USE MOBILE PHONES OR SOUND ALARMS.** Instead, verbally inform staff – “we are evacuating the

building and going to Norbriggs Primary School” or “we are evacuating the building and going to the school field”.

5.5. Where the decision is taken to evacuate the site due to a bomb threat staff will be verbally informed and then carry out the following procedure:

- At this point staff must attempt to **get all pupils out of the building and off site as quickly and safely as possible taking all personal belongings.**
- If the emergency services are in attendance they will coordinate the exit.
- If the emergency services are not on site the children must be taken to our alternative areas - Norbriggs Primary School.
- In the absence of alternative advice normal fire evacuation procedures should be followed.
- Where it is safe to do so staff should make a quick visual check as they exit the area to see whether there appears to be any items that aren't familiar.
- **No mobile phones, radios or walkie-talkies to be used.**
- **Doors and lights left as they are.**
- Office staff will take the emergency file to enable parents to be contacted.

## 6. SUSPECT PACKAGES

- 6.1. The likelihood of an academy receiving a postal bomb or suspected biological/chemical package is very low, however, staff should be aware of the immediate steps to be taken if they receive a suspect package or come into contact with a biological or chemical substance.
- 6.2. Where staff receive suspect packages then the guidance in appendix 2 should be followed.

## Appendix 1

### BOMB THREAT PROCEDURE

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception/switchboard staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police.

#### Possible actions/ prompt card

| Action                                                                                                                                                                                                                                                                                                                                                                     | Tick |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 1. Stay calm                                                                                                                                                                                                                                                                                                                                                               |      |
| 2. Let them finish the message without interruption. Try to record <u>exactly</u> what they say, especially any codeword they might give<br><br><b><u>Message:</u></b>                                                                                                                                                                                                     |      |
| 3. Make a note of: <ul style="list-style-type: none"><li>• The exact time of the call:</li><li>• The callers sex and approximate age:</li><li>• Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of drunkenness)</li><br/><li>• Any distinguishable background noise</li></ul>                                    |      |
| 4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"><li>• Where is the bomb?</li><li>• What time is it due to go off?</li><li>• What does it look like?</li><li>• What will cause it to explode?</li><li>• Why are you doing this?</li></ul> |      |

|                                                                                                                                                                                                                                                                                                                                                               |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>• What is your name?</li> <li>• What is your address?</li> <li>• What is your telephone number?</li> </ul>                                                                                                                                                                                                             |  |
| <b>5.</b> Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller                                                                                                                                                                                                                                  |  |
| <b>6.</b> Report the call to the police and the Head teacher/ nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the academy, follow the same procedure – report the call immediately to the police, and then notify the Head teacher. |  |

## Appendix 2

### Guidance on suspect packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

|                                                                                                                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                                                                                                                                                                                                               | √ |
| Stay calm                                                                                                                                                                                                     |   |
| Do not handle but if already holding, put the letter or package down gently and walk away from it<br>DO NOT PUT THE LETTER OR PACKAGE INTO ANYTHING (INCLUDING WATER)<br>AND DO NOT PUT ANYTHING ON TOP OF IT |   |
| Ask everyone to leave the area (including classes if necessary)                                                                                                                                               |   |
| Notify the police and the Headteacher/nominated deputy immediately<br>DO NOT USE MOBILE PHONES OR SOUND THE ALARM USING THE BREAK GLASS CALL POINTS                                                           |   |

If you suspect that a letter or a package may contain a biological or chemical treat

|                                                                                                                                     |   |
|-------------------------------------------------------------------------------------------------------------------------------------|---|
|                                                                                                                                     | √ |
| Stay calm                                                                                                                           |   |
| Do not touch the package further or move it to another location                                                                     |   |
| Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination |   |
| Notify the Headteacher/nominated deputy immediately                                                                                 |   |

The Headteacher/nominated deputy should then:

|                                                                                                                                                              |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                                                                                                                                                              | √ |
| Notify the police immediately on 999                                                                                                                         |   |
| Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed |   |
| Evacuate the building, keeping people away from the contaminated room as far as possible                                                                     |   |

|                                                                                                                                             |  |
|---------------------------------------------------------------------------------------------------------------------------------------------|--|
| Keep all persons exposed to the material separate from others and available for medical attention                                           |  |
| If anyone is experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) seek medical attention immediately |  |

If **anyone** believes they have been exposed to biological/chemical material, they should be encouraged to:

- Remain calm
- Do not touch eyes, nose or any other part of the body
- Wash your hands in ordinary soap where facilities are provide

## Lockdown Procedures

| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Tick |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 1. Stay calm and start the alert procedure to make staff aware that a lockdown is required. This is done by blowing a whistle for partial/full lockdown.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |
| <p>2. All pupils, teaching and support staff to return to classrooms (if safe to do so). Ensure all windows, blinds and doors are closed and locked where possible. Ensure all mobile phones are on silent and ask pupils to sit calmly and wait for further advise.</p> <p><u>If it is considered that pupils will be safer dispersing and getting off site staff are empowered to make that dynamic assessment.</u></p> <p>All pupils should be accounted for through taking a register</p> <p>SLT will undertake an ongoing dynamic risk assessment based on advice from the emergency services.</p>                                                                                                                               |      |
| <p>3. Designated persons lock external doors to restrict access to the building.</p> <p>This will be done by:</p> <ul style="list-style-type: none"> <li>● Door 1 - Main door into reception – Office staff</li> <li>● Door 2 – Fire exit in school hall – Office staff</li> <li>● Door 3 – External door in corridor by Class 1 –Premises officer /Office Staff</li> <li>● Door 4 – Class 3 external door – Class Teacher</li> <li>● Door 5 – Class 2 external door – Class Teacher</li> <li>● Door 6 – Class 1 external door – Class Teacher</li> <li>● Door 7 – External door in corridor by staff room – Premises Manager/Office Staff</li> <li>● Door 8 – Headteacher’s office – Head/Head of School/Premises Manager</li> </ul> |      |
| 4. Designated person makes a call to emergency services to inform and ask for assistance, giving as much detail as possible about the situation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |
| <p>5. Stay in the classroom area at all times unless advised to move from these areas by the emergency services or person in charge or incident controller. If it is not safe to stay in this area then follow the run, hide, and tell guidance.</p> <ul style="list-style-type: none"> <li>● Run to a place of safety</li> <li>● Hide in a safe place</li> <li>● Tell the emergency services of the escalating situation.</li> </ul> <p>*Note, this should only be done as a last resort in the instance where an intruder makes it into the building, and it is possible to do so.</p>                                                                                                                                              |      |
| 6. Ensure you follow all emergency service guidance throughout the lockdown and only leave the area/ building once they have ensured the area is safe.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |

|                                                                                                                                                                                                                                                                                                                                                               |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>7. After the incident ensure that all pupils and staff are debriefed and decide on whether to return to class or send pupils' home.</b></p> <p>Make contact with parents to inform them of the incident and confirm all persons are safe. Social media could mean some parents already know but ensure this is communicated following the incident.</p> |  |
| <p><b>8. Offer support to staff and pupils following the incident with open dialogue and provide specialist support where required.</b></p>                                                                                                                                                                                                                   |  |

### Unplanned Loss or Shortage of Key Staff

| Action                                                                                                                                                                                      | Tick |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| EHT -Head of School to deputise                                                                                                                                                             |      |
| HoS - Sendco to deputise                                                                                                                                                                    |      |
| DSL/DDSL - contactable by phone, but HoS also trained to Level 3 minimum                                                                                                                    |      |
| If no staff available for DSL duties, DSL team at St Giles CE Primary can be contacted                                                                                                      |      |
| SBM - SBAs to cover in short term. Longer term support from DDAT Finance Team, SBM at Newbold.                                                                                              |      |
| Sendco - SLT to cover duties in short term. Sendcos in local cluster to support in longer term                                                                                              |      |
| Site Supervisor - Cleaners and SLT to lock/unlock building; SLT and Admin Team to perform site checks; EYFS staff to check outdoor provision. Alarms can be set remotely using mobile apps. |      |

### Failure of Technology or Loss of Data

| Action                                                               | Tick |
|----------------------------------------------------------------------|------|
| Arbor - Cloud based, Arbor helpdesk                                  |      |
| HCSS/Sage - Cloud based - DDAT Finance Team for further guidance     |      |
| Arbor email/Class Dojo - Cloud based - Arbor and Dojo online support |      |

|                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------|--|
| Data loss – Ekte back up systems, including Ekte Active Protection for ransomware attacks etc          |  |
| IT hardware loss or failure – Mercury emergency support; spare laptops and devices available in school |  |
| CPOMS – Cloud based and online/telephone support                                                       |  |

### Loss of key Suppliers or Third Parties

| Action                                                                                                                        | Tick |
|-------------------------------------------------------------------------------------------------------------------------------|------|
| Resources suppliers – several used, so other companies would be sourced                                                       |      |
| DCC Catering – Norbriggs Primary provide hot meals; short notice, FSM packs provided and parents asked to send packed lunches |      |
| Breakfast Club, fruit, milk etc – source other suppliers on database; staff to purchase from local stores in emergency        |      |
| After School Club – use own staff in emergency                                                                                |      |

### Loss of Utilities

| Action                                                                                                                                               | Tick |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Gas – emergency callout (Corona); if very cold and no heating, consider school closure – alert parents via PPay, website, text, Dojo                 |      |
| Electricity – British Gas – emergency callout; consider closure as above                                                                             |      |
| Water – emergency callout and school closure until resolved                                                                                          |      |
| Phone lines – emergency callout (1 <sup>st</sup> Call) – alert parents via text and website/Dojo – ask parents to contact school using email or Dojo |      |

### Emergency Contact Numbers

In the event of an emergency please contact a senior member of the MAT as soon as possible on one of the numbers below.

#### **School contact details**

**Executive Headteacher – Matt Loader**

Mobile – 07789118390

**HoS – Elaine Gamble**

Mobile – 07557685880

**School Business Manager – Claire Millington**

Mobile – 07762309383

**Site manager – Mark Stones**

Mobile – 07562232895

