

Martyn's Law Policy 2025



We love God and each other and follow the example of St Teresa.
We enjoy learning together and doing our best in a happy, healthy and welcoming community.
We learn to be responsible and caring citizens.
“Let us do little things well today”.
St Teresa

Approved by:	Governing Body	Date: <i>Pending</i>
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Last reviewed on:	September 2025
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Next review due by:	September 2026
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Policy Statement

St Teresa's Catholic Primary School is committed to safeguarding and protecting all pupils, staff, families, and visitors. In line with Martyn's Law (Protect Duty), we will take proportionate steps to reduce risk and prepare for a potential terrorist attack or mass-casualty incident.

As a Catholic school, our mission is rooted in the belief that every child is made in the image of God. We will take all reasonable steps to ensure they can learn and flourish in a safe, nurturing environment.

Aims

- To comply with Martyn's Law requirements for schools.
- To embed awareness of terrorism risks within safeguarding and health & safety systems.
- To ensure staff are trained and confident in responding to a potential threat.
- To establish clear procedures for prevention, preparedness, protection, and response.
- To work in partnership with local authorities, emergency services, and the community.

Scope

This policy applies to all staff, governors, pupils, contractors, visitors, and volunteers engaged in activities on school premises or on off-site school trips/events.

Key Responsibilities

- Headteacher (Martyn's Law Lead): overall responsibility for compliance, training, and review.
- Assistant Heads / DSLs: assist with training and risk assessment.
- Site Caretaker: ensures physical security measures are in place (locks, gates, CCTV, perimeter checks).
- All Staff: remain vigilant, follow procedures, complete training, and report concerns.
- Pupils: taught age-appropriate awareness to follow safety instructions calmly.

Implementation

- Risk Assessment - reviewed termly and after any incident.
- Training - all staff trained annually, new staff inducted.
- Security Measures - access control, visitor management, perimeter checks.
- Incident Response - lockdown and evacuation procedures in place and rehearsed.
- Review & Monitoring - annual policy review, updates to governors, staff feedback.

Linked Policies

- Safeguarding & Child Protection
- Health & Safety
- Critical Incident / Emergency Plan

- Fire and Evacuation Procedures
- Visitor Policy

Approval: Governors of St Teresa's Catholic Primary School

Headteacher: Mrs B. Maguire

Date: September 2025

Review: Annual or following new guidance/incident

APPENDICES

APPENDIX A

Martyn's Law Procedures- Staff Step-by-step Guide

1. Prevention & Vigilance

- Challenge unknown adults politely.
- Report unattended bags/packages immediately to the office.
- Keep external doors and gates locked when not in use.
- Visitors must sign in, wear badges, and may be accompanied.
- Stay alert during drop-off/pick-up when the site is most vulnerable.

2. Lockdown Procedure

Used when a threat is on or near site.

Signal: "LOCKDOWN" with a whistle. LOCKDOWN Email to all staff.

Action:

- Bring pupils inside immediately.
- Lock classroom doors where possible, close blinds/curtains.
- Move pupils away from windows/doors sit calmly at desks.
- Remain quiet and calm and do not cause panic.
- Take register.

All Clear: only by the Headteacher/senior staff confirm.

3. Evacuation Procedure

If safer to leave the site (e.g. suspicious package inside school):

- Follow fire evacuation routes unless directed otherwise.
- Assemble on the evacuation point (e.g. school playground or if outside not appropriate follow instructions to the parish hall or Lexden Primary School).
- Await emergency services instruction.

4. Communication

- Internal phones, mobile cascade used for alerts.
- Staff to await clear instructions before moving pupils.

5. After an Incident

- Pupils and staff receive pastoral support (including prayer and counselling if needed).
- Incident debrief held with staff.

- Procedures and risk assessments reviewed.

Staff Reminders

- Stay calm, reassure pupils.
- Prioritise safety over belongings.
- Always follow senior leader instructions.
- Complete Martyn's Law training and refresh annually.

Queries: Speak to Headteacher, DSLs, or Site Supervisor.

Reviewed: Termly and after each drill or incident.

APPENDIX B

Pupil friendly Guide

What To Do in a Lockdown

Listen carefully

- You will hear an adult say “Lockdown”
- Stop what you are doing and listen to your teacher.

Stay inside

- Go quickly back into the classroom (or the nearest safe room as instructed).
- The door will be closed by your teacher.

▫ Stay away from windows and doors

- Sit quietly with your class.
- Follow your teacher’s instructions.

Keep calm and quiet

- Follow instructions about noise level from your teacher- you might be asked to be silent
- Stay calm - this keeps everyone safe.

Wait for the “All Clear”

- Only when your teacher or another adult tells you it’s safe, you can carry on with your day.

Reassurance Message for Pupils

- Lockdowns are very rare and usually just a practice.
- They are like a safety drill, just like a fire drill.
- By following these steps, you are helping to keep everyone safe.

Tip for teachers:

This poster can be displayed with simple icons (ear for “listen,” door for “stay inside,” window crossed out, finger on lips, green tick for “all clear”).

APPENDIX C

Letter to parents

Dear Parents and Carers,

Martyn's Law (Protect Duty) - Our School Response

At St Teresa's Catholic Primary School, the safety and wellbeing of every child, member of staff, and visitor is our highest priority. As you may be aware, the government is introducing new legislation, commonly referred to as Martyn's Law (Protect Duty), to help keep the public safe from the risk of terrorism.

Although the risk to schools remains very low, it is important that we comply with the duty in a way that is proportionate and practical for our setting. We want to reassure you that we are taking the following steps:

- A Martyn's Law Policy has been approved by governors, setting out how we will meet our responsibilities.
- Procedures are in place for staff and pupils to follow in the unlikely event of an incident, including lockdown and evacuation drills.
- All staff have received training and new staff will be trained as part of induction.
- Risk assessments are regularly reviewed to ensure our site and practices remain safe.
- Pupils are supported with simple, age-appropriate guidance, so that they know what to do without feeling anxious or fearful.
- The school works in partnership with local agencies and emergency services as part of our safeguarding and health & safety responsibilities.

You will be able to read our full Martyn's Law Policy on the school website here:

<https://www.st-teresas.essex.sch.uk/attachments/download.asp?file=604&type=pdf>

We recognise that as a Catholic school, we are called to be a place of welcome, security, and care. Taking these steps ensures that we can live out our mission, providing a safe and nurturing environment where children can grow in faith and learning.

If you have any questions about our approach, please do not hesitate to contact me directly.

With best wishes,

Headteacher