The Bellbird Primary School

Martyn's Law Policy

Approved by:	Full Governing Body	**Date:** 12th November 2026
Last reviewed in:	November 2026	
Next review due by:	November 2029	

Important: The Terrorism (Protection of Premises) Act 2025 has received Royal Assent, but the relevant duties are subject to commencement. This policy establishes a proportionate preparatory approach and must be checked against current government guidance before formal adoption or notification.

1. Purpose and principles

The Bellbird Primary School is committed to safeguarding pupils, staff, families, visitors and contractors. This policy sets out how the school will prepare for, respond to and recover from a potential terrorist attack or comparable external threat. It complements, and does not replace, the school's safeguarding, emergency evacuation, fire safety, health and safety, business continuity and lockdown procedures.

The school will take a calm, proportionate and age-appropriate approach. Decisions during an incident will prioritise immediate life safety and follow instructions from the emergency services.

2. Legal context and applicability

The Terrorism (Protection of Premises) Act 2025 (Martyn’s Law) introduces requirements for qualifying premises where it is reasonable to expect 200 or more people to be present at the same time on at least an occasional basis. The Bellbird Primary School is a two-form-entry primary school with approximately 420 pupils, in addition to staff and visitors; it is therefore expected to meet this threshold, subject to a documented premises assessment.

Under the school-specific provisions of the Act, qualifying school premises fall within the standard duty rather than the enhanced duty. School premises are also exempt from the Act’s qualifying-event requirements. The Governing Board, as the body responsible for the maintained school, is expected to be the responsible person for these purposes.

The statutory compliance date and SIA notification arrangements must be confirmed when the relevant provisions come into force. No notification is claimed to have been made by this policy.

3. Roles and responsibilities

- Governing Board: holds overall accountability for the school’s compliance, approves this policy, ensures appropriate oversight and resources, and reviews readiness.
- Headteacher (Designated Safeguarding Lead): leads implementation, coordinates emergency decision-making, ensures staff understand procedures and reports to governors.
- Deputy Headteacher and senior leaders: support incident coordination, supervision, communication and accounting for pupils and adults; deputise as required.
- School Business Manager and site team: maintain relevant site arrangements, visitor systems, communications resources and records of checks and exercises.
- All staff: know the current emergency procedures, respond promptly to instructions, supervise pupils, report concerns and avoid sharing unverified information.
- Visitors, contractors and on-site providers: follow staff instructions and relevant site emergency arrangements.

4. Public protection procedures

The school will maintain practical procedures for the four areas below. Detailed instructions, designated safe areas, alert methods, access arrangements and individual support plans will be held in the school's controlled Emergency Response Plan rather than published in this general policy.

- Evacuation: move people away from danger by the safest available route, avoiding the threat area; account for pupils, staff and visitors once safe. The established off-site evacuation arrangement at Sawston Free Church may be used where appropriate, but only when the route and destination are safe.
- Invacuation: bring pupils and adults inside or move them to safer internal areas when remaining outdoors or in exposed areas would increase risk.

- Lockdown: restrict movement and access where this is safer than evacuation; follow the school's specific lockdown instructions and any police direction.
- Communication: alert staff and pupils promptly using available methods; provide clear, simple instructions; contact 999 when safe; share verified updates with parents/carers through agreed school channels.

5. Decision-making during an incident

The safest action will depend on the nature and location of the threat. Evacuation, invacuation and lockdown are not interchangeable and may be used for different groups or at different stages of the same incident. Staff should not wait for a particular label if immediate action is needed to protect life.

The Headteacher or most senior available leader will coordinate the school response where practicable, but all staff retain responsibility for taking immediate protective action when faced with imminent danger. Emergency-service instructions take precedence.

6. Inclusion, safeguarding and welfare

Planning will consider the needs of children in EYFS, pupils with SEND or medical needs, those requiring mobility or communication support, and any person who may need assistance to understand or follow instructions. Appropriate individual arrangements will be documented confidentially, shared with relevant staff and reviewed as needs change.

Following an incident, the DSL team will coordinate safeguarding follow-up, family contact, emotional support and referrals as needed. Information will be shared lawfully and sensitively.

7. Training, practice and assurance

The school will provide proportionate staff briefings and induction, including for temporary staff and relevant on-site providers. Procedures will be rehearsed and reviewed in an age-appropriate way, avoiding unnecessary distress to pupils. Exercises will be recorded, lessons identified and actions followed through.

The Headteacher will report readiness and significant issues to the Governing Board. Site or operational changes, incidents, exercises and updated national guidance will trigger review.

8. Communication and confidentiality

The school will communicate with parents and carers as soon as it is safe and appropriate, using established communication channels. During an active incident, parents should not be encouraged to attend the site unless directed by the school or emergency services. Only authorised staff should issue public statements. Sensitive operational details will be stored securely and distributed on a need-to-know basis.

9. Implementation checklist

- Confirm qualifying-premises assessment and responsible-person details.
- Review existing evacuation, invacuation, lockdown and incident communication procedures together.
- Check arrangements for pupil/visitor accountability, SEND support and coordination with on-site providers.
- Identify and brief relevant staff; document a proportionate practice and review schedule.
- Monitor commencement regulations, SIA guidance and notification portal; notify when legally required.
- Present this policy and readiness actions to the Governing Board for approval and oversight.

10. Related documents and references

School documents: Safeguarding and Child Protection Policy; Health and Safety Policy; Fire and Emergency Evacuation Procedures; Lockdown Procedures; Business Continuity Plan; SEND and relevant individual support plans.

Legislation: Terrorism (Protection of Premises) Act 2025 — https://www.legislation.gov.uk/ukpga/2025/10/contents

Home Office factsheets: https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets

Security Industry Authority: https://www.gov.uk/government/organisations/security-industry-authority