

Pinner Wood School — Protective Security Plan (PSP)

Version: 2.1 Date: 14 November 2025

Owner: Security Lead (Head/Deputy) — Sarah Marriott / Jo Bretayne

Approved by: Headteacher — Sarah Marriott / Chair of Governors

Next review: By 14 November 2026, or after any incident/drill

1. Purpose & Scope

This single PSP replaces/merges the former School Security & Lockdown Policy and the draft PSP. It sets out how we prevent, prepare, respond and recover from security incidents, proportionate to risk, and aligned to national guidance for education settings. It applies to all staff, pupils, governors, volunteers, contractors, visitors, lettings and events on any Pinner Wood School site, and to off-site activities under our control.

2. Legal & Guidance Framework (summary)

- Keeping Children Safe in Education (KCSIE) 2025 – statutory safeguarding duties.
- Emergency Planning & Response for Education Settings (DfE).
- Protective Security & Preparedness for Education Settings (DfE).
- Terrorism (Protection of Premises) Act 2025 – “Martyn’s Law”: Standard duty (200–799 capacity); Enhanced duty (≥800).
- Health and Safety at Work etc. Act 1974; Management of H&S Regulations 1999 – risk assessment and control.
- Prevent Duty (Counter-Terrorism & Security Act 2015).
- Data protection/CCTV – lawful and proportionate operation.

3. Threats & Definitions

- Evacuation: move to external muster points.
- Invacuation/Shelter: move into buildings or safer internal areas.
- Lockdown: deny access/visibility; stay out of sight and silent.
- Incident Controller (IC): Head/Deputy (or most senior SLT on site).

Typical triggers: fire/explosion; hostile intruder; disorder outside school; dangerous animal; hazardous fumes; intelligence of an immediate violent threat; extreme weather.

4. Roles (Gold / Silver / Bronze)

Gold (Strategic — Head/IC): declare incident type; strategy; authorise comms; liaise with Police/LA; approve return to normal.

Silver (Tactical — Deputy/DSL): run Incident Control Point (ICP); task/log; staff welfare; SEND; liaise with First Aid Lead.

Bronze (Operational): Site Manager; Office/Reception; Teaching/Support; First Aid Lead.

4.1 Named Role Holders & Succession (two-deep)

Role	Primary	Deputy
Gold — Incident Controller (IC)	Sarah Marriott	Jo Bretayne
Silver — Tactical (ICP Lead)	[Deputy/DSL Name]	[SLT Backup Name]
Bronze — Site Manager	Carl Batson	Frank McFarlane
Bronze — Office/Reception Lead	Cindy Tong	Anita Edwards
Bronze — First Aid Lead	[Lead First Aider Name]	[Backup First Aider Name]
Safeguarding / DSL	[DSL Name]	[Deputy DSL Name]
Out-of-hours Keyholder 1	Carl Batson	
Out-of-hours Keyholder 2	Frank McFarlane	

Radio call-signs/channels: CH 03

5. Activation & Alerting

Anyone may call out an obvious immediate danger locally. Formal activation by IC via:

- PA/Intercom (plain-English script — Appendix A).
- Two-way radios (Channel [3]) + runners if needed.
- Bell pattern/SMS (fallback).
- If PA and radios fail: runners to pre-agreed rooms — [Route A/B]. Keep 999 lines clear.

6. Response Actions (do- cards)

6.1 Evacuation (fire/internal hazard, safer outside)

1. Take register/roll; grab bag if within reach; secure room if time.
2. Use primary route to Muster A: 5/6 playground if blocked, Muster B: 3/4 playground

3. Account within 3 minutes; report to Phase Lead. Site team sweep and declare All Clear.

6.2 Invacuation / Shelter (external hazard/weather)

4. Move pupils inside; close doors/windows; limit movement.
5. Continue learning where possible; await updates from IC/Police/LA.
6. Prepare to escalate or stand down.

6.3 Lockdown (hostile intruder/credible violent threat)

7. Activate alarm - "LOCKDOWN NOW" via PA (or plain-English phrase used at Pinner Wood). Get people in, out of sight, silent. Lights low; blinds/curtains closed.
8. Secure: lock doors; improvise wedges/barricade if needed; move away from sight lines.
9. Phones silent. Quick headcount. Do not open to knocks/voices until authorised by IC/Police.

If outside: move off-site to Safe Place: St Edmunds C of E Church Pinner HA6 1QR; call office/999 if safe.

8. Equipment & Resilience

- Grab kits per area: hi-viz, first aid/trauma dressings, torch/whistle, laminated action card, paper roll list, pens, door wedges, foil blankets.
- Radios/PA: daily radio check; weekly PA test (outside pupil hearing where possible).
- Site security: numbered doors; key/fob control; CCTV viewpoints documented.

9. Communications

Internal: plain-English scripts; radio discipline; status roll-up to ICP.

External: 999; LA/emergency partners; Parents/Carers; Media/Social — Head/IC only.

Parent comms templates (SMS/e-mail):

Holding (during incident):

[Pinner Wood School: We are managing an on-site incident. Pupils are safe and supervised. Please do not come to the site. We will update you via [SMS/Email] when Police/IC advise.]

Reunification (post-incident):

[Pinner Wood School: The incident has concluded. Please collect from [Gate/Hall] at [Time]. Bring ID. Routes and timings are controlled for safety. Further update to follow.]

Data: keep incident logs; preserve evidence for Police/insurers.

10. Drills, Training & Review

- Termly: SLT/Site tabletop (include comms cascade test).
- Termly: age-appropriate class talk-through.
- Annual: staff-only practical lockdown; fire evacuation per Fire Policy.

- Record each drill; capture lessons; assign actions with owners/deadlines; update this PSP and training.

11. Events, Lettings & Martyn's Law (public-facing)

Event types: [Pinner Woodstock / Fairs / Performances / Open Evenings].

Estimated max capacity on site (public-facing events): [Number]. Tier applied: [Standard (200–799) / Enhanced (≥800)].

Embed PSP actions in Event Packs: temporary ICP, stewarding plan, vehicle access timings, lost child & first aid points, PA scripts for evacuation/shelter, contractor briefings.

Martyn's Law — Standard Duty Checklist (for each event):

- Terrorism risk assessment completed and on file.
- Staff/volunteer awareness training delivered (date).
- Incident procedures briefed (evac/shelter/lockdown) and PA scripts printed.
- Stewarding plan agreed; radio channels confirmed.
- Emergency services access maintained; rendezvous point marked.
- Contractors/acts briefed and contacts logged.

12. Governance

- Governing Board approves this PSP, receives incident/drill reports and lessons learned, and ensures resources/training.
- Business Manager: contractor vetting/DBS (where applicable), permits, insurance and records.
- Site Manager: on-site control measures (gates, utilities, isolations, sweeps) and records.
- Linked policies: Safeguarding & Child Protection; Behaviour; Fire Safety; Health & Safety; Educational Visits; Data Protection/CCTV; Premises Management.

13. External Contacts

Organisation	Contact/Role	Phone/Notes
Safer Schools Police	[Name]	[Number]
Harrow LA Emergency Planning	[Contact]	[Number]
NHS/CCG (local)	[Contact]	[Number]
UK Power Networks (electric)		105
Cadent (gas emergency)		0800 111 999
Affinity Water (emergency)		0345 357 2407

14. CCTV & Data

CCTV is operated in line with the school Data Protection Policy. Incident footage may be shared with Police/insurers where lawful and necessary. Retention: [30 days]. Subject access handled via the DPO.

Appendix A — Alert Scripts (Plain-English)

Evacuation: "Attention staff: Evacuate the building now. Use your nearest safe exit and proceed to muster point [A/B]."

Invacuation/Shelter: "Please move inside immediately and stay in your classrooms. Close doors and windows and await further instruction."

Lockdown: "LOCKDOWN NOW. Get inside, out of sight, stay silent. Await instructions."

Appendix B — Room Action Card (print for every teaching space)

10. 1) EVACUATION — Take register; lead class to Muster [A/B]; report status.
11. 2) INVACUATION — Bring pupils inside; close/lock; continue supervised learning.
12. 3) LOCKDOWN — Lock/barricade; lights low; out of sight; phones silent; wait for authorised all-clear.

Include class list, medical alerts and SEND notes on the back.

Appendix C — Muster Maps

Attach site map(s) showing primary/secondary routes and muster points for KS1/KS2. Mark off-site Safe Place and emergency access. [Insert map images here]

Appendix E — Drill & Incident Log Template

Date/Time | Incident/Drill | Trigger | Action (Evac/Invac/Lockdown) | What went well | Improvements | Owner | Deadline