



Resilience Team

Coventry, Solihull and Warwickshire Councils
Planning, Preparing and Responding to Emergencies

School and College Security Policy Guidance

A companion guide to the Department of
Education's School and College Security Policy.

VERSION NUMBER	
REVIEW DATE	
RESPONSIBLE PERSON	

Who to Notify in an Emergency?



CALL 999

- Danger to life (incl. bomb threats)
- Medical Emergency



CALL EDUCATION SERVICES

- Notify the local authority of an incident



CALL PROPERTY SERVICES

- Damage to the building or site



CALL IT SERVICES

- Computer or telephony issues
- Cyber-attack



CALL HR

- Staff shortages due to high volume of absence
- Advice on post-incident support of staff



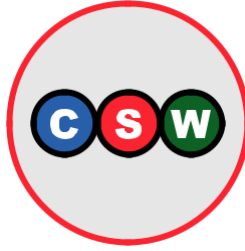
CALL EDUCATIONAL PSYCHOLOGY SERVICE

- Post-incident support for pupils



LOCAL AUTHORITY COMMUNICATIONS TEAM

- Create a joint media message for the incident



CALL CSW RESILIENCE TEAM

- Off-site evacuation
- Advice during major emergencies

SCHOOL EMERGENCY CONTACTS

CONTACT	EMERGENCY TELEPHONE NUMBER
Headteacher	
Deputy Headteacher	
Chair of Governors	
Caretaker / Site Service Officer	
SENCo	
Business Manager	

Activation Procedure

INCIDENT

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graph TD; A[INCIDENT] --> B[If there is a risk to life, call 999]; B --> C[Raise alarm to all staff and students onsite and offsite]; C --> D[Notify School Emergency Contacts, including Governors]; D --> E[Activate School Security Policy Arrangements]; E --> F[Notify appropriate Local Authority Service, contractor or CSW if necessary]; F --> G[When safe to do so, notify parents and carers]; G --> H[Liaise with Communications Team to create joint media message];
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If there is a risk to life, call 999

Raise alarm to all staff and students onsite and offsite

**Notify School Emergency Contacts,
including Governors**

Activate School Security Policy Arrangements

**Notify appropriate Local Authority Service, contractor
or CSW if necessary**

When safe to do so, notify parents and carers

**Liaise with Communications Team to create
joint media message**

INCIDENT COMMUNICATION PLAN

	ACTION	BY WHOM	METHOD
1	Notify Emergency Services		
2	Notify School Emergency Contacts, including Governors		
3	Raise alarm to staff (onsite)		
4	Raise alarm to students (onsite)		
5	Notify staff and students offsite		
6	Notify Local Authority Services / contractors / CSW		
7	Notify Parents / Carers		
8	Liase with Communications Team		

School and College Security Policy

In November 2019, the Department of Education released **new guidance on school and college security policies**. This includes templates and advice on emergency planning and business continuity. The wealth of documents and advice produced by the Department of Education has been adopted by the CSW Resilience Team.

The security policy should be a suite of documents that compliments existing procedures. It should be considered as part of an educational setting's safeguarding responsibilities and legal obligations under the Health and Safety at Work Act, 1974.

The policy writer should consider realistic risks and threats to the site and develop appropriate plans and procedures according to the level of impact. Plans should cover procedures for during and outside of normal operating hours, including weekends and holidays, and for extended services on the premises.

Emergency Incident Planning

An emergency plan should be generic enough to cover a range of potential incidents including serious injury to a student or staff member; significant damage to school property; severe weather; public health incidents; and the effects of disaster in the local community.

A checklist is available that assists in emergency incident planning considerations. It is recommended that everything on the checklist can be evidenced. This does not mean that it must be collated into one document, but all documents should be readily available for if an incident occurs. The checklist should be reviewed annually, or before, if an incident has occurred to accommodate any changes in guidance, staff members or incident learning.

Risk Assessment

Risk Assessments help to identify the real risks at one location. **A risk assessment template** is available to assist with the process. To help with identifying local risks, the local resilience for a (LRF) for the West Midlands and Warwickshire have produced community risk registers. Coventry and Solihull educational settings should refer to **West Midlands LRF** and Warwickshire educational settings to **Warwickshire LRF**.

Business Continuity Plan

A business continuity plan defines what steps to be taken to be able to get back to business as usual following an incident. It should have clear roles and responsibilities and a contact plan. It will help to respond to immediate crisis as well as short, medium, and long-term impacts, including emotional impacts and where to find professional and specialist help. **A template and checklist** have been created to support business continuity planning.

Evacuation, Invacuation Or Lockdown?

Run, Hide, and Tell is the current Police advice when responding to a terrorist threat on site. The Department of Education have created guidance and templates on **Evacuation, Invacuation, and Lockdown** to assist schools on when it is appropriate to activate each approach for an incident.

Terrorist Incident and Bomb Threats

A template has been created to assist schools in responding to a terrorist incident that may impact on an educational setting. It has been created based on up to date counter-terror guidance. There is also a template for **bomb threats**.

Post Incident Support

It is important after an incident that the appropriate support is made available to everyone involved. **A checklist is available** to ensure all considerations are addressed. It is also worth checking what local arrangements can be made with the Educational Psychology Service with critical incident support.

Debrief and Lessons Learned

Post incident evaluation is essential. It is important that time is given to evaluate how the response went and review documents with any lessons identified. Debriefs should be arranged to allow feedback to be collated from staff, students and parents. Post incident evaluation should explore what went well, what didn't go so well and areas for improvement. This will aid the ongoing development of the school's security policy and plan. **A checklist** can be downloaded to assist in this process.

Incident Log

It is important that a log is kept as a record of any decisions and actions taken in response to an incident. This will serve as evidence if there is an investigation into the incident. It is important to start a log as soon as the incident has started. All staff involved in an incident complete a log of the actions they have undertaken, and decisions made. A log template can be downloaded from our **website**.

Please forward completed logs to **cswrt@warwickshire.gov.uk** where any learning will be shared with the relevant services within the local authority.

Guidance Links

CSW Resilience Team - <https://cswprepared.org.uk/schools-support/>

Department of Education School Security Policy Guidance -

<https://www.gov.uk/government/publications/school-and-college-security>

Further Resources: Security advice and guidance - [https://www.gov.uk/government/](https://www.gov.uk/government/publications/school-and-college-security/further-resources-security-advice-and-guidance)

[publications/school-and-college-security/further-resources-security-advice-and-guidance](https://www.gov.uk/government/publications/school-and-college-security/further-resources-security-advice-and-guidance)

Potential Security Threats and Preventative Measures -

[https://www.gov.uk/government/ publications/school-and-college-security/potential-security-threats-and-preventative-measures](https://www.gov.uk/government/publications/school-and-college-security/potential-security-threats-and-preventative-measures)

Site Security Guidance - <https://www.gov.uk/government/publications/school-and-college-security/site-security-guidance>

National Cyber Security Centre - <https://www.ncsc.gov.uk/>

NHS – Help and Support after a Traumatic Event -

<https://www.england.nhs.uk/london/our-work/help-and-support/>

Warwickshire Local Resilience Forum - <https://www.warwickshire.gov.uk/community-safety/warwickshire-prepared>

West Midlands Local Resilience Forum - <https://westmidlandsprepared.wordpress.com/>