DDAT

Derby Diocesan Academy Trust



Be a light for other people, so that they will see God in the good things you do

Business Continuity and Critical Incident Management Plan (CIMP)

Bakewell CE Infant School

May 2026

Approved by the Trust Board on: 10th July 2026

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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 school 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.

At Bakewell CofE Infants, the PAN is 60. There is no event at which over 199 people will be present.

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

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

- Notify the Security Industry Authority (SIA) to confirm the Trust has responsibility for school premises (the SIA is still working on setting this process up 18.05.26).
- 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

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:

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

5.3 Emergency Contacts and Emergency Grab Bag

An emergency grab bag is kept at Reception in the main school office. This includes:

- A copy of this policy (which includes emergency contacts)
- Fire Evacutaion Plan
- Asbestos Management Plan
- Copies of incident logs
- 2 x luminous jackets
- Emergency keys
- Site maps/ service maps
- Premises information
- First aid box
- Hand torch (batteries separate)
- Whistle and hazard tape

Staff communication will be via Teams and email and the website (if this is operable). Access to staff and student data with home phone numbers can be accessed on-line (via Arbor, via CPOMS or a printed copy in each school's grab bag) by the Headteacher or other delegated school staff members as directed. An emergency information pack is kept at the main reception office and includes:

5.4 Communications

Communications should be treated sensitively and will be controlled centrally. In the first instance please contact the CEO who will liaise with the public relations partner when considering what messages should be relayed to the public. Members of staff are not to talk to the media about critical incidents. If the CEO is unavailable the Deputy CEO ,CFO or COO will liaise with public relations partners as needed in their absence.

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 Headteacher 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 it's 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 Headteacher to implement all the actions.

7.3 Trust Wide Incident

Unless the incident is minor, it will be impossible for the Headteacher to implement all the actions required on behalf of the school and across the Trust. Therefore, an initial assessment of the incident by the Headteacher 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 Headteacher

The Headteacher 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 Headteacher, the Incident Management Team includes relevant SLT members, local trust committee representatives, the Site Manager and 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 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 Headteacher 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 Headteacher.

After review, the addendum includes:

- Alternative temporary premises.

- Lockdown Procedure;
- Loss of utilities.

In addition, the schools' have an adverse weather procedure which saved within M&D Staff/H&S/14...Risk assessments.

As a minimum, there must be specific plans in place for ICT disaster recovery (Cyber response and recovery plan) & 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 then logging their drill on the temporary compliance dashboard, soon to be logged on the new Facility Management system (I AM COMPLIANT).

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 then logging their drill on the IAm Compliant dashboard

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

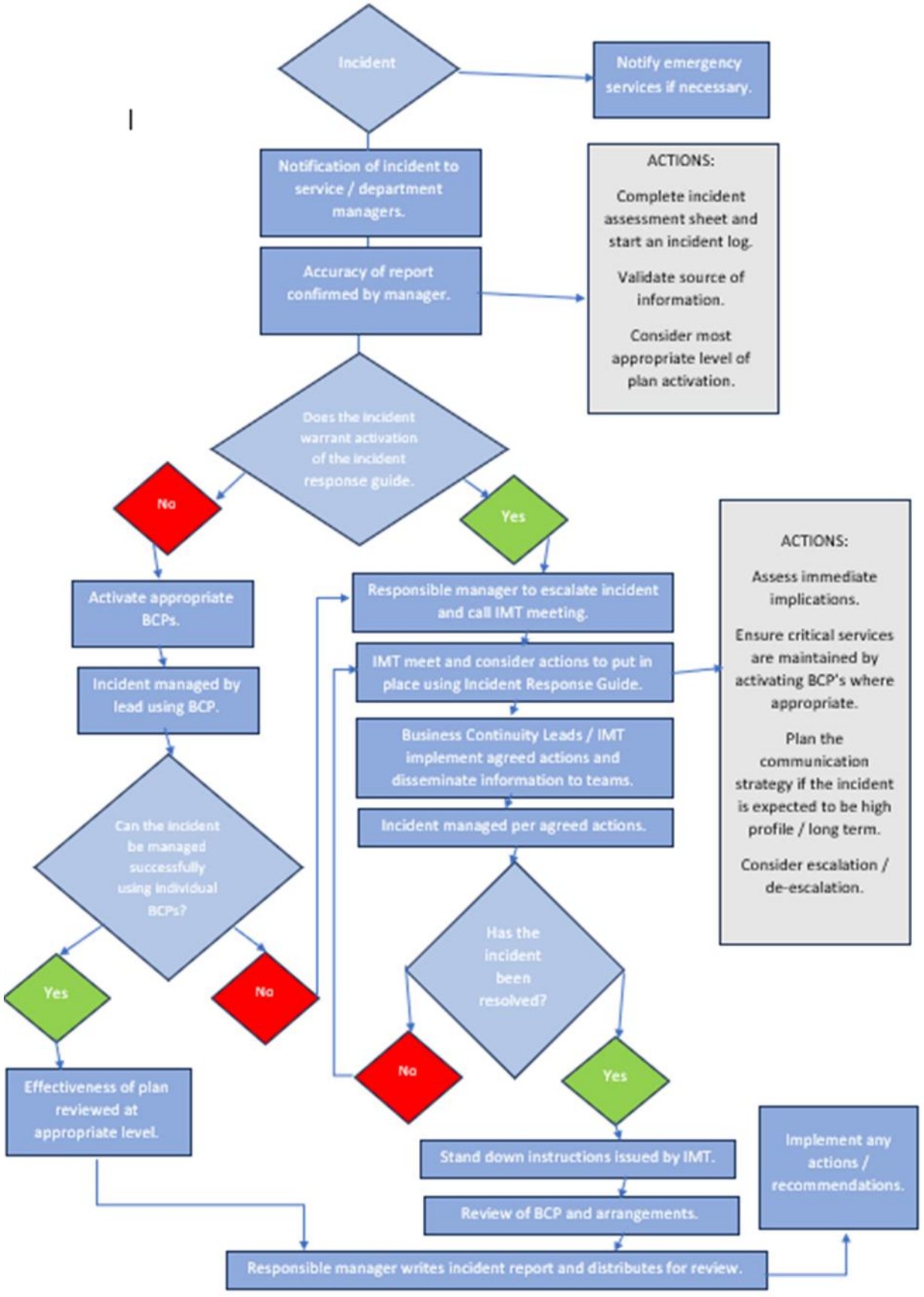
If a Trust Wide incident is declared by the CEO (or their Deputy) the Trust Management Team will be established meeting at the Head Office, in an identified school in the Trust or remotely, and the Business Continuity Plan will be activated. Deputies for the initial TMT will be established accordingly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

Name	Role	Telephone	Email
Dr Sarah Clark	CEO	07568 109789	Sarah.clark@ddat.org.uk
Jackie Stirland	Deputy CEO	07739 655015	Jackie.stirland@ddat.org.uk
Andrew Martin	COO	07701 259816	Andrew.martin@ddat.org.uk
Pat Mosley	CFO	07841 017970	Pat.Mosley@ddat.org.uk
Dr Sarah Charles	Chair of the Trust		Sarah.Charles@ddat.org.uk
John Kelly	Vice Chair of the Trust		John.Kelly@ddat.org.uk

Matt Goy	Estates and Health and Safety Lead	07523 281316	Matt.Goy@ddat.org.uk
Rhian Rudge	HR Lead	07740 540403	Rhian.Rudge@ddat.org.uk
Jo Harris	Senior Operations Officer	07712 530864	Jo.Harris@ddat.org.uk
Paul Clark	Finance Manager	07564 077979	Paul.Clark@ddat.org.uk

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.


Incident
Notify emergency services if necessary.
Notification of incident to service / department managers.
Accuracy of report confirmed by manager.
ACTIONS:
Complete incident assessment sheet and start an incident log.
Validate source of information.
Consider most appropriate level of plan activation.
Does the incident warrant activation of the incident response guide.
No
Yes
Activate appropriate BCPs.
Incident managed by lead using BCP.
Can the incident be managed successfully using individual BCPs?
Yes
No
Effectiveness of plan reviewed at appropriate level.
Responsible manager to escalate incident and call IMT meeting.
IMT meet and consider actions to put in place using Incident Response Guide.
Business Continuity Leads / IMT implement agreed actions and disseminate information to teams.
Incident managed per agreed actions.
Has the incident been resolved?
No
Yes
Stand down instructions issued by IMT.
Review of BCP and arrangements.
Responsible manager writes incident report and distributes for review.
ACTIONS:
Assess immediate implications.
Ensure critical services are maintained by activating BCP's where appropriate.
Plan the communication strategy if the incident is expected to be high profile / long term.
Consider escalation / de-escalation.
Implement any actions / recommendations.

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 Headteacher 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 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 Extent of situation is fully assessed Bank balances verified from online banking Staff and suppliers formally contacted with timescales / update	SFO / SBO/ SBM Executive Headteacher / Head Teacher	Chair of Finance and Resources and Chair of Audit and Risk Committee kept updated
Utilities / Energy Supply failure	Providers called to ascertain issue School may have to close Consider suitability of accessing a generator or temporary heaters	CEO / CFO / COO / Estates and H&S Lead / Executive Headteacher / Head Teacher	Keep Chair of Trust Board updated

Building loss – partial or complete (fire, flood etc.)	Buildings services notified immediately Short-term – share pupils between other schools in the MAT and provide coach service / Minibus transport in the mornings and afternoons Medium Term - erect Porta cabins on site Long term – rebuild / refurbishment	CEO / COO / Estates and H&S Lead / Executive Headteacher / Head Teacher	RPA will assign a designated Loss Adjuster. Keep Chair of Trust Board updated
Building Denial - leading to short term lack of access. Service Delivery Loss of General Nature – Academy are unable to provide buildings or ICT support	Relocate to the other schools within the Trust providing transport morning & afternoons	CEO / COO / Estates and H&S Lead / Executive Headteacher / Head Teacher	Keep Chair of Trust Board updated
Key Supplier Failure other than Trust e.g. Catering	Buy in prepacked lunches. Purchase ingredients to make sandwiches to feed children	COO / Executive Headteacher / Head Teacher / School Business Managers / Officers	Liaise with external providers to establish their continuity plan
Evacuation due to Nearby Incident	Follow instructions from CEO / EHT / HT / HoS to evacuate immediately to designated assembly points.	Executive Headteacher / Head Teacher	CEO notified as soon as possible

	Take register on arrival and inform admin of any children or members of staff that are unaccounted for.		
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	CEO notified as soon as possible
Fire	Exit the school following Fire Evacuation plan. Call Emergency Services. Contact RPA regarding any damage Review what happened and capture any lessons learnt	Executive Headteacher / Head Teacher / School Business Manager / Officer	SLT – keep CEO updated
Prolonged bad weather	School to follow snow procedure	Executive Headteacher / Head Teacher	SLT – keep CEO updated
Strikes	Executive Headteacher / Head Teacher to establish which staff will be on strike. CEO / EHT / HT decides if school has to close for pupils or which classes staff not	CEO / EHT / HT co-ordinates the communication brief to parents and staff	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

	striking are deployed with suitable work and come to work as usual.		heating school and incurring costs). CEO updates Chair of Trust Board
Terrorist Attack or Threat	Follow instructions from EHT / HT/ either to: Evacuate immediately to designated assembly points Take register on arrival and inform admin of any children or members of staff that are unaccounted for. OR 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	CEO / COO / Executive Headteacher / Head Teacher	CEO notified as soon as possible. CEO updates Chair of Trust Board.
Biological or Environmental hazard	Take register on arrival and inform Admin of any children or members of staff that are unaccounted for. OR Trigger TMT team & follow plan.	CEO	CEO notified as soon as possible. CEO updates Chair of Trust Board

13.1 Bomb Threat and Suspicious Packages

Bomb Threats

A phone call making a bomb threat is likely to be received by the Office. The person taking the call must:

- Complete the Bomb Threat Prompt Card **(Appendix 4)**
- Inform the Team Leader of the Incident Management Team
- Contact the Police

Suspicious Package

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

- Excessive wrapping
- Grease marks or oily stains on the envelope / wrapping
- An unusual odour including (but not restricted to) ammonia, almonds or marzipan
- Discolouration, crystals or powder-like residue on the envelope / wrapping
- Visible wiring / tin foil
- Heavy weight for the size of the package
- Uneven weight distribution
- Too many stamps for the weight of the package
- Poor handwriting, spelling or typing
- Delivery by hand from an unknown source
- Wrongly addressed or come from an unexpected / unusual source
- No return address or a postmark that does not match the return address

The likelihood of a school receiving a postal bomb or biological / chemical package is low. However, if you do receive a suspicious package carry out the actions below.

1. Remain calm.
2. Put the letter / package down gently and walk away from it
    a. Do not touch the package further
    b. Do not move it to another location
    c. Do not put the package into anything (including water)
    d. Do not put anything on top of it.
3. Note its exact location
4. Evacuate the building, keeping people away from the room as far as possible. Ensure that any assembly points are located away from the danger of flying glass.
5. Notify the Police (999) and the Headteacher / IMT immediately.
6. **Do not use mobile phones, two-way radios or sound the alarm using the break glass call points.**

Appendix 1 – Fire Evacuation Log Sheet

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

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			

Signed: …… Date: ……

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 (SIGN DATE)	COMMENTS/FURTHER 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:		
• Which school activities are disrupted?		
• What is the impact of these activities being disrupted?		
• Are there any critical activities approaching (exams, etc)?		
• Planning for how critical activities will be maintained (using your business continuity plans), giving consideration to:		
○ Immediate priorities		
○ Communication strategies		
○ Deployment of resources		
○ Finance		
○ Monitoring the situation		
○ Reporting		
○ Stakeholder engagement		
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?		

BUSINESS CONTINUITY ACTIONS	COMPLETED (SIGN DATE)	COMMENTS/FURTHER INFORMATION
Complete a post-incident review		
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
Cath Lee	Headteacher	07890891813
Amanda Foulkes	School business officer	01629812322
Naomi Middleton	School operations officer	07783 696 094
Heather Hogg	Safeguarding lead	07564077978
Clair Dathan	Chair of Local Trust Committee	

INSURANCE PROVIDERS	CONTACT INFORMATION
RPA	**For emergencies and urgent incidents (excluding overseas travel)** Contact the RPA by: • emailing RPA.CM@davies-group.com • calling 03300 585566 **For overseas travel emergencies and urgent incidents** Contact the RPA by calling 020 3475 5031.

UTILITY/SERVICES	CURRENT SUPPLIERS / CONTRACTORS	CONTACT INFORMATION
Electricity	EDF	0800111999
Gas	Corona	0800111999
Water	Severn Trent	0800 7834444
Internet	Ekte	0333 344 6501
Phone lines	Ekte	0333 344 6501
IT support	DCC	01629 537777 op1

OTHER SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
YMD Boon	0333 358 0333
Security	Riber Security 0845 548 7124
Catering	Caterlink Office Tel: 01189 356702 Heather Robinson Mobile: 07584221059
Logistics / Transport	Slacks: 01629 582826 Oker: 07817 905328
Central Alarm Station – intruder alarm	01757213637 (4597)
Proudcastle – fire alarm	01530 264 141

OTHER SUPPLIERS/CONTRACTORS	CONTACT INFORMATION
William Bailey - boilers	01773 853703

OTHER USEFUL CONTACTS	CONTACT INFORMATION
Local authority	01629 533190
Local press and media contacts (e.g. local BBC radio)	Via Penguin PR: 01332 416228 and/or 07974 502764
Diocese (if applicable)	Deputy Diocesan Director: 07854 779 128
Social services (area team leader)	North Derbyshire & Dales team: 01629 531041
Emotional/behavioural support team (e.g. educational psychologist)	ISAT (Richard Storm): 01629 533509

Appendix 4 – Bomb Threat Prompt Card

THE CALL	
Switch on recording equipment (if available)	Yes / No
Tell caller the name of the building and town you are answering from.	Yes / No
Record the exact wording of the threat (let the caller pass the message without interruption):	
Ask the following questions:	
Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is your address?	
What is your telephone number?	
Record time call completed.	

DO NOT HANG UP THE CALL	
Inform security (or appropriate member of the IMT)	**Yes / No**
Name and telephone number of person informed:	
Contact the police on 999.	**Yes / No**
Time Informed: **Crime number:**	
Record the following information: • **Time and date of bomb threat call** • **Length of call** • **Telephone number call received on**	

The following should be completed once the call has ended.		
Sex:	Male/ Female / Unsure	
Nationality:		
Age:		
Language: *(tick)*	Well spoken? Irrational? Taped message? Offensive? Incoherent? Message read by threat-maker? Did person sound forced to speak?	☐ ☐ ☐ ☐ ☐ ☐ ☐
Caller's voice: *(tick)*	Calm? Crying? Clearing throat? Angry? Nasal? Slurred? Excited? Stutter? Disguised? Slow? Lisp? Accent? Rapid?	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

	Deep?	☐
	Hoarse?	☐
	Laughter?	☐
	Familiar?	☐
	Multiple speakers?	☐
Background sounds? *(tick)*	Street noises?	☐
	House noises?	☐
	Animal noises?	☐
	Crockery?	☐
	Motor?	☐
	Clear?	☐
	Voice?	☐
	Static?	☐
	PA system?	☐
	Music?	☐
	Factory machinery?	☐
	Office machinery?	☐
	Well-spoken?	☐
	Booth?	☐
	Other (please specify)?	☐

Person receiving the call: • **Name** • **Designation**			
Signature		**Date:**	

Appendix 5: Martyn's Law Update and Action Plan

Martyn's Law – Brief Update & Action Plan 18.05.26

Update Martyn's Law was introduced in April 2025, with a 24-month implementation period. It becomes enforceable from April 2027 and focuses on strengthening preparedness and reducing vulnerability to terrorist incidents, in memory of the Manchester Arena victims.

Schools fall within the standard tier, including larger secondary settings. Although settings with fewer than 200 people are out of scope, all schools are expected to maintain robust preparedness arrangements.

YMD Boon have advised:

· No standalone policy is required.

· The General Academy Hazards Risk Assessment will incorporate Martyn's Law controls.

· A framework briefing note and compliance audits (from Sept 2026) will be provided.

· Training is available, though e-learning platforms are likely the most efficient route.

Key Requirements for Schools

Schools must have clear written procedures for:

· Evacuation – getting people out safely

· Invacuation – moving people to safer internal areas

· Lockdown – securing the site

· Communication – alerting occupants quickly

They must also evidence preparedness through documented procedures, drill records, and staff training.

Action Plan (2026–2027)

1. Communication & Awareness

· Share this update and action plan on Martyn's Law with all staff (by end of July 2026)

· Clarify expectations ahead of April 2027 enforcement (once YMD Boon provide their guidance for September 2026)

2. Governance & Registration

· Confirm Trust as the responsible body (SIA registration process pending clarification).

· Reinforce accountability: Trust Board oversight, operational delivery by schools.

3. Plans & Procedures

· Ensure emergency plans cover:

o Evacuation, invacuation, lockdown, communication

o Defined incident lead roles (Headteacher/SLT)

o Contact lists and job roles rather than names (school contacts, emergency contacts, how to contact parents, and who is the incident lead)

· Include PEEPs and locations for first aid and grab kits

· Align with “Run, Hide, Tell” principles - Run if safe to do so. If not safe hide and keep out of sight and quiet, lock doors, switch phones to silent, when danger has passed tell by calling 999.

· Focus on school premises risks, not events outside of the school

· Reinforce everyday vigilance using SCAN: See Check And Notify

· See – what looks out of place? an unusual car, unusual behaviour a suspicious package

· Check – if it is safe to do so acknowledging people lets them know they have been noticed and can disrupt a potential attack

· Notify – Inform senior leader, call 101 or in an emergency call 999.

4. Training

· Implement mandatory staff training (e.g., I Am Compliant or National College module) Sept 2026

5. Drills & Testing

· Conduct and log regular drills:

o Lockdown

o Invacuation

o Evacuation

· Give advance notice to pupils; adapt for vulnerable learners

6. Monitoring & Compliance

· Prepare evidence for potential inspection (procedures, logs, training records)

· Engage with YMD Boon audits from September 2026

Key Message

All schools should move now to ensure consistent, practised, and well-evidenced emergency preparedness, with full compliance achieved ahead of April 2027.

School Addendum

Lockdown Procedures

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 academy. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any 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 academy)
- 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.

Lockdown Procedures at Bakewell CE Infant School

We have robust access control into the building, when the doors are closed, they cannot be accessed from the outside. It is essential that staff ensure access doors are closed unless they are outside with pupils. Access can only be gained via the front entrance.

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 Headteacher 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.

FULL LOCKDOWN

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

Alert to staff – **FULL LOCKDOWN**

- The signal for FULL LOCKDOWN within any school is 3 long blasts of the whistle.
- The signal for FULL LOCKDOWN will be communicated via whistles and walkie talkies so all staff can be made aware.
- This will be communicated via walkie talkies after the initial whistle.
- Follow instruction from emergency services to move to full lockdown
- All pupils teaching and support staff return to / remain in classrooms
- External doors and windows shut and locked by all staff.
- Classroom doors blocked as best possible
- Headcount/register taken using register in grab bag.
- Blind closed where in place
- Pupils and staff sit out of sight either against walls or behind desk or in other designated safe place.
- All stay in these positions until given all clear by emergency services which will be communicated via walkie talkie and Teams.

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

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**

- All external activities cease, and pupils moved back into building/classrooms.
- External doors and windows shut and locked.
- 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.
- Contact emergency services

- SLT will undertake an ongoing dynamic 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.

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, *the* fire alarm will be activated*. Ensure staff are regularly reminded of the signal and procedures.*

The Headteacher to call emergency services or, in their absence, Deputy DSL.

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.

The lockdown evacuation points are:

- Bakewell CE Infants - Medway Centre

(this would need to be dynamically risk assessed at the time or following emergency services advice)

On hearing the EVAC signal 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.

COMMUNICATION TO STAFF

On hearing the signal, **PARTIAL LOCKDOWN, FULL LOCKDOWN** or **EVAC**, staff must repeat the instruction whilst undertaking the relevant procedures until all staff have been made aware of the situation.

Staff should regularly be reminded of the LOCKDOWN and EVAC procedures every complete term (i.e. 3 times a year).

COMMUNICATION TO PARENTS

In the event that LOCKDOWN or EVAC procedures are initiated, parents should be informed as soon as is practicable only on the authority of the Head of School, designated deputy safeguarding leader (DDSL) or on the advice of the emergency

services. Where possible, regular communication of accurate information should be communicated to alleviate undue anxiety.

Parents should be given enough information about the school's 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

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.

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.

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.

<table>
<tr><th colspan="2">Full lockdown procedure</th></tr>
<tr><th>Initial implementation</th><th>·</th></tr>
<tr><td>Staff are made aware of the type of incident that requires the full lockdown procedure to be implemented. Types of incidents that warrant a full lockdown include, but are not limited to the following:
An intruder on the school grounds;
A major fire in the vicinity / local area of the school;
The close proximity of a dangerous dog, or other animal, roaming loose.
Car accident which affects school property.
A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the academy)
A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud, Chemical spill etc.)</td><td></td></tr>
<tr><td>Any member of staff can make the decision to implement the full lockdown procedure in the interests of safeguarding within the school.</td><td></td></tr>
<tr><td>A full lockdown signal is given (three long blasts on a whistle), which is cascaded across the site by staff members repeating the signal.
This will be repeated on the walkie talkies by the school office and stating “lockdown”.</td><td></td></tr>
<tr><td>All staff are to use their walkie talkies and whistles to ensure all other staff members are aware of the incident that has occurred and that the lockdown procedure is being implemented.

Staff in external classrooms (or within separate buildings) /outside on the school grounds (sports events or Forest Schools) will be contacted via walkie talkie by the school office and vice versa.</td><td></td></tr>
<tr><td>The Headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.</td><td></td></tr>
<tr><th>Immediate action</th><th>·</th></tr>
<tr><td>All outdoor activity is ceased immediately; pupils, staff and visitors return inside the school building and staff ensure all doors are securely locked (all external corridor doors are to be secured via the checks below).

<table><tr><th>BI Lock down Marshalls</th><th>External doors (ensure secure)</th></tr><tr><td>EY teacher</td><td>EYFS Block</td></tr><tr><td>Office staff</td><td>Main block</td></tr></table></td><td></td></tr>
</table>

Office staff Reception	
The Headteacher or Senior teacher check outdoor areas and ensure all pupils, staff and visitors are inside the school building.	
When all personnel and pupils are inside, all external doors and windows are locked and blinds or curtains closed; doors and windows remain locked until the 'all-clear' signal is given or unless otherwise instructed by the headteacher or emergency services.	
The Headteacher or senior staff member check that all external doors and windows are locked.	
All internal doors to safe areas are locked and any windows on doors are covered using fitted blinds.	
Lights in all safe areas are turned off.	
Classroom teachers should conduct a register or headcount. Staff notify the Headteacher if any pupils, members of staff or visitors are not accounted for via two-way radio or Teams and an immediate search is instigated where appropriate and if it is safe to do so.	
Verbal communication via radios is kept to essential communication. All mobile phones are turned onto silent and communication devices are not used if it would be unsafe to do so, e.g. if usage would lead to the location being revealed.	
Pupils, staff and visitors sit quietly, away from doors and windows, and out of sight.	
All staff, pupils and visitors remain in their safe area unless otherwise stated by the headteacher or emergency services.	
All pupils, staff members and visitors are made aware of their nearest exit point in case a hostile intruder manages to gain access to the safe area.	
Pupils and visitors are kept calm during the lockdown.	
No pupil is released to their parents during the lockdown.	
The office staff answer telephone calls from parents and inform them pupils will not be released while the lockdown is in place.	
The Headteacher keeps in contact with the relevant emergency services to assess the best course of action in respect of the incident.	
If it is necessary to evacuate the building, the evacuation signal is sounded.	
The rest of the building is evacuated to the designated evacuation point if someone is taken hostage on the school site.	

Further action after the lockdown	·
Parents are fully informed of the incident via Arbor (in-app and e-mail)	
A review is undertaken by school leaders after the full lockdown procedure for its effectiveness and make changes as necessary.	

- All staff need to carry a whistle on their lanyard in case they need to initiate the lockdown procedure.
- All classrooms need a walkie talkie with a radio in the school office.
- All staff who are outside need to take a walkie talkie with them in case of any emergency.
- All staff with children in an area of school without a walkie talkie must take a master radio from the school office.