



HEADLANDS SCHOOL
SINCE 1965

Martyn's Law (Protect Duty) Policy

Written by	Director of School Business Operations		
Creation date	Spring 2026		
Adopted by Governors	Spring 2026		
Reviewed by		Date	
Next Review Date	Spring 2027		

Headlands School

Headlands School Secondary School (PFI) Policy Owner: Headteacher
Responsible Body: East Riding of Yorkshire Council
PFI Partner: Semperian PPP Investment Partners
Facilities Management Provider: PPP-IML
Approval Date: Spring 2025
Review Date: Spring 2026

1. Policy Statement

Headlands School recognises its responsibility under Martyn's Law (Protect Duty) to take reasonably practicable steps to reduce the risk of harm from terrorist incidents and to ensure the safety and security of students, staff, visitors, and contractors.

As a Secondary School operating within a Private Finance Initiative (PFI) arrangement, the school will work collaboratively with the PFI Special Purpose Vehicle (SPV), Facilities Management (FM) Provider, Local Authority, and emergency services to ensure appropriate protective security and preparedness arrangements are in place.

This policy forms part of the school's overall safeguarding, health and safety, and emergency planning framework.

2. Scope

This policy applies to:

- All staff employed by the school
- Students
- Contractors and agency staff
- PFI SPV and FM Provider personnel
- Visitors and members of the public
- Community users and lettings organisations

This policy applies at all times when the school premises are in use.

3. Legal and Regulatory Framework

This policy supports compliance with:

- Martyn's Law (Protect Duty)
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Counter Terrorism and Security Act 2015
 - Safeguarding legislation and statutory guidance
-

4. Definition of Protect Duty

Protect Duty requires publicly accessible locations to:

- Assess terrorism risk

- Implement reasonably practicable security measures
- Ensure staff preparedness
- Have appropriate incident response procedures

As a secondary school, Headlands School is expected to meet Standard Tier requirements under Martyn's Law.

5. Roles and Responsibilities

5.1 Governing Body / Local Authority

Responsible for:

- Ensuring compliance with legal duties
 - Approving this policy
 - Providing strategic oversight
 - Ensuring appropriate resources are available
-

5.2 Headteacher

Responsible for:

- Overall implementation of this policy
 - Ensuring risk assessments are completed
 - Ensuring staff receive appropriate training
 - Ensuring emergency procedures are in place
 - Liaising with the PFI SPV and FM Provider
-

5.3 Facilities Management Provider (PFI Contractor)

Responsible for:

- Maintenance and operation of physical security measures, including:
 - Access control systems
 - CCTV systems
 - Locks, doors, and secure entry points
 - Perimeter fencing and gates
 - Security lighting
 - Reporting and rectifying security defects promptly
 - Supporting the school in maintaining a secure environment
-

5.4 PFI Special Purpose Vehicle (SPV)

Responsible for:

- Ensuring infrastructure meets contractual security requirements
 - Supporting lifecycle replacement of security equipment
 - Supporting compliance through contractual arrangements
-

5.5 School Staff

All staff must:

- Follow school security procedures
 - Challenge unknown or suspicious persons appropriately
 - Report concerns immediately
 - Participate in training and drills
 - Follow lockdown and emergency procedures when required
-

5.6 Visitors and Contractors

Visitors must:

- Report to reception upon arrival
 - Sign in and out
 - Wear identification badges
 - Be supervised where appropriate
-

6. Risk Assessment

The school will conduct and maintain appropriate risk assessments covering:

- Site access and entry points
- Visitor management
- Perimeter security
- Lettings and community use
- Emergency procedures
- Physical security systems

Risk assessments will be reviewed:

- Annually
- Following incidents
- Following significant site or operational changes

The FM Provider will support technical elements of risk assessment.

7. Security Measures

The school, supported by the FM Provider, will maintain appropriate security measures including:

- Controlled access points
- Reception sign-in procedures
- Visitor identification system
- CCTV surveillance (where installed)
- Secure perimeter fencing and gates
- Secure classroom and building doors
- Appropriate supervision during school hours

Security defects must be reported immediately via the PFI helpdesk.

8. Emergency Procedures

The school maintains emergency procedures for:

- Lockdown
- Evacuation

These procedures are documented separately and communicated to all staff.

Emergency services will be contacted immediately in the event of a suspected terrorist incident.

9. Training and Awareness

The school will ensure:

- Staff receive appropriate emergency and security training
- Lockdown drills are conducted periodically
- New staff receive security induction
- Relevant FM staff are familiar with emergency procedures

Training records will be maintained.

10. Lettings and Community Use

Where school facilities are used by external organisations:

- Lettings risk assessments will be undertaken
 - Access will be controlled and restricted as appropriate
 - Lettings users must comply with school security procedures
 - The FM Provider will ensure secure access arrangements
-

11. Incident Reporting

All security concerns, incidents, or suspicious behaviour must be reported immediately to:

- School leadership; and
- FM Provider where infrastructure issues are involved

Serious incidents will be reported to:

- Police
 - Local Authority
 - PFI SPV (where relevant)
-

12. Monitoring and Review

This policy will be reviewed:

- Annually; or
- Following changes in legislation; or

- Following a security incident; or
 - Following significant site changes
-

13. Related Policies and Documents

This policy should be read alongside:

- Safeguarding Policy
 - Health and Safety Policy
 - Lockdown Procedure
 - Site Security Risk Assessment
-

14. Approval

Headteacher: _____

Date: _____

Governing Body Representative: _____

Date: _____
