

St Mary's Catholic Primary School



Safe Response Policy



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SAFE RESPONSE POLICY



Contents

School Mission	2
Introduction	2
Scope	2
Levels of SAFE Response	2
Triggering Procedures	3
Communication	3
Key Actions	3
Training and Drills	3
Monitoring and Review	4

1. School Mission

At St Mary's Catholic Primary School, our Mission is:

**TO LOVE GOD ABOVE ALL THINGS
BY
LEARNING TOGETHER
LOVING OURSELVES
LOVING EACH OTHER
LOVING ALL PEOPLE
LOVING LIFE ITSELF
AND
CONSTANTLY STRIVING FOR
EXCELLENCE
WORTHY OF OUR GOD GIVEN GIFTS.**

2. Introduction

At St. Mary's, we recognise that each member of our school community is created in the image and likeness of God, deserving of safety, dignity, and protection. Our mission to use our gifts for the good of the world includes taking responsibility for the wellbeing of those around us, especially in times of potential risk.

Our SAFE Response policy reflects this commitment. By following clear, calm, and consistent procedures, we act together to safeguard every individual in our care. In doing so, we follow Christ's example of vigilance, compassion, and courage—ensuring that all members of our school community feel secure and supported.

3. Scope

This policy applies to all staff, pupils, and visitors on the school premises. It covers responses to both internal and external incidents, including but not limited to: intruders, behavioural threats, medical emergencies, and nearby police activity.

4. Levels of SAFE Response

The SAFE Response is structured into four levels:

- **Level 1** – Low-level concern or intelligence: Level 1 trained staff alert and monitor the situation.
- **Level 2** – External threat: Lock external doors, bring pupils inside and continue learning indoors.

- **Level 3** – Internal concern: Lock classroom doors and be aware that there might be a situation developing
- **Level 4** – Imminent internal threat: Full SAFE Response, secure all rooms, remain silent, await instructions.

5. Triggering Procedures

The SAFE Response will be activated across the site in distinct way, recognisable by staff. Any member of staff can trigger a full SAFE Response.

Only SLT can declare the conclusion of a SAFE Response. Staff must follow the instructions displayed and guide pupils calmly.

6. Communication

Communication during a SAFE Response will be managed centrally. Staff will receive instructions via an information sharing system. Pupils will be guided by staff, and parents will only be informed if necessary to avoid panic and misinformation.

7. Key Actions

- Remain calm and reassure pupils
- Do not use mobile technology to inform outside parties
- Turn off lights
- Follow instructions from SLT
- Secure doors and windows as appropriate
- Keep pupils out of sight and silent during Level 4
- Await further instructions from SLT

8. Training and Drills

All staff will receive training on the SAFE Response procedures. Annual drills will be conducted to ensure preparedness. New staff will be inducted into the SAFE Response system upon joining St Mary's.

9. Monitoring and Review

All SAFE Responses will be logged and reviewed by the Senior Leadership Team. Feedback will be collected from staff and pupils following drills or incidents. This policy will be reviewed annually or following any major incident to ensure its effectiveness and relevance.