

Bradley Barton Primary School and Nursery



'Ready for Anything' ***policy***

'Ready for anything' 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 school. Procedures should aim to minimise disruption to the learning environment

whilst ensuring the safety of all pupils and staff

Document Date: October 2024

Reviewed: October 2025

'Ready for anything' procedures may be activated in response to any number of situations. At Bradley Barton, we have a simple grading system and will react according to the severity of the risk. The table below details the response.

Level	Children in classrooms	Windows and doors closed	Blinds closed	Children under tables	Children silent	Examples
	✓	✓				Local gas leak, swarm of bees
	✓	✓	✓			Dangerous loose animal
	✓	✓	✓	✓	✓	Intruder to the school site

Signal for 'Ready for Anything' policy implementation

Designated members of staff phone specific classrooms to inform colleagues that the school is implementing the Ready for Anything procedure. The member of staff receiving the call will then inform their partner teacher (the other class in the year group). The language that will be used is 'Ready for Anything, followed by the colour (level) of implementation. A designated member of staff will email all staff (wschool@) to inform them of the implementation of the 'Ready for Anything' policy. If the decision to implement the policy happens at break time or lunch time, 3 short sharp whistles will be blown with the designated member of staff holding up the card to indicate the level of response.

Signal for 'all clear'

The same procedure as above will take place, but the language used will be 'Ready for Anything – all clear'.

Rooms used for 'Ready for Anything'

Classrooms will be used for the majority of classes. Indoor PE sessions are to return to their classroom *with the exception of Year 1 Ready for Anything – red or black. In this instance, the class will remain in the hall.*

Outdoor PE sessions are to return to their classrooms as soon as possible.

If children are receiving an intervention or a music lesson in another part of the school, they must return to their classroom as soon as possible. Music teachers will be informed of the implementation of this procedure via a walkie-talkie.

Staff responsibility

After each registration (morning and afternoon), teachers are to write on their whiteboards in a circle the number of children that are present. Please remember to update this is children leave school for such things as medical appointments. After the implementation of the 'Ready for Anything' policy, teachers or support staff are to undertake a head count of the children as quickly as possible and email SLT@ with their class name in the subject line. The body of the message will be

All children and staff accounted for *or*

Children/staff not accounted for: (name of child/ren and or staff)

Staff also have the responsibility of ensuring that...

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom (outside staff will be informed by a designated member of staff)

- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff
 - All external doors (where possible) and, as necessary, windows are closed, all internal classroom doors must also be closed.
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services

Pupils will not be released to parents during the implementation of this procedure.

It is of vital importance that the school's Ready for Anything procedures are familiar to all members of the school staff. To achieve this, a Ready for Anything drill should be undertaken at least once a year.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Children with Special Education and Medical Needs

Special consideration must be made for the children with SEND and additional support implemented where necessary. Children must have access to their medication and class teachers must ensure that any medical needs are taken care of. If staff require any advice, contact the medical lead via email/phone.

Communication with staff

Staff will receive an update every 30 minutes via email once the 'Ready for Anything' policy has been implemented.

Communication with parents

The school will inform the parents as soon as practicably possible, depending on the level of implementation.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the implementation of the policy.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

Ready for Anything drills

The Headteacher and Premises Manager will co-ordinate the drills. Staff will ALWAYS have advance notice of a Ready for Anything drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL. Following a drill, key members of staff will review its effectiveness and make any adjustments to the policies and procedures accordingly.

Decision making

All decisions regarding the implementation of this policy will be made by the Headteacher. In the headteacher's absence, the Deputy Headteacher will assume the responsibility. In the absence of both the

Headteacher and the Deputy Headteacher, a named teacher will take the lead on all decisions. This will be known to staff at the start of the day.

Roles, Responsibilities and checklists

To be photocopied and completed in the event of implementation

NAMED LEAD

(insert name)

- Assign key members of staff
- Contact Emergency Services if appropriate
- Contact Chair of Governors
- Update staff every 30 minutes
- Inform parents when appropriate

KEY STAFF 1	KEY STAFF 2	KEY STAFF 3	KEY STAFF 4	KEY STAFF 5
(insert name)	(insert name)	(insert name)	(insert name)	(insert name)
Phone Robins 225 Radio Inclusion Team Radio Forest School Robins teacher to inform Sparrows	Nursery 212 213 -	Phone Kingfishers 219 Phone Magpies 217 Kingfishers teacher to inform Herons - Magpies teacher to inform Ravens	Phone Kestrels 220 Phone Tawny Owls 223 Kestrels teacher to inform Peregrines - Tawny Owls teacher to inform Red Kites	Phone Year 2 210 Check Hall Check playground Radio Music teacher Year 2 teacher to inform other class
Start chronology of events live document (one drive) and email link to key staff	Email all staff that the policy has been implemented, stating the level	Lock all external gates and doors	Check SLT@ email for unaccounted children	Look for unaccounted children if necessary

This policy will be reviewed annually and after the event of this procedure being implemented.

