



Martyn's Law Compliance Checklist for Schools

The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, introduces new responsibilities for schools and education settings with a capacity of 200 people or more. Enforcement is expected around April 2027, giving schools roughly 24 months to prepare.

Use this checklist to understand the key steps and where visitor management fits in.

01



Determine Your Tier

Start by understanding which category your school falls into.



Calculate your maximum site capacity
(students, staff, and visitors combined)



Identify your category:

- ☐ **Standard Tier:**
200–799 people
- ☐ **Enhanced Tier:**
800+ people



Keep a record of how you calculated your capacity

02



Review How People Access Your Site

Look at how people currently enter and move around your premises.



Map all entrances and exits



Review who has access to buildings and grounds



Check how visitors, contractors, and deliveries sign in



Identify any gaps in your ability to track who is on site



Consider how quickly you could account for everyone in an emergency

03



Strengthen Visitor Procedures (Standard Tier)

Schools in the Standard Tier must introduce practical procedures to reduce harm during an incident. This may include:



Clear visitor check-in processes



Monitoring visitors while they are on site



Staff training on these processes



Procedures for identifying and challenging unknown individuals



Evacuation procedures that include visitors and contractors

04



Complete a Risk Assessment (Enhanced Tier Only)

Schools with a capacity of **800+ people** must carry out a formal risk assessment. This should include:



Identifying potential vulnerabilities on site



Assessing risks related to visitor access



Creating a documented security plan



Reviewing how an incident could impact students, staff, and visitors



Evaluating current procedures and emergency communication

05



Train Staff

Both tiers require staff awareness and training.



Train reception teams on visitor procedures



Ensure staff know how to recognise and report suspicious behaviour



Include visitors in emergency drills and evacuation plans



Keep records of training sessions

06



Prepare for Emergencies

Schools should be able to respond quickly if an incident occurs. Make sure you can:



Evacuate visitors safely



Direct them to assembly points



Produce a reliable list of everyone on site



Communicate clearly with staff and hosts

07



Keep Clear Records

The **Security Industry Authority (SIA)** will regulate Martyn's Law compliance. Schools should keep records of:



Visitor entries and exits



Security procedures



Staff training



Risk assessments (*Enhanced Tier*)



Emergency drills and incident responses

08



Review and Test Your Processes

Before enforcement begins, test your systems.



Run trial check-ins for visitors



Include visitors in evacuation drills



Check how quickly you can produce required reports



Gather staff feedback and refine processes

Preparing for 2027

Although enforcement is expected in April 2027, starting early will give your school time to:



Identify gaps in current procedures



Train staff with confidence



Test and improve processes gradually



Avoid last-minute changes

What's next?

The government will publish additional guidance during the preparation period, so it's important to stay informed.

If you're reviewing your current processes and want to understand how visitor management technology can support Martyn's Law preparation, **get in touch with Sign In App**.

Our team can help you explore practical ways to improve visibility, streamline visitor check-ins, and keep clear records - without adding extra workload for school staff.



Sign In App

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