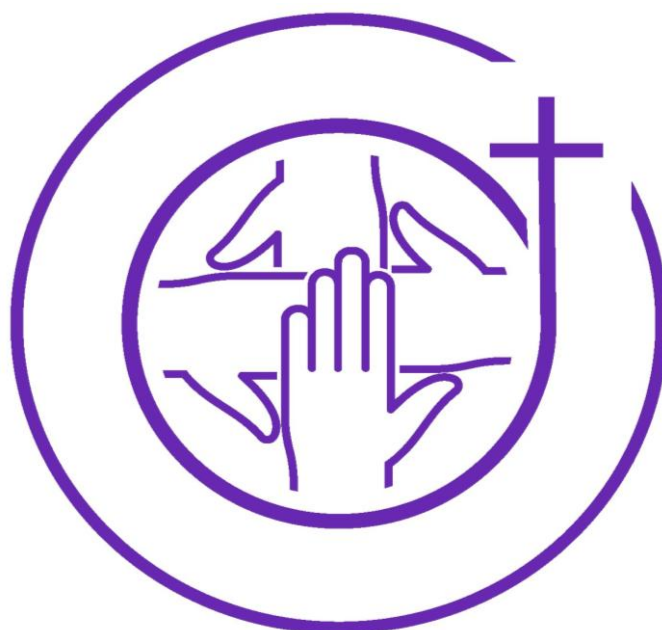




Lockdown Policy and Procedures

Approved by:

Full Governing Body at
first FGB of 25/26

Date: September 2025

Next review due by:

September 2028

1. Aims & Purpose

Stone with Woodford C of E Primary School aims to offer our pupils a caring, rich learning environment to enhance the curriculum and support our children to achieve a love of life and of learning in order to shine brightly before others.

We wish to ensure that they have access to this environment, in a safe and controlled way.

2. Rationale

All schools should consider the need for robust and tested school lock down procedures. Lock down 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.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent on causing harm/damage.

3. Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing 7 sharp rings of the school bell.

3.1 Procedures

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure.

Be aware you may be in lock down for some time.

- 1) The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside. All outside doors will be locked and blinds/curtains closed where possible to remain safe.
- 2) The School Administrator/Headteacher will also send an email to all staff explaining school is now in lockdown and everyone is to stay in the room until told otherwise by the Headteacher or School Administrator.
- 3) At the given signal/ the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible. Children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors will be turned off. Mobile phones are put on silent mode.
- 4) Children, adults (e.g. volunteers etc.) or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
- 5) Individual teachers/TAs lock/close classroom door(s) and windows. Beech adult to close/lock Beech class external doors, Oak adult to close/lock the Oak porch door. Chestnut adults to make sure the Chestnut outside door is locked. Willow adult to check the classroom external door is locked. Willow children to shelter out of sight as much as possible nearer the windows or library end of the room. KS1 TAs to check boys' toilets and KS2 TAs to check girls' toilet.
- 6) No adult or child to leave the room for any reason whilst in lock down.
- 7) Staff on PPA to lock down in the office, staff room or cottage; remaining quiet.
- 8) If possible, staff should notify the front reception by email via the class laptops that they have entered lock down and identify those children not accounted for in the register and of any extra children who are now in lockdown in their room with them. If they are not able to email for any reason they must text instead.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

- Staff to support children in keeping calm and quiet.
- Staff to remain in lock down positions until informed by key staff e.g. Headteacher or School Administrator in person that there is an all clear.
- As soon as possible after the lock down teachers return to their classrooms and conduct register and notify the administrator immediately of any pupils not accounted for.

4. Staff Roles & Responsibilities

- The Headteacher (or School Administrator in their absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
- Headteacher or School Administrator to call the police and SFAT Trust Office.
- If a class is out of school e.g. at church or on a school trip, office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.
- Individual teachers/TAs lock/close classroom door(s) and windows.

- Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a silent activity or read a story and keep alert to the emotional needs of the pupils.
- Do not allow anyone out of the classroom during a lockdown under any circumstances.

5. Communication with parents

If necessary, parents will be notified as soon as it is practical to do so via email through our Arbor communication system.

Parents will be told: 'the school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Staff debriefed on Lock down (Stay Safe) drills will be discussed at least once a year to ensure everyone knows exactly what to do in such a situation and for positive reinforcement or to identify required improvements.

6. Review

The Governing Body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the Board receives recommendations on how the policy might be improved.

7. Emergency Services

- Ring 999
- School telephone number is 01454 260309
- The address is: Stone with Woodford School, Stone, Berkeley, GL13 9JX
- Give details of the incident to the operator

This policy is available on the school website: <https://stone-with-woodford.gloucs.sch.uk/>

Paper copies are available on request from the School Office.