



STOW-on-the-WOLD
PRIMARY SCHOOL

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Lockdown Policy



Approved By:	Full Governing Board	Date: 13 th October 2025
Last Reviewed on:	13th October 2025	Next review due by: 13 th October 2026
Signature: <i>T.A. Bartlett</i>	Signature: <i>[Handwritten Signature]</i>	
Chair of Governors	Headteacher	



Dear parents,

Lockdown procedures

At Stow-on-the-Wold Primary School, we take safeguarding and the safety of your child very seriously. It's important that we have procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have a well-established safety procedure which we practice called "lockdown". This is a commonplace practice in many schools and is a standard health and safety procedure, similar to a fire drill.

When would we use it?

Our lockdown procedure would be used in earnest if there was a threat to the safety of our children, staff and others in the school, and when it is considered safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by ensuring they are in a secure place of safety.

Situations where our security lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An incident related to terrorism

What is our school's lockdown procedure?

People in school will be notified that it is in lockdown by a specific intermittent alarm bell which sounds different to our continuously ringing fire evacuation bell

Children know to move immediately inside to their own classroom where a register will be taken so everyone is accounted for.

The school will make sure all children and staff are safe and secure by securing doors and windows, drawing down blinds, moving away from windows. Children are instructed to stay as quiet as possible until the all clear is given.

In a real emergency, the emergency services will have been called and the school will follow their introductions. Every school in the county has been given training in emergency preparedness with this in mind.

Parents/carers will be informed that your school is in lockdown via our electronic systems such as the APP and the school website. Parents/carers will be advised that they should not attempt to call or come to the school at this time, as this may hinder efforts to contact and work with the emergency services. Parents /carers are also advised not discuss the event on social media, as this may spread false information and create panic

If a lockdown continues beyond school hours, you will be informed through the same electronic means about any changes to collection arrangements in this circumstance



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Lockdown Drill

We have already practiced lockdown drill this term and prior to practising this procedure with children, staff took time to talk to pupils about security lockdown procedures and explain why they are important. Staff usually give the example of a dog in the playground or a smokey bonfire which has meant they need to come inside. We always reassure children after the drill that they are safe, and emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

We felt it was timely to write to you today, so that in the very unlikely event of such a situation in the future, you will feel reassured that the children and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact the school office.

Yours sincerely,

Rebecca Scutt - Headteacher

Trudy Bartlett - Chair of Governors

Verity Flaherty - Health and Safety Committee Chair