



The Federation of St. Giles and St. John

Lockdown Policy

Date policy adopted/reviewed:	December 2024
Next review date:	December 2025

Introduction

The purpose of this Lockdown Policy is to ensure the safety and well-being of all students and staff at Farlow and Kinlet C of E Primary Schools. This policy aims to provide clear procedures for responding to incidents that may pose a threat to the school community, in accordance with the expectations outlined by Ofsted.

Policy Aims

- To provide a safe environment that promotes learning.
- To have clear protocols for lockdown situations that all staff understand and can implement swiftly.
- To promote a culture of safety awareness within the school community.
- To comply with and exceed the expectations of Ofsted regarding safety and safeguarding.

Procedures

Lockdown Signals

1. **Alert Procedures:**
 - a. A lockdown will be initiated via a specific signal – This will be an emergency whistle blown continuously.
2. **Immediate Response:**
 - a. All staff must cease activities and ensure that students are inside, away from windows and doors.

Lockdown Levels

1. **Partial Lockdown:**
 - a. This is implemented when there is an incident outside the school that poses a potential risk.
 - All external doors should be closed and locked, and students must remain indoors.
2. **Full Lockdown:**
 - a. This occurs when there is an immediate threat within the school.
 - All external and internal doors should be secured, and students must hide in designated areas away from sight.

Actions During Lockdown

- **Classroom Procedures:**
 - Staff should ensure that windows and doors are locked, blinds are dropped, and students are quiet and calm.
 - The class register should be taken and communicated to the office if necessary.
- **Visitor Protocol:**
 - Any visitors on site will be immediately directed to the nearest safe location.

- **Communication:**
 - Staff should only use mobile phones to communicate essential information to senior leaders or the emergency services.

Post-Lockdown Procedures

1. **All Clear Signal:**
 - a. An official announcement will be made confirming that the lockdown is over.
2. **Release of Students:**
 - a. Teachers must ensure that students are calm and accounted for before resuming normal activities.
3. **Debriefing:**
 - a. A debriefing session will be held to discuss the incident and the effectiveness of the response.
4. **Support Services:**
 - a. Access to counselling or support services for students and staff will be provided as needed.

Training and Drills

- **Regular Drills:** Lockdown drills will be conducted at least twice a year, with feedback collected from all participants to improve procedure efficiency.
- **Staff Training:** All staff will receive training on lockdown procedures and the use of premises security systems.

Monitoring and Review

- The effectiveness of this policy will be reviewed annually by the safeguarding team and amendments made where necessary.
- An incident log will be maintained to document lockdown incidents and responses to continually inform future practices.

Summary of Ofsted Expectations

Based on the most recent Ofsted framework, the following expectations regarding safety and safeguarding are imperative for primary schools:

- Schools must have robust policies and procedures in place to protect students and staff from harm.
- Regular training and practice for staff and students on emergency procedures.
- Clear communication channels during emergencies.
- A culture of vigilance and preparedness throughout the school community.
- Collaboration with local authorities and emergency services to enhance safety measures.

By adhering to these guidelines within our Lockdown Policy, the Federation of St Giles and St John will ensure a safe and secure environment conducive to effective learning and development.