

# Clipston Endowed VC Primary School



**Be Kind ~ Be Your Best ~ Be Happy**

## **Lockdown Policy**

Presented and adopted by Governors: January 2026

Proposed Review: Spring 2027

Signed .....

Mrs Sarah McElroy - Chair of Governors

## **Clipston Primary School's Vision, Mission, Ethos and Aims**

### **Our Vision**

Every Child Matters to God

### **Our Mission**

Be Kind ~ Be Your Best ~ Be Happy

### **Ethos**

Recognising its historic foundation, Clipston Primary School seeks to serve its community by providing a rounded, connected and coherent education of the highest quality.

We endeavour to preserve and develop our distinct religious character in accordance with the principles of the Church of England.

The school lives out its Christian virtues – Thankfulness, Kindness, Justice, Love, Forgiveness, Responsibility and Courage – and all those essential human values, which are common to good, kind and tolerant people of all faiths and none, through the experiences it offers to all its pupils.

### **Aims**

The school's aim, through its Christian ethos, is the creation of a safe, happy learning environment, which supports all children on their journey towards becoming:

- Successful engaged learners, who enjoy learning, who are knowledgeable and skilled, and who make progress and achieve their best;
- Confident, articulate individuals who can lead safe, healthy and fulfilling lives in the communities in which they live now and in the future;
- Responsible, happy citizens of the world who have the capacity to make positive contributions to society.

**“Do to others as you would have them do unto you” Luke 6:31**

To achieve these aims, staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

## **The Lockdown Policy**

### **Rationale**

On very rare occasions it may be necessary to seal off the school so that it is not able to 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 is a serious security risk of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons potentially intent in causing harm / damage.

## **Notification of Lockdown**

Every classroom has a radio. Staff will be notified that lockdown procedures are to immediately take place on hearing 'lockdown lockdown' on the radio. Radios should be switched on during the school day.

Staff will endeavour to notify Stepping Stones by any means possible.

Staff will endeavour to notify people who may be working upstairs by any means possible.

## **Procedures**

1. Any children outside will be ushered into the nearest school building as quickly as possible, usually by office staff.
2. Doors will be closed and windows blinds will be pulled down where ever possible.
3. If the children are in the hall, staff will close all doors and curtains.
4. Children should shelter under tables or in windowless areas.
5. At the given signal the children remain in the room they are in and staff will ensure the windows and doors are closed/locked and screened where possible and that children are positioned away from possible sightlines from external windows/doors.
6. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with the class and class teacher.
7. Children should be accounted for as soon as possible.
8. Staff should support children in keeping calm and quiet.
9. Headteacher and office staff should ideally move to an internal space e.g. the library.
10. Office staff should radio each class "Robins - how many children? Which adults?". This will be repeated for each class. They will then attempt to contact any staff (e.g. by phone) who have not been accounted for but will not ask for location. " Mrs ....., are you secure? How many children do you have?"
11. It may be necessary to inform the emergency services e.g. the police of the incident. All staff should be aware of the school address: High Street, Clipston, LE16 9RU
12. Staff to remain in lockdown positions until informed by the Headteacher or office staff that it is 'all clear'.
13. After lockdown has been cleared all staff and children to return to their base classroom and conduct a full register and inform the office immediately of any pupils not accounted for.

### **Communication with parents**

- If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network e.g. ParentMail.
- 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 lockdown.
- 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 a lockdown, parents will be notified when and where to collect their children.

A communication may be released to parents after the event, explaining the reason for the lockdown procedure.

### **Lockdown Drills**

Lockdown Drills will take place periodically to ensure everyone knows what to do in such a situation.