20/03/2025

Dear parents/carers,

Hill Top School

Wealcroft

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Gateshead

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Headteacher: Ms Anita Bell

**Hill Top School Security Lockdown**

Following the recent events in Gateshead I thought it might be helpful if I shared what would happen in the unlikely event that Hill Top School had to go into a security Lockdown. First of all, I want stress that the probability of needing to go into a security lockdown in any school is very low. However, in exactly the same way that schools should prepare for a fire, we should be prepared to respond to all eventualities.

**What is a security lockdown?**

Our security lockdown procedure would be used when there is a threat to the safety of our pupils, staff and others in the school, and when it’s safer for everyone to remain in school rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety

**When would Hill Top School go into a security lockdown?**

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 security lockdown procedure?**

* The staff will be notified that the school is in a security lockdown via the usual class walkie talkies. There will be no loud alarm for students to have to deal with to minimise potential distress.
* Pupils will remain with their usual staff and will move immediately inside their own classroom or if safer inside the nearest classroom.
* School leaders will take a register to ensure all pupils are accounted for.
* To ensure all pupils remain safe and secure we will for example secure doors and windows and draw the blinds.
* The emergency services will be called.

**Instructions for parents/carer in the event of a security lockdown**

* Parents/carers will be informed that our school is in lockdown via text and the school Facebook page.
* **Parents/carers should not attempt to call or come to the school at this time**, as this may hinder our effort to contact and work with the emergency services.
* Parents/carers should not discuss the event on social media, as this may spread false information and create panic.
* Pupils will be instructed not to use mobile phones during a lockdown, so you should not be alarmed if their child doesn’t answer their phone.
* Once the lockdown is over, we will notify you via text and the school Facebook page.
* If the lockdown continues beyond school hours, we will inform transport as they should not attempt to come to the school. We will notify you when it is safe to come to school and collect your child. If required, we would liaise with parents/carers to ensure all young people have a method to get home safely.

**A security lockdown drill**

In the near future we will need to practice this procedure. We are aware that due to the nature of our students that we will need work with them to prepare them for what is going to happen (just like in a fire drill). Parents/carers will be notified when a lockdown drill is due to take place and informed afterwards how their child coped.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe with the least amount of distress and dysregulation.

If you wish to discuss this further, please contact school and ask to speak to a member of the senior leadership team. Thank you for your continued support.

Yours sincerely



Miss Anita Bell

Head Teacher