12/09/2025

**Hill Top School Security Lockdown**

Hill Top School

Wealcroft

Leam Lane

Gateshead

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Headteacher: Ms Anita Bell

Dear parents/carers,

At Hill Top School we take safeguarding and the safety of your child very seriously.

It’s important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we have introduced a new safety procedure called “security lockdown”. Firstly, 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.
* Pupils will remain with their usual staff and will move immediately to the nearest safe space.
* 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 website.

The school website will be updated with a pop up on the home screen which will read as follows

**URGENT: School in lockdown. All pupils safe. Do not call or come to school. Avoid social media posts. We’ll keep you updated via text**



**URGENT: School Lockdown Notification**

Dear Parent/Carer,
Our school is currently in lockdown as a precautionary measure. All pupils and staff are safe and following our lockdown procedures.  Police have been informed.

**Please do not call or come to the school** at this time, as this may interfere with emergency services.
**Do not share information on social media** to avoid spreading misinformation.
Pupils will not be using their phones during this time, so please do not be alarmed if you cannot reach your child.

We will update you via text and the school website as soon as the situation changes.

Thank you for your cooperation and support.



[https://www.hilltopschool.org.uk](https://www.hilltopschool.org.uk/)

* **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**

As part of our commitment to safety, staff recently completed a lockdown drill after school hours.
In the coming weeks, staff will work sympathetically and sensitively with pupils to take part in age-appropriate sessions to learn what to do in the unlikely event of a lockdown. These sessions will be handled with care to avoid causing distress. Your child may wish to talk to you about what they’ve learned. You will be informed when a drill has taken place and how your child responded.
This is purely a precaution to ensure everyone knows how to stay safe. We hope never to need these procedures, but preparation is essential. If you have any concerns, please contact the school and ask for a senior leader