Highams Park Academy Trust

Highams Park School Lockdown Procedure 2025-26

Preamble

The Lockdown procedure should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to safety of staff and students in the school. The procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

Reasons for Lockdown

The Lockdown procedures may be activated in response to any number of situations, but may include (but not limited to):

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff, students, and visitors)
- A warning being received regarding a risk locally, or air pollution (smoke plume, gas cloud etc).
- A major fire near to the school site.
- The close proximity of a dangerous animal roaming loose.

Leadership – Where possible depending on the circumstances of the lockdown:

- **The Principal or his deputies** to immediately alert emergency services
- The Premises Manager will be advised to implement the lockdown *via* word of-mouth or by using the School's walkie talkies or Public Announcement (PA) System
- **The Principal or Deputy Principal** (or other Senior staff in their absence) to indicate the start of the lockdown procedure through the PA System
- If it is not possible to use the PA System, staff will be informed by word of mouth or email from TEAMs
- **SLMT** to deploy staff as necessary to assist with lockdown and **a Deputy Principal** lead all communication during the lockdown procedure.
- **School Office/Receptionist** to staff the phone in Reception (if safe to do so) and receive reports of missing students/staff.

Lockdown Procedure

- All external gates of the school will be closed and locked ensuring no one can enter or leave the premises

  Monitoring the Site Entrances:

  Once the site is secure, staff should return to the building and monitor the school entrances via CCTV. The gates should only be opened by the **Premises Manager** when visual confirmation of the presence of the Emergency Services can be confirmed or when it has been confirmed by the Incident Management Team that the threat has passed.

  SLMT will be responsible for messaging parents etc, if required.

- Students who are outside the school buildings will be brought inside as quickly as possible.

- Students should be brought to the nearest and safest building possible. For outdoor PE Lessons, students should be taken to the nearest and safest building until the end of lockdown.
- SLMT to sweep the school ensuring toilets are checked.
- Those inside the school should remain in their classrooms/area or room that they are in.
- Students may be asked to sit under tables, if appropriate.
- Students may be asked ensure mobile phones are turned off, if appropriate.
- If lockdown occurs outside lesson time, students should move calmly and quickly to their next lesson, unless this involves moving outside of the school premises during the rebuilding project. In this case they should enter the nearest building. A member of senior staff will direct the students into a classroom with a teacher. Students should move straight into the room and NOT line up outside as usually required.

- Classroom/office blinds should be closed.
- Once in lockdown mode, staff should await further instructions by either word of mouth, all-staff email, radio, or TEAMs. They should notify the office/SLT/Pastoral Teams of any students not accounted for or who have left the classroom before the lockdown mode was activated, using the Rd Card system on Arbor.
- Staff will be asked to keep students away from windows and/or move to another internal location depending on the circumstances.
- It may be appropriate (where possible) to lock all external doors and, as necessary, windows. If this is required, it will be stated in the email/radio/Team's message.
- The school timetable will be suspended during a lockdown. Students should not be sent to their next lessons if the lockdown continues across multiple lessons.
- Staff should encourage the students to remain calm and quiet.
- Students will not be released to parents or carers during a lockdown unless it is safe to do so.
- If it is necessary to evacuate the building, the fire alarm will be sounded*
- The ending of the lockdown procedure will be announced *via* the PA System, after which the school timetable will be resumed, if appropriate. If there is to be a partial stand-down of the lockdown procedure, this will be communicated via all-staff email, TEAMs, and hand-held radio, with further details.

*If an evacuation needs to occur, the usual Emergency Evacuation Procedure will be followed. Students, staff, and visitors will go to their normal positions unless it is not safe to do so which will be determined and communicated to staff *via* all-staff email, radios, and TEAMs.