

Eden Park Academy Security Lockdown Procedure

2025 – 2026



Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Executive Co-Headteacher or Deputy Headteacher	Decide on the type of response needed, coordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.	01271 343214 07722005689 or 07936520545 (Co-HT Personal mobiles) 07917 633088 (DHT Personal mobile)
Administration Team	- Escort visitors to agreed safe place. - Communicate with parents (as agreed with SBM/HT)	
Teachers and support staff	- Bring class pupils to classroom or other place of safety. - Take register and stay with pupils.	
Site manager (not on site between 10am-2pm)	Make sure all access points are secured.	SM

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
Depending on the situation, the following signals may be used to signal a lockdown is being implemented: - Word of mouth - Panic Alarm activated	<i>Word of mouth- Co-HT/DHT/Admin/SM</i> <i>Panic Alarm ceases</i>

Security lockdown plan

Our safe assembly points	Intruder If outside the front of the building ○ Classes to stay in classrooms. All external doors and gates locked. If access has been gained to the building ○ Classes to stay in classrooms, doors to be locked/blocked. Blinds pulled down. Children moved under tables/away from
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	sight (only if necessary). • If intruder is on site, outside • Classes to stay in classrooms, doors to be locked/blocked. Blinds pulled down. Children moved under tables/away from. • If intruder near classroom windows, children taken to the hall. • Visitors ○ Move to internal office area or HT office as appropriate Environmental issue outside • Classes to remain in classrooms with windows closed • Any classes outside to be moved inside
Alarm Points	Alarm buttons located in: • School Office (under desk) • Both outside huts • Nursery (near toilets) • Kitchen (Office) To check on location of trigger, put code into school alarm to find area activated. To shut off put key into alarm button point and then go to main alarm panel and put in code.
Secure entrance and exit points	• Site manager/office to ensure all exits are secured-keys are necessary for some external doors. Others can be secured by twist locks. • Doors closed in case of environmental issue. • Windows closed. • Panic alarms to be activated.
Bring pupils inside	• If children need to be brought inside, a whistle will be blown as per usual procedure. If safe to do so, children line up in usual places and are led in by staff in usual class order. • Huts to have a key kept in classroom if need for door to be locked. • If children need to enter immediately, word of mouth from SLT to direct children inside to classes. Registers to be taken. • Co-HT/DH to co-ordinate locating any missing children
Internal communication during a lockdown	• Wherever possible, use silent communications and keep noise to a minimum, especially if intruders are close by. • Email communication will be used to liaise with teachers. • Rooms with phones contacted.
Communication with parents during a lockdown	• Decision on parental communication will be made based on the type of emergency • Co-HT (or representative) will liaise with CEO during an incident to co-ordinate communication to parents both during an incident and after.

Arrangements for pupils or staff with additional needs	• SENDCo to co-ordinate emergency arrangements for children with additional needs.
Evacuation plan, if needed	In the event of a school evacuation, all staff will leave the school site through either the adjoining gate with the park, the bottom gate or main gate – whichever is deemed safest.
Security lockdown training	The Senior Leadership Team do not feel that a Evacuation/invacuation Drill would be appropriate in a primary setting. It is felt that this would cause unnecessary anxiety amongst pupils and could lead to patterns of behaviour developing which could be unsafe in event of a lockdown (eg children staying in classrooms when invacuation to a central area is needed) Training for and emergency security lockdown will be carried out on an annual basis during a PDM session and a copy of this procedure will be made available to all staff through the Policy module on the Parago System

Lockdown action check list

Step	Time	Signed
Raise alarm, either through word of mouth or by sounding the alarm to begin lockdown procedure		
Dial 999 and alert emergency services (although alarm should also alert police)		
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan *Spare key for huts kept in class.		
Close blinds and curtains where available		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents and visitors to hide, including under desks and away from windows		
Stay as silent as possible – put any mobile phones on silent		

Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		