



Beeston Primary School

Town Street, Leeds, LS11 8PN

“Promoting a love of learning”



Tuesday 14th December 2021

Dear Parents and Carers,

Enhancing Safety in Our School

At Beeston Primary School we take pupil safety very seriously. It is important that we continuously review all our procedures, even taking into account the events that are very highly unlikely to occur. As part of this process, we have introduced a procedure called ‘lockdown’. Our first practice of this academic year took place today and was a great success. All children and staff were safely hidden out of sight within 1-2 minutes of the first signal. Some of our children have already experienced a lockdown practice but for those parents with children that are new to the school the below information should help to clarify any questions you may have.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill. Our lockdown procedure would be used if there was ever a threat to the safety of pupils, staff and others in the school. A lockdown is initiated when it is deemed safer for everyone to remain in school rather than to evacuate.

The aim is to keep people safe by confining them to a secure place of safety. Situations when our 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

Our lockdown procedure has been discussed with staff and governors, and has also been explained to the children. During a **Lockdown Drill**, students remain in the classroom, regular activity stops, all doors are secured and the students remain inside the room until instructed by the safety authority figure to resume their regular activities. All exterior doors are also locked and no one is permitted to enter or leave the building. Students are kept inside the school and classrooms when circumstances make it safer to stay in the classroom rather than evacuate. Lockdown drills will be practised every term, just like the fire drill that our children do so well!

Instructions for parents in the event of an actual lockdown (not a practice drill)

- Parents and carers will be informed that the school is in lockdown via the school’s website (where possible) and via a text message
- Parents and carers should not attempt to call or come to the school, as this may hinder the school’s effort to contact and work with the emergency services
- Parents and carers should not discuss the event on social media, as this may spread false information and create panic
- In the event of the lockdown continuing beyond school hours, the school website home page will be updated with the latest information (where possible) and a further text message will be sent

Prior to our practice drill, staff have spoken to the children about lockdown procedures and explained why they are important. Pupils were reassured during and after the drill and it was explained to them that a lockdown drill is similar to a fire drill. We would encourage parents and carers to discuss the process and reasons for lockdown procedures being required in an open manner with their children.

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Part of the Leodis Schools Alliance



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I must stress again this was simply a practice, so that in the unlikely event of such a situation, our pupils and staff are fully prepared.

If you or your child have any further concerns or questions, please do not hesitate to contact school.

Yours Sincerely,

Mr. N. Edensor
Headteacher

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