

5 December 2023

Dear Parents/Carers,

Lockdown Procedure

At Beckfoot School, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we undertake a “lockdown” procedure at regular intervals to ensure staff and students are aware of what to do.

I am writing to inform you that we will be practicing this procedure on 13th December 2023.

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 when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

Situations where 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 procedure

Our lockdown procedure is as follows:


- Staff and students will be notified of the lockdown by three bell rings
- Staff and students will remain within their current location
- Anyone outside (breaktime, having PE, etc.) will make their way to the Sports Hall
- Staff will ensure doors are closed and locked where applicable, barricades will be placed in front of doors, windows will be closed and blinds pulled down. Students and staff will remain quiet and will stand/sit out of sight of doors and windows.
- Staff and students will be notified of the end of the procedure by the three bell rings.

Feedback from staff and students will be gathered for future practices. Prior to our practice, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the practice that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

I must stress again this is simply a practice on the 13th December 2023, 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 Kirsty Dwyer, Cluster Business Manager on Admin01@beckfoot.org

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Wade'.

Simon Wade
Headteacher