



Beeston Fields Primary and Nursery School

Boundary Road

Beeston

Nottingham

NG9 2RG

England

officeteam@beestonfields.notts.sch.uk

TEL: 0115 844 0100

FAX: 0115 844 0101

Head of school: Mrs. K. Beeley

Deputy head of school: Miss L. Clark

27 January 2025

Dear Parent/Carer,

Re: Enhancing safety in our school

At Beeston Fields, 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".

I'm writing to let you know that we'll be practising this procedure tomorrow morning (Tuesday 28th January, 2025).

What is a security lockdown and when would it happen?

A security lockdown procedure is a standard health and safety procedure, similar to a fire drill.

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.

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?

- We will communicate the security lockdown by way of a dedicated phone signal deployed to all phones in the building (there is a phone in every room) – it sounds like a phone alarm
- We will communicate to anyone outside by way of 3 short whistle blasts, followed by a pause and 3 more whistle blasts
- Pupils will move immediately inside their own, or the nearest, classroom
- The teacher will ensure all pupils are accounted for by taking the register
- We will secure all windows and doors and pull blinds closed
- In the event of a security lockdown (not a drill) - Depending on the nature of the threat pupils may be asked to sit under tables
- In the event of a security lockdown (not a drill) - The emergency services will be called



Beeston Fields Primary and Nursery School

Boundary Road

Beeston

Nottingham

NG9 2RG

England

officeteam@beestonfields.notts.sch.uk

TEL: 0115 844 0100

FAX: 0115 844 0101

Head of school: Mrs. K. Beeley

Deputy head of school: Miss L. Clark

Instructions for parents/carers in the event of a security lockdown (not a drill)

- You will be informed by text and email
- You 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
- You should not discuss the event on social media, as this may spread false information and create panic
- We will keep you informed as the situation changes, and when the school is no longer in lockdown
- We will inform you if the situation would continue beyond the end of the school day

About our upcoming security lockdown drill

Before practising this procedure with pupils, staff will take time to talk to pupils about security lockdown procedures and explain why they're important. They'll reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure that the school remains a safe place to learn.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our pupils and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact myself, or Cathy Jackson (family support worker).

Yours sincerely,

A handwritten signature in black ink that reads 'K Beeley'.

Kristabel Beeley

Head of School