



# HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

## Lockdown Policy and Procedure

### Purpose

This policy outlines the procedures to be followed in the event of a lockdown at any of the Holton Sleaford Independent School sites. A lockdown is initiated when there is a potential or immediate threat to the safety of students, staff, or visitors within or near one of the school sites. The aim is to reduce exposure to danger and keep individuals safe until the situation is resolved.

### Scope

This policy applies to all staff, students, contractors, visitors, and volunteers on school premises.

### Definitions

**Lockdown:** A response to an internal or nearby threat, requiring students and staff to remain in a secure location.

**Partial Lockdown:** Used when the threat is outside the school. Normal internal teaching can continue, but no one may enter or exit the building.

**Full Lockdown:** Used when an internal threat exists. All staff and students take immediate protective action.

## 1. Lockdown Initiation

A lockdown may be initiated by the Headteacher, Senior Leadership Team (SLT), Site Manager, or emergency services. The announcement will be made via the school's internal communications systems, or by word-of-mouth if necessary. The announcement will clearly state: 'LOCKDOWN. LOCKDOWN. LOCKDOWN.'

## 2. Partial Lockdown Procedures

Used for threats outside the school such as police activity or environmental hazards. Perimeter doors are secured and internal teaching continues with minimal disruption. No one may enter or leave the building during this time. For groups that are already off-site they must remain away from the school site until it is safe to return, in such an event a member of SLT will liaise with the group leader.

## 3. Full Lockdown Procedures

Used when a threat is inside the school grounds. Staff and students should:

1. Move immediately to a secure location, this will be the nearest lockable room.
2. Lock doors and turn off lights. Close blinds and shutters and stay out of sight.
3. Shelter in place, either under desks where possible and/or behind solid walls, stay away from windows and stud walls.
4. Maintain silence and do not open the door for anyone until an official 'all clear' is given.

Groups that are off-site must remain away from the school site until it is safe to return, in such an event a member of SLT will liaise with the group leader.

## 4. Communication During Lockdown

Staff should avoid unnecessary messaging. If safe, staff should check internal communication for updates. Students should not use mobile phones unless instructed.

## 5. Ending a Lockdown

A lockdown will only end when the Headteacher or emergency services give the official signal via internal communications stating: 'THE LOCKDOWN IS NOW LIFTED.'

## 6. Post-Lockdown Procedures

SLT will share updates as soon as possible. Parents and guardians will be informed when appropriate. Debriefing and support will be provided as needed, and a review of the incident will be completed.

## 7. Training and Drills

Staff will receive annual lockdown training. Students will participate in lockdown drills at least twice per year. New staff members must review and acknowledge this policy before starting duties.

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