



Holiday Club Lockdown & Shelter-in-Place Policy

October 2026



This policy sets out the simple steps LSC staff must follow if there is a threat to the safety of children, staff or visitors at a holiday club. It applies to children from Reception to Year 6 and all LSC holiday club venues.

- The safety and welfare of children is our priority.
- Staff must remain calm and follow the Site Lead's instructions.
- Every venue is different, so staff must know the emergency arrangements for the venue where they are working.
- Children must be supervised and accounted for throughout the incident.

1. What is a lockdown or shelter-in-place?

A lockdown is used when there is a threat inside or near the venue and children and staff need to move to a safer, secure area.

Shelter-in-place is used when the safest option is to remain indoors because of an external threat, such as extreme weather, smoke or a nearby incident.

2. When might it be used?

- An intruder, suspicious person or other security threat.
- A serious incident or police operation nearby.
- A dangerous animal or other immediate external threat.
- A gas leak, chemical incident, smoke or significant pollution.
- Extreme weather or another situation where remaining indoors is safest.
- Any other situation where children or staff may be at risk.

3. Before the holiday club starts

The Site Lead must make sure the team knows:

- The main entrance, alternative exits and gates.
- The agreed safe/lockdown area.
- How doors, gates and windows are secured.
- The agreed lockdown warning signal or verbal instruction.
- Where the daily register is kept.
- Who the Site Lead and Deputy Site Lead are.
- How to contact 999 and LSC management.
- Any additional support needed by individual children.

4. If a lockdown is needed

The Site Lead will:

- Give the lockdown instruction or activate the agreed warning.
- Call 999 if there is an immediate threat or emergency assistance is needed.
- Direct staff and children to the safest available area.
- Secure doors, gates and windows where this can be done safely.
- Keep management informed when safe to do so.
- Make sure everyone is accounted for.
- Give the All Clear only when it is safe to do so.



Staff will:

- Stay calm and give children simple, reassuring instructions.
- Move children to the safe area when instructed, unless this would increase the risk.
- Keep children quiet and away from doors and windows where possible.
- Keep children with their staff group and do not leave them unsupervised.
- Keep phone use to essential emergency communication.
- Complete a headcount/register as soon as it is safe.
- Immediately report any missing or unaccounted-for child or staff member to the Site Lead.

5. Shelter-in-place

- Keep all children and staff indoors.
- Close and secure doors and windows where appropriate.
- Keep children in the agreed indoor/shelter area.
- Continue activities only if it is safe to do so.
- Maintain supervision and regular headcounts.
- Follow information and instructions from the Site Lead or emergency services.

6. Parents, visitors and collection

- Parents and visitors must follow the instructions of the Site Lead and staff.
- Parents must not attend the venue during an active lockdown unless specifically instructed to do so.
- Parents must not attempt to collect a child during a lockdown unless authorised to do so.
- Parents will be contacted as soon as it is safe, using the normal LSC communication method.
- LSC will provide collection instructions when it is safe and appropriate.

7. All Clear

Children and staff must remain in the safe area until the Site Lead, emergency services or another authorised person gives the All Clear. Once the All Clear is given, staff must complete another headcount and follow any further instructions.

8. Training and after an incident

- Staff must receive lockdown guidance before working at a holiday club.
- The Site Lead must brief staff on venue-specific arrangements.
- Lockdown drills may be carried out where appropriate and must be managed sensitively, taking account of the children's ages.
- Real incidents and drills must be recorded and reviewed.
- Following a real incident, the Site Lead should complete an incident report as soon as practicable and normally within 24 hours.



Venue Lockdown Checklist

Check	Confirmed
Site Lead / Deputy Site Lead and contact details	☐
Main entrance and locking arrangements	☐
Alternative exits / gates	☐
Lockdown warning method	☐
Safe/lockdown area	☐
Daily register location	☐
999 and venue address	☐
LSC management contact	☐
First aid / medication arrangements	☐
Additional support needs	☐

Review: This policy will be reviewed annually and following any significant incident or drill.

