



DISCOVERY
EDUCATIONAL TRUST

Lockdown Policy (Examinations) 2024/25

Title	Lockdown Policy (Examinations) 2024/25
Author/Owner	CHS and SMS Examinations Officers
Status	Final
Issue Date	Dec-24
Senior Leadership Team Review by	CHS - Colin Brodigan - Assistant Headteacher - Examinations and Timetable SMS - John Peacock - Assistant Headteacher - Assessment, Recording and Reporting
Review Cycle	Annual
Review Date	Sep-25
Security Classification	OFFICIAL

Contents

1. Purpose	3
2. Roles and Responsibilities	3
3. Lockdown Procedure	4

1. Purpose

This Policy details the measures taken at Chase High School (CHS) and St. Martin's School (SMS) in the event of a Centre lockdown during the conducting of examinations.

Depending on the nature of the incident, Centres may also decide to evacuate, invacuate (an inward evacuation) or use a protected space(s). However, this Policy focuses, specifically, on the actions, roles and responsibilities during an examinations-related lockdown.

A lockdown may be required in the following situations (this is not an exhaustive list):

- an incident or civil disturbance in the local community, which poses a risk;
- an intruder on the site with the potential to pose a risk;
- local risk of air pollution, such as a smoke plume or gas cloud;
- a major fire in the vicinity;
- a dangerous animal roaming loose;
- an internal threat from a student;
- any other external or internal incident, which has the potential to pose a threat to the safety of examinations staff and candidates.

CHS and SMS have devised lockdown procedures during the conducting of examinations after consulting [ProtectUK](#) guidance.

In the event of a lockdown during an examination, the focus before, during and after an examination is:

- training staff engaged/involved in the conducting of examinations;
- how to achieve an effective lockdown;
- implementing [Run, Hide, Tell](#) principles;
- the welfare and safety of examination candidates and Centre staff engaged in the conducting of examinations;
- how to let people know what is happening;
- maintaining the integrity and security of the examinations/assessments process.

2. Roles and Responsibilities

Head of Centre

- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates;
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and are aware of their responsibilities;
- To arrange appropriate training in lockdown procedures for all examinations-related staff;
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination, who cannot access the examination room due to it being in lockdown;
- To ensure that all candidates and staff are aware of a possible exit point in case an intruder manages to gain access, or the examination room becomes unsafe;
- To provide written lockdown procedures for examination room/invigilator use;
- To inform the relevant emergency services, immediately, in the case of any potential threat to the safety of examinations staff and candidates.

Senior Leadership Team (SLT)

- To be accountable for all examinations staff and candidates taking examinations during a lockdown;
- To run training/drills on lockdown procedures for examination candidates;
- To inform parents/carers about the Centre's Lockdown Policy in relation to the conducting of examinations;
- To have a presence around examination areas prior to the start of each examination session;
- To liaise with the appropriate authorities and Awarding Bodies regarding candidates taking examinations during a lockdown;
- To use the examination room attendance register(s) to compile a list of all candidates not accounted for.

Examinations Officer

- To train invigilators in the Centre's lockdown procedure - this should also include identifying all access and egress points within examination rooms, an awareness of the design of the locking device within each room and, if there is more than one invigilator, whose role it would be to secure the examination room;
- Where safe/possible, to liaise with SLT/invigilators in all examination rooms during a lockdown;
- To assist with lockdown training for staff and students, where applicable to the conducting of examinations.

Invigilators

- To be aware of the Centre's lockdown procedure, which forms an appendix to the CHS and SMS Critical Incident and Business Continuity Plans;
- To quickly and physically secure access/egress points;
- To be aware of an effective communication system to inform authorities of the situation;
- To complete attendance registers as soon as possible in order that candidates can be identified in the event of a lockdown;
- Where safe/possible, to communicate with the Examinations Officer during a lockdown to confirm the situation in a particular examination room;
- Training for invigilators is provided during the annual training session run by the Examinations Officer;
- Parents/carers are sent links to this Policy.

3. Lockdown Procedure

Before an Examination

If a lockdown is required as candidates are entering/waiting to enter the examination room, the following procedure is employed:

- A member of SLT is present around examination areas;
- Candidates are instructed to enter the examination room immediately;
- Candidates are instructed to remain silent, hide under examination desks or sit against a wall/around a corner, but not near the door, and to ensure that mobile phones are on silent and non-vibrate mode;

- Where safe/possible, the SLT member communicates, via mobile phone/walkie talkie, the situation to the Examinations Officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode);
- Where safe/possible, the Examinations Officer collates the information from all examination rooms and forwards this to the Head of Centre immediately;
- Invigilators:
 - lock all windows and close all curtains/blinds;
 - switch off all lights;
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room;
 - take an attendance register/head count, if possible;
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room;
 - where safe/possible, not leave the examination question papers unattended/out of sight.
- The Head of Centre makes informed decisions on alerting parents/carers, Awarding Bodies and emergency services.

During an Examination

If a lockdown is required during the examination/when candidates are in the examination room, the following procedure is employed:

- Invigilators:
 - tell candidates to stop writing immediately and close their answer booklets;
 - collect the attendance register;
 - make a note of time when the examination was suspended;
 - instruct candidates to remain silent, leave all examination materials on their desks and hide under desks;
 - where safe/possible, communicate, via mobile phone/walkie talkie, the situation to the Examinations Officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode);
 - lock all windows and close any/all curtains/blinds;
 - switch off all lights;
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room;
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room;
 - where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight.
- Where safe/possible, the Examinations Officer collates the information from all examination rooms and forwards this to the Head of Centre immediately;
- The Head of Centre makes informed decisions on alerting parents/carers, Awarding Bodies and emergency services;
- If appropriate, where safe/possible, and following Centre policy, the Examinations Officer (or invigilators in the absence of the Examinations Officer) initiates the emergency evacuation procedure;

- Where safe/possible, the Examinations Officer collects all examination papers and materials for safe/secure storage following advice from the appropriate Awarding Bodies.

After an Examination

If a lockdown is required after the examination/as candidates are leaving the examination room, the following procedure is employed:

- Invigilators:
 - stop dismissing candidates from the examination room;
 - instruct candidates, who have left the room to re-enter the examination room;
 - instruct candidates to remain silent and hide under desks/tables;
 - where safe/possible, communicate, via mobile phone/walkie talkie, the situation to the Examinations Officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode);
 - lock all windows and close any/all curtains/blinds;
 - switch off all lights;
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room;
 - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room;
 - where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight.
- Where safe/possible, the Examinations Officer collates the information from all examination rooms and forwards this to the Head of Centre immediately.

Ending a Lockdown

- The lockdown is ended by either:
 - the sound of a defined alarm; or
 - the identification/authorisation of Emergency Service officers/SLT/Head of Centre entering each examination room.
- Invigilators undertake a head count/register and confirm attendance with the Examinations Officer/SLT;
- Where applicable, and if advised to do so by SLT/Head of Centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination;
- Invigilators then:
 - ask candidates to return to their desks, remind them they are under formal examination conditions, and allow a settling down period;
 - allow candidates the full working time remaining to do their examination;
 - recalculate the revised finish time(s);
 - tell the candidates to open their answer booklets and re-start their examination;
 - amend the revised finish time(s) on display to candidates;
 - note how long the lockdown lasted on the examination room incident log (to later inform a report to the Awarding Body/Bodies, and, where relevant, any Centre-wide lockdown recording form/log);
- The Examinations Officer:
 - safely/securely store all collected examination papers and materials pending Awarding Body advice/guidance;

and where this may be applicable:

- ensure that appropriate follow-up is undertaken after the incident, reporting the incident to the Awarding Body and the actions taken, where this may be applicable;
- where this may be applicable, ensure that a full report of the incident is produced and retained on file if required by an Awarding Body;
- where this may be applicable, ensure that an online application for special consideration is submitted to the relevant Awarding Body where candidates have been disadvantaged;
- At the earliest immediate opportunity, the Head of Centre ensures that any breach of question paper security or malpractice is reported to the Awarding Body.
- Where applicable/possible/available, SLT/Examinations Officer:
 - discuss any alternative examination sittings with the Awarding Body/Bodies;
 - offer, arrange and provide support services to staff and candidates.
- At the earliest opportunity, SLT/Head of Centre prepares a communication to parents/carers advising them of events (including relevant actions and outcomes);
- Where possible, examinations staff and candidates are invited to attend an assembly led by the Head of Centre to discuss the lockdown and offer ongoing support:
 - If this is not possible, communications are provided via a Centre text/email/newsletter and information uploaded to the Centre website.

Signals	
Signal for Lockdown	Lockdown alarm (all staff and students aware of sound)
Responsible person(s)	SLT, School Business Manager and Site Team
Signal for All-Clear	The end of lockdown procedures is signalled by class change bell ringing ten times
Responsible person(s)	SLT, School Business Manager, Site Team, Examinations Officer and Cover Manager