



# **GUISELEY SCHOOL**

## **Lockdown Policy (Exams)**

Approved on:	November 2024
Last Reviewed:	January 2025
Review Date:	January 2026
Governors' Committee:	Curriculum Standards and Effectiveness
Responsible Officer:	Deputy Headteacher – Curriculum

## Key staff involved in the policy/procedure

Role	Name(s)
Head of centre	Paul Clayton Headteacher
Senior leader(s)	Steve Vasey Deputy Head, Richard Wood Deputy Head, Cathy McGirr Assistant Head, Kirsty Cook Assistant Head, Hannah Ogden Assistant Head, Rachel Probert Assistant Head
Exams officer	Ray Allen
Invigilators	See Exams Invigilator Details File (Exams Office)

## Purpose of the policy

This policy details the measures taken at Guiseley School in the event of a centre lockdown during the conducting of examinations.

In addition to this policy, centres are encouraged to provide a summary to all centre staff of the information relating to a lockdown during the examination period by completing and sharing the Department for Education's Lockdown Template (see Appendix 1).

Staff engaged directly with the conducting of examinations (e.g. exams officer, exams officer assistant, invigilators, facilitators of access arrangements, etc.) should be instructed to refer to the full policy.

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 upon the actions, roles and responsibilities during an exams-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 exams staff and candidates

Guiseley School has devised lockdown procedures during the conducting of examinations after consulting [ProtectUK](#) and the Department for Education's [School and college security](#) guidance.

In the event of a lockdown during an examination the focus before, during and after an exam will be:

- 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 exam candidates and centre staff engaged in the conducting of examinations
- how to let people know what's happening
- maintaining the integrity and security of the examinations/assessments process

## 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 made aware of their responsibilities
- To arrange appropriate training for all exams-related staff in lockdown procedures
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam 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 exam room becomes unsafe
- To provide written lockdown procedures for exam room/invigilator use
- To inform the relevant emergency services immediately in the case of any potential threat to the safety of exams staff and candidates

### **Senior leadership team (SLT)**

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

### **Exams officer**

- To train invigilators in the centre's lockdown procedure - this should also include identifying all access and egress points within exam 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 exam room
- Where safe/possible, to liaise with SLT/invigilators in all exam 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
- 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 so candidates can be identified in the event of a lockdown
- Where safe/possible, to communicate with the exams officer during a lockdown to confirm the situation in a particular exam room

Invigilation staff training will be delivered by the Exams Data Manager/Assistant of the lockdown procedure at the training events. Such events are convened in Autumn & Spring annually in advance of external GCE-GCSE-Pre-public exam seasons.

General staff training will be delivered – is delivered via the Teaching & Support Handbook issued to new and existing staff on commencement of the academic year.

The Centre Head, Senior Leaders will provide information on this policy with parents/carers etc at the appropriate time.

## **Lockdown procedure**

### **Before an examination**

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

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

- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- Invigilators will:
  - 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 will make informed decisions on alerting parents/carers, awarding bodies and emergency services

### **During an examination**

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

- Invigilators will:
  - 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 exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' 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 exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- Where safe/possible, the exams officer will collect 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 exam/as candidates are leaving the exam room, the following procedure will be employed:

- Invigilators will:
  - stop dismissing candidates from the exam room
  - instruct candidates who have left the room to re-enter the exam room
  - instruct candidates to remain silent and hide under desks/tables
  - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams 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 exam 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 exams officer will collate the information from all exam rooms and forward this to the head of centre immediately

## Ending a lockdown

- The lockdown will be ended by either:
  - the sound of a defined alarm, or
  - the identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam room
- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine
- Invigilators will undertake a head count/register and confirm attendance with the exams 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 will then:
  - ask candidates to return to their desks, remind them they are under formal exam 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 exam
  - amend the revised finish time(s) on display to candidates
  - note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding body/bodies and where relevant, any centre-wide lockdown recording form/log)
- The exams officer will:
  - safely/securely store all collected exam papers and materials pending awarding body advice/guidanceand where this may be applicable:
  - ensure 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 a full report of the incident is produced and retained on file if required by an awarding body

- where this may be applicable, ensure 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 will ensure that any breach of question paper security or malpractice is reported to the awarding body
- Where applicable/possible/available, SLT/exams officer will:
  - discuss any alternative exam sittings with the awarding body/bodies
  - offer, arrange and provide support services to staff and candidates
- At the earliest opportunity, SLT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
- Where possible, exams staff and candidates will be 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 will be provided via a centre text/email/newsletter and information uploaded to the centre website



Department  
for Education

## Lockdown Template

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

### Signals

Alarm or signal for lockdown shelter	[insert]
Signal for stand down / all-clear	[insert]

### Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building

#### Rooms most suitable for lockdown during an examination

1. Classrooms
2. Hall
3. Sports hall
4. Offices



It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use

**Communication arrangements**

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by.  
Make sure any communications devices are secure and cannot be intercepted

Two-way radios

Classroom telephones

Mobile phones

Instant messaging / email

Other (TV's / Whiteboards / etc)

**Alternative place of safety in the event that it is considered necessary to leave site  
(for example, partner school/college/leisure centre) must be pre-arranged**

Name of venue

Type of venue

Contact name

Contact telephone number

Additional information (e.g. distance from school, directions, capacity, opening hours etc.)

**Other useful contacts:**

Name	Emergency Contact Number

<p style="text-align: center;"><b>Action Plan</b></p> <p style="text-align: center;">(The actions below are provided as an example and should be amended/added as required)</p>	<p style="text-align: center;"><b>Completed by</b> <b>(sign and time)</b></p>
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children and staff and signed in visitors (e.g. JCQ inspector) to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under desks, and away from windows	
Stay as silent as possible - put any mobile devices to silent (consider writing / displaying instructions on the exam board as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing students and staff (e.g. those who may have temporarily left the exam room)	
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	

## **EQUALITY REVIEW – POLICY IMPACT STATEMENT**

### **Step 1 – Further information**

Policy title	Lockdown Policy (Exams)
Person responsible for carrying out the assessment	Raymond J Allen Exams Officer
New or previously approved policy?	Previously approved policy
Date of approval / last review (if known)	

### **Step 2 – Further information**

1. Who is responsible for the policy that is being assessed?	Mr R J Allen Exams Data Officer Mr Steve Vasey Director Exams & Assessments Mr Paul Clayton Head Teacher
2. Describe the main aims, objectives and purpose of the policy	This policy details the measures taken at Guiseley School in the event of a centre lockdown during the conducting of examinations.
3. Are there associated objectives of the policy? If so, please explain.	To document the lockdown process; and explain the circumstances when and where lockdown may be necessary related to exams. And to provide a focus to behaviours before; during and after the exam. Inform and support the schools workforce. Promote understanding of roles and responsibilities of centre staff in the lockdown process. To ensure all exams & assessments are conducted in accordance with Joint Council for Qualifications (JCQ) regulations, guidance & instructions.
4. Who is expected to benefit from this policy?	Exam candidates, parents/carers and all relevant staff.
5. Who was consulted on this policy?	The Joint Council for Qualifications GOV.UK ProtectUK guidance Relevant Examination Boards: AQA; Pearson Edexcel; OCR and WJEC. The Exams Office <a href="http://www.theexamsoffice.org">www.theexamsoffice.org</a> Guiseley School Senior Leaders
6. How has the policy been explained to those who would be directly or indirectly affected by it?	Key points of the Lockdown Policy will be notified to candidates; parents/carers & staff as through the school website
7. What outcome(s) are meant to be achieved from this policy?	To ensure <i>“the integrity &amp; security of the examination/assessment system is maintained at all times and is not brought into disrepute”</i> . Provide a clear focus to the actions required by SLT staff, invigilators & students in the event of a lockdown incident occurring during an exam. Centre staff and candidates understand the process and what is expected of them.
8. What factors could contribute to the outcome(s)?	An effective; efficient management and administration of any lockdown situation by the Exams Officer & External Invigilators, supported by Senior Leadership & Teaching staff at Guiseley School.
9. What factors could detract from the outcome(s)?	Failure to read, understand and observe the processes set out in this exams policy.

**Step 3 – Assess the impact on different groups of people**

Equality Target Group	Positive impact	Negative impact	Neutral impact	Reasons / comments
Men	Yes			
Women	Yes			
People from black and minority ethnic communities	Yes			
Disabled people	Yes			
Gay, Lesbian and Bisexual People	Yes			
Transgender people	Yes			
Disadvantaged / Pupil Premium Students	Yes			
Older people (50+)	Yes			
Younger people (17 – 25)	Yes			
Faith or belief groups	Yes			

**Step 4 – Promoting equality**

10. Please give a brief description of how this policy promotes equality.	The promotion of SMSC includes equality of rights, equality of opportunity and valuing race equality.
11. If there is no evidence that the policy promotes equality, what changes, if any, could be made to achieve this?	n/a
12. If there is a negative impact on any equality target groups, can this impact be legally and objectively justified? <i>(If no, then a full Equality Impact Assessment should be completed).</i>	n/a

**Step 5 – Recommendation**

13. Is a full Equality Impact Assessment required?	No <input type="checkbox"/>	<del>Yes</del> <input checked="" type="checkbox"/>
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