



# St. Gregory's Catholic High School

## Lockdown Policy (Exams)

### Monitoring

The implementation of the policy will be monitored by the Examinations Officer and Deputy Heads (Curriculum and Pastoral).

### Evaluation

The policy was reviewed by the Examinations Officer and SLT on 9<sup>th</sup> November 2020 prior to the submission of the policy to Governors' Standards Committee for scrutiny and recommendation to the Full Governing Body for approval.

### Policy Review Dates:

**Date last approved by Full Governing Body:** new

**Date submitted to Governors' Committee:** 1<sup>st</sup> December 2020

**Date submitted to Full Governing Body:** 9<sup>th</sup> December 2020

**Review Frequency:** Annual

**Start date for policy review:** July 2021

## **Purpose of the policy**

This policy details the measures taken at St Gregory's in the event of a centre lockdown during the conducting of examinations.

A lockdown may be required in the following situations:

- 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
- any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates

St Gregory's has devised lockdown procedures after consulting GOV.UK Stay Safe guidance.

With regard to conducting examinations, the focus before, during and after an exam will be:

- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- maintaining the integrity and security of the examinations/assessments process
- how to achieve an effective lockdown
- how to let people know what's happening
- training staff engaged/involved in the conducting of examinations
- stay safe principles (Run, Hide, Tell)

## **Roles and responsibilities**

### **Head of centre\***

- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates (Break bell ringing for 2 minutes in 10 second bursts)
- 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 it being locked down
- To ensure that all candidates and staff are aware of an 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

## **Examinations Officer\*\***

- To train invigilators in the centre's lockdown procedure
- 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 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 examinations Officer during a lockdown to confirm the situation in a particular exam room

## **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 examinations Officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- The examinations 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

### **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 examinations 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, the examinations 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 examinations Officer (or invigilators in the absence of the examinations Officer) will initiate the emergency evacuation procedure
- The examinations 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 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 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, the examinations 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 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 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 examinations Officer\*\* will
  - provide a report of the incident for the awarding body/bodies (via the special consideration process or as advised by the awarding body/bodies)
  - safely/securely store all collected exam papers and materials pending awarding body advice/guidance
- Where applicable/possible/available, SLT/Examinations 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 lead 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

\*Head of Centre – in the absence of the Head of Centre, the designated deputy (teaching and learning) will assume the role and responsibilities of the Head of Centre.

\*\*Examinations Officer – in the absence of the Examinations Officer, the MIS and Data Analysis Lead, will assume the roles and responsibilities of the Examinations Officer.