



LOCKDOWN POLICY

2024-2025

Reviewed by the Examinations Officer and Exams Manager

“The Governors of Greenbank High School are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment”

Key staff involved in the lockdown policy/procedure

Role	Name(s)
Head of centre	Ms D. Aspinall
Senior leader(s)	Miss C. Cullen
Exams officer	Mrs J. Blease

Purpose of the policy

This policy details the measures taken at Greenbank High School 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

Greenbank High School has devised lockdown procedures after consulting GOV.UK [School and College Security](#) guidance.

With regard to conducting examinations, 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 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

Exams 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 exams 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 exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)

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

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, 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

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, 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/guidance

and 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 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.