

## **Examination Lock Down and Contingency Policy**

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## Statement

The purpose of this policy is to detail the measures taken at Bristnall Hall Academy 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

## Objective

Bristnall Hall Academy has devised its lockdown procedures in line with GOV.UK's Developing Dynamic Lockdown Procedures guidance. The Focus of the policy is to ensure that before, during and after exams the welfare and safety of all examination candidates and centre staff is paramount, whilst maintaining the integrity and security of the examinations process.

The Policy is in place to guide academy staff members on how to achieve an effective lockdown, how to communicate lockdown procedures to the relevant persons and the engagement of all those involved in the examination process.

## Roles and responsibilities

### Principal

The Principal will ensure that there is a dedicated lockdown alarm tone (fire alarm tone) in place and that all staff and candidates recognise this tone. The Principal is responsible for ensuring that all staff members involved in conducting examinations know:

- How to raise the alarm
- How to act effectively to ensure the safety and wellbeing of the candidates whilst maintaining security of the examination process
- Their responsibilities during a lock down process

The Principal and the CPD Coordinator (Senior Leader) are responsible for ensuring that the staff involved in conducting examinations are trained appropriately in lockdown procedures.

The Principal must 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 lock down.

The Principal is responsible for informing all relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates.

### Senior leadership team (SLT)

The Senior Leadership Team (SLT) will have accountability for all exams staff and candidates taking examinations during a lockdown process. The Senior Leadership Team, alongside the exams officers, is responsible for completing practice lock down training drills for staff members involved in conducting examinations and to ensure that appropriate training on lockdown procedures is given.

The Senior Leadership Team with the Principal must 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.

Senior Leaders should ensure that they have a presence around the centre prior to the start of each examination session, and are responsible for ensuring that attendance registers are completed.

The Senior Leadership Team will liaise with the appropriate authorities and Exams officers with awarding bodies regarding candidates taking examinations during a lockdown.

### Exams officer

The Exams Officer is responsible for training invigilators in the centre's lockdown procedure. The Exams Officer will assist the Senior Leadership Team/Principal with appropriate lockdown training for staff and students, where applicable.

During lock down procedures, when safe and possible, the Exams Officer is responsible for liaising with the Senior Leadership Team, Principal and Invigilators in relation to updates on the current situation and evacuation procedures (as necessary).

### Invigilators

Invigilators are aware of the centre's lockdown procedure and have undertaken appropriate training in relation to the process. Invigilators are aware of all exit points in case of the need to evacuate.

Invigilators are to ensure that attendance registers are completed as soon as possible so candidates can be identified.

During lock down procedures, when safe and possible, the invigilators are responsible for communicating with the exams officer

### Candidates

Candidates are to be made aware of the centre's lockdown procedure and of all exit points in case of the need to evacuate.

## Lockdown procedures

### 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 Senior Leadership Team/Invigilators/Exams Officer, who will be present around exam room area, will instruct candidates to enter the exam room immediately. The safety of academy students and staff is paramount, mobiles and other equipment will be collected at this stage if safe to do so, or will be collected immediately once the room is secure.

If safe to do so, the exams officer/invigilators will collate the information from all venues and forward this to the Principal immediately (if possible).

Candidates will be instructed to remain silent. Depending on the reason for the lock down, candidates will be instructed to sit against a wall within the venue (not near a door) or hide under examination desks. Alternatively (and if safe to do so) candidates will be asked to follow the emergency evacuation process.

When safe and possible the Principal, Senior Leadership Team and Exams Officer will communicate with each other appropriately and/or contact the emergency services if deemed necessary.

If safe to do so, if necessary and if facilities allow, Invigilators will be asked to switch off lights, lock windows and close curtains/blinds. If possible, and necessary, doors will be locked and/or tables, or any other furniture, used to barricade the entrance to the venue.

When possible the Senior Leadership Team/Exams Officer/Invigilators should take an attendance register/head count.

If the threat is a smoke, chemical or toxin release then candidates should be instructed 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 venue.

## During an examination

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

Invigilators will tell candidates to stop writing immediately and turn over their papers. A note will be made of what time the examination was suspended.

Candidates will be instructed to remain silent. Depending on the reason for the lock down, candidates will be instructed to sit against a wall within the venue (not near a door) or hide under examination desks. Alternatively (and if safe to do so) candidates will be asked to follow the emergency evacuation process.

Where possible/necessary the Exams Officer will seek advice from the appropriate awarding bodies and inform them of the lock down process.

When safe and possible the Principal, Senior Leadership Team and Exams Officer will communicate with each other appropriately and/or contact the emergency services if deemed necessary.

If safe to do so, if necessary and if facilities allow, Invigilators will be asked to switch off lights and lock windows and close curtains/blinds. If possible, and necessary, doors will be locked and/or tables, or any other furniture, used to barricade the entrance to the venue.

When possible the Senior Leadership Team/Exams Officer/Invigilators should take an attendance register/head count.

If the threat is a smoke, chemical or toxin release then candidates should be instructed 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 venue.

## After an examination

If a lockdown is required after an exam, when candidates are leaving the exam room, the following procedure will be employed:-

**Invigilators and Exam Officer will immediately** stop dismissing candidates from the exam room, and will instruct candidates who have already left the room to re-enter.

Candidates will be instructed to remain silent. Dependent on the reasoning for the lock down, candidates will be instructed to sit against a wall within the centre (not near a door) or hide under examination desks. Alternatively (and if safe to do so) candidates will be asked to follow the emergency evacuation process.

When safe and possible the Principal, Senior Leadership Team and Exams Officer will communicate with each other appropriately and/or contact the emergency services if deemed necessary.

If safe to do so and necessary and if facilities allow, Invigilators will be asked to switch off lights, lock windows and close curtains/blinds. . If possible, and necessary, doors will be locked and/or tables, or any other furniture, used to barricade the entrance to the venue.

Where possible the Senior Leadership Team/Exams Officer/Invigilators should take an attendance register/head count.

If the threat is a smoke chemical or toxic release then candidates should be instructed 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 venue.

## Ending a lockdown

A lockdown will be ended by either the sound of a defined alarm or at the indication/authorisation of the Emergency Services/Senior Leadership Team/Principal going to the assembly point or going each exam room and informing invigilators.

Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT.

Where applicable and if advised to do so by Principal/Exams Officer, candidates may restart their examination. If this is agreed, candidates will be asked to return to their desks under examination conditions. The Exams Officer will recalculate the revised finished time to allow for the full examination time.

Once all candidates are seated and settled, candidates will be asked to turn over their papers and will be asked to restart their examination.

The Exams Officer is responsible for the recording and reporting of any lock down process. The Examinations Officer will apply for special consideration for all candidates involved in the lock down and inform the Trust.

Where applicable and possible the Principal/Senior Leadership Team/Exams Officer will negotiate alternative exam sittings with awarding bodies. The Principal/Senior Leadership Team are responsible for providing support to all staff and candidates where possible.

The Principal will be responsible for making informed decisions on alerting parents and carers, awarding bodies and emergency services following a lock down process if not already done so during the lock down. This should include relevant information on the incident, actions taken and the outcome.

## Emergency Evacuation Procedure

If during a lockdown, students are required (and it is deemed safe) to evacuate the venue, the following procedure will be employed:-

Invigilators will tell candidates to stop writing immediately and turn over their papers. A note will be made of what time the examination was suspended.

Candidates will be instructed to remain silent. Candidates will be asked to leave the centre by the nearest exit a row at a time and when told to do so. They will be escorted to the assembly point by an invigilator/SLT/Exams officers.

Candidates will be asked line up according to the seating plan for that particular examination. When assembled invigilators will take the examination register to ensure that all candidates are present.

When safe and possible the Principal, Senior Leadership Team and Exams Officer will communicate with each other appropriately and/or contact the emergency services if deemed necessary.

At the end of the emergency the Exams Officer and Senior Leadership Team will inform the candidates when to return to the examination room. The invigilators will remind candidates that they are still under examination conditions and under no circumstances should they talk to one another whilst returning to the exam room.

Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT.

Where applicable and if advised to do so by Principal/Exams Officer, candidates may restart their examination. If this is agreed, candidates will be asked to return to their desks under examination conditions. The Exams Officer will recalculate the revised finished time to allow for the full examination time.

Once all candidates are seated and settled, candidates will be asked to turn over their papers and will be asked to restart their examination.

The Exams Officer is responsible for the recording and reporting of any lock down process. The Examinations Officer will apply for special consideration for all candidates involved in the lock down and inform the Trust.

The Exams Officer will responsible for the safe and secure storage of all collected exam papers and materials pending awarding body advice and guidance.

Where applicable and possible the Principal/Senior Leadership Team/Exams Officer will negotiate alternative exam sittings with awarding bodies. The Principal/Senior Leadership Team are responsible for providing support to all staff and candidates where possible.

The Principal will be responsible for making an informed decision on alerting parents and carers, awarding bodies and emergency services following a lock down process if not already done so during the lock down. This should include relevant information on the incident, actions taken and the outcome.

## Contingency following a disaster

In cases of disaster the examinations officer alongside the Senior Leadership Team should put in place a disaster and recovery process, in line with the Disaster Recovery and Response Procedures.

### Fire Arms Attack Process

In the instance of a Fire Arms attack, it is important to minimise the risk of casualties by following the RUN, HIDE, TELL process.

#### Run

On hearing, gunfire the safest option is to run. Staff and students should consider all escape routes, ensuring that they leave quickly by the nearest escape route, which leads away from the gunfire. Staff and students should not stop to collect belongings. Staff and students should insist that others follow them, but only if this does not slow them down or put them in danger.

Whilst considering the safest escape route, staff and students should avoid dead ends and bottle nosed areas.

#### Hide

If it is not safe to run, then staff and students should find a suitable hiding place. When considering a hiding place, the ideal area would have a solid barrier. If possible, doors and windows should be locked and barricaded. Staff and students should sit against a wall (away from doors and windows). Staff and students are to remain silent.

#### Tell

Staff and students should ensure that they get as far away from the academy as possible. If staff members are with students, then once at a safe distance a head count should be taken. Once safe to do so, Emergency Services should be contacted, and a clear description of the attack should be given, this should include:

- Where the attack has taken place
- A full description of the attackers
- Any casualties known/hostages

When safe to do so, Staff can stop others entering the danger area. On arrival, Police will deal with the immediate threat. Staff and students should follow Police instruction, stay calm and keep hands visible. Police will evacuate the building once it is safe to do so.

Bristnall Hall Academy staff and students are aware of all exits within the building, and these are displayed on the Evacuation Plan documents which are posted around site.

## Communication

### Communicating to Staff, Parents, Carers and the Community

In order to best communicate a situation of contingency or lock down with all staff members, we ensure that all staff details on SIMS are updated regularly with complete contact information and circulated throughout subject areas. In a case of an emergency, one or more methods of communication (office phone, home phone, mobile phone, and e-mail) will be attempted to ensure that the disaster message is effectively communicated.

The Academy maintains good partnerships and open communication channels with all local emergency response groups, including fire rescue, police, and emergency medical units. This relationship helps ensure timely responses from the emergency response groups in case of a disaster. A list of emergency services with their respective contact information and locations (including the location of the closest hospitals) is listed in within the Disaster Response and Recovery Plan.

In times of a disaster or lock down the Principal will link with the Trust to release written communication to all parents and staff informing them of the situation within 24 hours of the event. The communication will advise parents on how they can communicate to the students in the situation, the implications it has had, and the Academy's remediation efforts to the degree deemed necessary by the parents. The database of parents' contact information on SIMS is maintained regularly.

This letter will also be sent to community leaders and others affected. This could include emergency responders, Local Authority, suppliers, contractors, and others.

### Communicating to the Press

The Senior Leadership Team and Trust representative will work together to control the information regarding the situation that is given to the public by means of the Press. The Principal and Trust representative will be responsible for the Publicity. A press release should be dispatched as soon as possible to contain the information released to the public and avoid any damage to the academy's public image. Staff members should be made aware that they are not to offer information to the Press.