



HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

Lockdown Policy (Exams)

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| Version | 3 |
| Date created/updated | December 2024 |
| Ratified by | Local Governing Body |
| Date ratified | 25/02/2025 |
| Date issued | 25/02/2025 |
| Policy review date | Autumn 2025 |
| Post holder responsible | Exams Officer |
| Director / LGB Chairperson | Mr G Taylor Smith |



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Lockdown Procedure has been approved and adopted by Hagley Catholic High School Governing Body on 25/02/2025 and will be reviewed in Autumn 2025.

Signed by LGB representative for Hagley Catholic High School:

G Taylor Smith

Signed by Principal:

J Hodgson

Summary of changes

Order of Information changed

Purpose of the Policy – additions

This policy details measures taken at Hagley Catholic High School in the event of a centre lockdown during the conducting of examinations. *Please refer Emmaus Catholic Mac policy for full lockdown procedure.*

Hagley Catholic High School has devised these lockdown procedures during the conducting of examinations in line with the Emmaus Catholic MAC policy

The lockdown will be ended by either - addition

A specific alarm will signify that the end of lockdown is genuine

and where this may be applicable - addition

The emotional and mental impact on students is considered and anyone affected by such incidents is provided with support as per the Emmaus MAC policy.

Purpose of the policy

This policy details measures taken at Hagley Catholic High School in the event of a centre lockdown during the conducting of examinations. *Please refer Emmaus Catholic Mac policy for full lockdown procedure.*

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.

Hagley Catholic High School has devised these lockdown procedures during the conducting of examinations in line with the Emmaus Catholic MAC policy

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

Principal

- 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 room becomes unsafe;
- 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 accountabilities for all exams staff and candidates taking examinations during a lockdown.
- To run training/drills for examination candidates on lockdown procedures;
- 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 will form part of HCHS induction programme - 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. This will be part of the HCHS annual reading training programme via School Bus.

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 SLT/Line Manager 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.

Lockdown procedure

Before an examination

As candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- Where possible a member of SLT/teaching staff 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, out of view but not near the door.
- 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 Principal 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.
Ensure any ventilation/air conditioning systems are turned off. Move to a safer venue as directed.
- where safe/possible, not leave the examination question papers unattended/out of sight
- The Principal 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 turn their papers over;
 - 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 exam desk, or out of sight.
 - 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 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.
 - Ensure any ventilation/air conditioning systems are turned off. Move to a safer venue as directed.
 - where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight
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- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the Principal immediately;
 - The Principal will make informed decisions on alerting parents/carers, awarding bodies and emergency services;
 - If appropriate, where safe/possible, following centre policy and instruction from the appropriate authority, the exams officer (or invigilators in the absence of the exams

officer) will initiate the emergency evacuation procedure under the direction of the Principal;

- 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 examination tables, or out of sight;
- 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, non-vibrate mode).
- 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 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.
Ensure any ventilation/air conditioning systems are turned off. Move to a safer venue as directed
- 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 Principal immediately
- The Principal will make informed decisions on alerting parents/carers, awarding bodies and emergency services

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/Principal entering each exam room.
- **A specific alarm will signify that the end of 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/ Principal, 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 exam conditions and allow a settling down period;
- recalculate the revised finish time(s) to allow for the full exam time;
- tell the candidates to turn their papers over 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 invigilation sheet (to later inform a report to the awarding 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 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 Principal 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 to staff and candidates.
- At the earliest opportunity, SLT/Principal will prepare communication to parents/carers advising them of events (including relevant actions and outcomes)
- **The emotional and mental impact on students is considered and anyone affected by such incidents is provided with support as per the Emmaus MAC policy.**
If necessary, communications will be provided via a centre Text/email/newsletter and information uploaded to the centre website.