Appendix 2 – Lockdown Policy (Exam)

This policy is reviewed annually to ensure compliance with current regulations

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Definitions

For the purpose of this policy, the following definitions should be noted:

Lockdown

This is a protective measure implemented when there is a credible threat to the safety of candidates/students and staff. During a lockdown, individuals are instructed to remain inside the building and seek shelter in a secure location, away from the source of danger.

The purpose of a lockdown is to minimise exposure to potential harm and ensure the safety and wellbeing of everyone on site until the threat has been resolved or emergency services arrive.

Lockdown procedures may be activated in situations including:

- An intruder on site
- A weapons-related incident
- A nearby police incident
- Serious violence
- A bomb threat
- Criminal activity
- A dangerous animal
- A chemical or biological incident
- A terrorist attack

All staff must be familiar with the centre's lockdown protocol and ensure candidates/students are guided calmly and efficiently to designated safe areas. Communication with emergency services and internal coordination will be managed by the head of centre or designated safeguarding lead.

Invacuation

This is a safety measure used when there is a potential external threat in the surrounding area. While lockdowns are activated in response to immediate risks within or directly threatening the premises, invacuations are employed when it is safer for candidates/students, staff, and visitors to remain inside the building due to hazards outside.

Invacuation procedures are designed to ensure that all individuals are brought indoors promptly and remain inside until the external threat has passed or further guidance is provided by emergency services.

An invacuation may be applicable to exam candidates if they have left the exam room in the event of an emergency evacuation (for example, due to a fire alarm).

Examples of situations requiring invacuation include:

- The presence of loose or potentially dangerous animals on the grounds
- Environmental hazards such as gas leaks, smoke, or chemical pollution in the vicinity
- Nearby incidents (e.g. police activity or civil disturbance) that may pose a risk if individuals exit the building

Staff are expected to follow the invacuation protocol calmly and efficiently, ensuring that all candidates/students are accounted for and safely indoors. The head of centre or designated safeguarding lead will oversee communication and coordination during such events.

Purpose of the Policy

This policy details the measures taken at Sir Christopher Hatton Academy in the event of a centre lockdown during the conducting of examinations.

In addition to this policy, a summary is provided to all centre staff of the information relating to a lockdown during the examination period using the framework of the Department for Education's *Lockdown Template* (see Appendix 1).

Staff engaged directly with the conducting of examinations (e.g. Exams Manager, Exams Manager/Officer, invigilators, facilitators of access arrangements etc.) are instructed to refer to the full policy.

Depending on the nature of the incident, a decision will be made 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.

Sir Christopher Hatton Academy has devised lockdown procedures during the conducting of examinations after consulting ProtectUK guidance. the Department for Education's guidance relating to School and college security guidance and Martyn's Law.

The Terrorism (Protection of Premises) Act 2025

Although Sir Christopher Hatton Academy is not classified as a high-risk venue under current legislation, we are committed to embedding the principles of Martyn's Law into our safeguarding and emergency preparedness framework. These include:

- **Risk awareness:** Staff being equipped to identify potential threats and recognise suspicious behaviour or activity that may pose a risk to students, staff and visitors
- **Emergency planning:** Maintaining clear, comprehensive, and regularly reviewed procedures to respond effectively to a range of emergency scenarios
- **Rapid response capability:** Training staff to act swiftly and appropriately in the event of an emergency to ensure the safety and protection of students, colleagues, and visitors

These principles underpin our broader approach to security and safeguarding, and will be reflected in staff training, policy reviews, and incident management protocols.

Compliance

To ensure that all staff at Sir Christopher Hatton Academy are meeting the requirements of the Terrorism (Protection of Premises) Act 2025, the following procedures are in place:

Evacuation (Getting people out of the building)

An evacuation of the exam room will be initiated when it is deemed safer for candidates and staff to leave the room and the building due to an internal threat such as fire, gas leak, structural damage, or other emergencies. This procedure ensures a swift, orderly, and safe exit to designated assembly points.

Step-by-step procedure:

1. **Activation of alarm**
    - The fire alarm or emergency alert system will be triggered manually or automatically
    - Invigilators will immediately begin evacuation procedures without waiting for further instruction unless advised otherwise
2. **Immediate response**
    - Candidates will be instructed to stop their examination and prepare to leave the exam room in line with the invigilator's instructions
    - Invigilators will lead candidates out of the building via the nearest safe exit, avoiding lifts and blocked routes
3. **Use of evacuation routes**
    - Pre-assigned evacuation routes and exits will be followed
    - Invigilators will check the exam room (and any candidates who may have temporarily left the exam room) to ensure that no one is left behind
4. **Assembly at designated point**
    - Invigilators will take candidates to the designated assembly point(s) outside the building
    - Registers will be taken promptly to account for all candidates and invigilators
    - Any missing candidates will be reported immediately to the senior leadership team or emergency services
5. **Communication and co-ordination**
    - The head of centre or designated safeguarding lead will liaise with emergency services and provides updates
    - Invigilators will supervise candidates and maintain calm until further instructions are given
6. **Re-entry or dismissal**
    - No one will be permitted to re-enter the building until it has been declared safe by emergency personnel

Invacuation (Moving people to a safe place)

If candidates have been outside of the exam room, for example, for an emergency evacuation, or on a supervised rest break, they will be brought back into the exam room promptly and remain inside until the situation is resolved. The procedure will include:

1. **Initial Alert**
    - The head of centre or designated safeguarding lead will assess the situation and initiate the invacuation protocol
    - A clear announcement will be made via the centre's communication system (e.g. tannoy, radios, or internal messaging)
2. **Movement Indoors**

- All outdoor activities (for example, an emergency evacuation or supervised rest break) being undertaken by candidates sitting an examination will be halted immediately
- Candidates will be escorted indoors quickly and calmly, using the nearest safe entry point

3. **Securing the Building**
    - External doors and windows will be closed and secured
    - Access points will be monitored to prevent entry or exit until the all-clear is given
4. **Internal Safety Measures**
    - Candidates and staff (invigilators) will remain in the exam room or designated safe area(s)
    - Movement within the building will be restricted unless necessary
    - Invigilators will take registers to account for all candidates and report any discrepancies to the Exams Manager/Officer (unless instructed otherwise)
5. **Communication**
    - The head of centre or designated safeguarding lead will maintain contact with emergency services and monitor updates
    - Parents/carers will be informed if appropriate, depending on the nature and duration of the incident
6. **All-Clear and Debrief**
    - Once the threat has passed, an all-clear message will be issued
    - Candidates will resume their examination
    - The incident will be reported to the relevant awarding body/bodies, and a short debrief may be conducted to review the response and identify any improvements]

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:

- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- 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 Manager/Officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- Where safe/possible, the Exams Manager/Officer will collate the information from all exam rooms and forward this to the head of centre immediately
- Invigilators will:
    a) lock all windows and close all curtains/blinds
    b) switch off all lights
    c) lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
    d) take an attendance register/head count if possible
    e) (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:
    a) tell candidates to stop writing immediately and close their answer booklets
    b) collect the attendance register
    c) make a note of time when the examination was suspended
    d) instruct candidates to remain silent, leave all examination materials on their desks and hide under desks
    e) where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the Exams Manager/Officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
    f) lock all windows and close any/all curtains/blinds
    g) switch off all lights
    h) lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
    i) (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
    j) where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight
- Where safe/possible, the Exams Manager/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 Manager/Officer (or invigilators in the absence of the Exams Manager/Officer) will initiate the emergency evacuation procedure
- Where safe/possible, the Exams Manager/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:
    a) stop dismissing candidates from the exam room
    b) instruct candidates who have left the room to re-enter the exam room
    c) instruct candidates to remain silent and hide under desks/tables
    d) where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the Exams Manager/Officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
    e) lock all windows and close any/all curtains/blinds
    f) switch off all lights
    g) lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
    h) (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
    i) where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight
- Where safe/possible, the Exams Manager/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:
    a) the sound of a defined alarm, or
    b) the identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam room
- Invigilators will undertake a head count/register and confirm attendance with the Exams Manager/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:
    a) ask candidates to return to their desks, remind them they are under formal exam conditions and allow a settling down period
    b) allow candidates the full working time remaining to do their examination
    c) recalculate the revised finish time(s)
    d) tell the candidates to open their answer booklets and re-start their exam
    e) amend the revised finish time(s) on display to candidates
    f) 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 Manager/Officer will
    a) safely/securely store all collected exam papers and materials pending awarding body advice/guidance

    and where this may be applicable:

    a) 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
    b) where this may be applicable, ensure a full report of the incident is produced and retained on file if required by an awarding body
    b) 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 Manager/Officer will:
    a) discuss any alternative exam sittings with the awarding body/bodies
    b) 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
    a) If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website

Roles and Responsibilities

Head of centre

- To ensure that vulnerability and space assessments are conducted to:
    a) Identify specific risks (for example, intruders, violent or aggressive individuals or incidents happening in the local area)
    - Consider different times of the day/during an examination when candidates may be more dispersed across the site or away from the exam room (for example, during a supervised rest break, a toilet break)
    - Highlight areas where an attacker might carry out an attack, and where the easiest places to gain access are
    - Assess how many candidates can be accommodated in a particular (safe) area (for example, the exam room)
- 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 evacuation, invacuation and lockdown procedures
- To ensure that candidates are aware of the procedures relating to an evacuation, invacuation and 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 invacuation and 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 an invacuation/lockdown
- To run training/drills for examination candidates on invacuation and 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 an invacuation/lockdown
- To use the exam room attendance register(s) to compile a list of all candidates not accounted for

Exams Manager/Officer

- To train invigilators annually in the centre's invacuation and lockdown procedure(s) - 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 an invacuation/lockdown
- To assist with invacuation/lockdown training for staff and students where applicable to the conducting of examinations

Invigilators

- To be aware of the centre's invacuation and lockdown procedure(s)
- 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 an invacuation/lockdown
- Where safe/possible, to communicate with the Exams Manager/Officer during an invacuation/lockdown to confirm the situation in a particular exam room
- Where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight

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
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	
Useful info such as distance from school, directions, capacity, opening hours	

Other useful contacts:

Name	Emergency Contact Number

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and signed in visitors 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 devises to silent (consider writing / displaying instructions on whiteboards / TV's etc 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 / injured students, staff and visitors	
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	

Meeting digital and technology standards in schools and colleges

Cyber security: core standard

Contingency Planning

15. CONTINGENCY PLANNING

15.1 The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates. Further information may be found at: https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body or bodies.

15.3 All centres must have a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

15.4 If the head of centre decides the centre cannot be opened for scheduled examinations, the centre's contingency plan must be invoked, utilising the centre's alternative site(s) and the relevant awarding bodies must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

15.5 The awarding bodies will designate 'contingency sessions' for examinations, summer 2026. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland*.

15.6 The designation of 'contingency sessions' within the common examination timetable is for use in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

15.7 In the event of national disruption to a day of examinations in summer 2026, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort, the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

15.8 Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading. Centres **must**, therefore, ensure candidates and parents are aware of the contingency arrangements so that they may take them into account when making their plans for the summer.

Instructions for conducting examinations www.jcq.org.uk/exams-office/instructions-for-conducting-examinations-ice/ (with particular reference to section 15, **Contingency planning**)

Preparing for disruption to examinations www.jcq.org.uk/exams-office/general-regulations/

General Regulations for Approved Centres www.jcq.org.uk/exams-office/general-regulations/

Guidance notes on alternative site arrangements www.jcq.org.uk/exams-office/online-forms/

Guidance notes for transferred candidates www.jcq.org.uk/exams-office/online-forms/

A guide to the special consideration process www.jcq.org.uk/exams-office/access-arrangements-and-reasonable-adjustments/

Guidance for centres on cyber security (Effective from November 2023;) Revised July 2025) www.jcq.org.uk/exams-office/general-regulations/

5 tips to get exam ready and stay cyber safe! www.jcq.org.uk/exams-office/blogs/