



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

# Lockdown Policy (Exams) 2025-26

**Member of Staff Responsible**

**Alison Meacher**

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**Signed off by:**

**Kirstie Moat**

## 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:

- The presence of an unauthorised or suspicious individual on the grounds or within the building
- A violent, aggressive, or abusive parent/carer causing disruption
- A specific threat made against the centre or its occupants

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 designated staff.

### **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.

## Purpose of the policy

This policy details the measures taken at Harrogate Grammar School in the event of a centre lockdown during the conducting of examinations.

Lockdown procedures have been determined by consulting ProtectUK and the Department for Education's guidance relating to School and college security.

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.

Harrogate Grammar School has devised shelter in place/lockdown procedures during the conducting of examinations after consulting ProtectUK and the Department for Education's *School and college security* guidance.

## The Terrorism (Protection of Premises) Act 2025

Although Harrogate Grammar School 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 Harrogate Grammar School 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
  - In the case of a fire alarm invigilators will wait until the alarm rings a second time before taking action otherwise they will immediately begin evacuation procedures without waiting for further instruction.

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 member of SLT will assess the situation and initiate the invacuation protocol
  - A continuous siren will be triggered
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 and go straight to their exam room
3. Securing the Building

- External doors and windows will be closed and secured
- Access points will be secured and 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 office/officer (unless instructed otherwise)

#### 5. Communication

- The head of centre or designated member of SLT 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, the siren will stop
- 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]

## Shelter in place/lockdown procedure

### The signal for a shelter in place/lockdown will be a continuous siren

#### Before an examination

If a shelter in place/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 manager (ensuring that all mobile phones/walkie talkies are on 'silent' and non-vibrate mode)
- Where safe/possible, the exams manager 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
  - ◆ where safe/possible, not leave the examination question papers unattended/out of sight

- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services

### **During an examination**

If a shelter in place/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 exam desk
  - ◆ where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams manager (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 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, not leave the examination question papers and candidates' scripts unattended/out of sight
- Where safe/possible, the exams manager 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 (or invigilators in the absence of the exams manager) will initiate the emergency evacuation procedure
- Where safe/possible, the exams manager will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

### **After an examination**

If a shelter in place/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
  - ◆ 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, not leave the examination question papers and candidates' scripts unattended/out of sight
- Where safe/possible, the exams manager will collate the information from all exam rooms and forward this to the head of centre immediately

### **Ending a shelter in place/lockdown**

- The end of a shelter in place/lockdown (all clear) will be signalled by:
  - ◆ the cessation of the siren
  - ◆ 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 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 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 open their answer booklets and re-start their exam
  - ◆ amend the revised finish time(s) on display to candidates
  - ◆ note how long the shelter in place/lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide shelter in place/lockdown recording form/log)
- The exams manager 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
  - ◆ ensure a full report of the incident is produced and retained on file if required by an awarding body
  - ◆ 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 led by the head of centre to discuss the shelter in place/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

## **Roles and responsibilities**

## **Head of centre**

- To ensure that vulnerability and space assessments are conducted to:
  - 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 officer**

- To train invigilators 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 evacuation 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 evacuation/lockdown
- Where safe/possible, to communicate with the exams officer during an evacuation/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

## Shelter in Place procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a Shelter in Place alarm.

The signal to shelter will be a continuous siren. Upon hearing the siren, the following actions should be taken:

<b>Shelter in Place procedure</b>
<b>Actions to be taken</b> (as detailed in current JCQ <a href="#">Instructions for conducting examinations</a> section 25.3, <b>Emergencies</b> )
<ul style="list-style-type: none"> <li>• Stop the candidates from writing and note the time.</li> </ul>
<ul style="list-style-type: none"> <li>• Instruct candidates to close their answer booklet and leave question papers and scripts on their examination desk.</li> </ul>
<ul style="list-style-type: none"> <li>• In rooms with more than one invigilator allocate an invigilator to a group of candidates and instruct the candidates to calmly get low to the ground under their desk, if possible, in silence as exam conditions still apply.</li> </ul>
<ul style="list-style-type: none"> <li>• Lock the door if possible or take steps to restrict access (e.g.) lodge furniture or other large items against the door to restrict access and close windows and blinds. Turn off the lights</li> </ul>
<ul style="list-style-type: none"> <li>• where safe/possible, collect the examination question papers and candidates' scripts so they are not left unattended/out of sight</li> </ul>
<ul style="list-style-type: none"> <li>• Invigilators should ensure candidates are supervised as closely as possible during the alert so that there is no discussion about the examination. Candidates are still required to observe examination conditions i.e. no talking, texting, telephoning, communicating with anyone. Failure to do so will be treated as a breach of examination regulations.</li> </ul>
<ul style="list-style-type: none"> <li>• Be alert to further messages and information sent via emails/text/exams assist or in person and take appropriate action if needed.</li> </ul>
<ul style="list-style-type: none"> <li>• Make a note of the time of the interruption and how long it lasted</li> </ul>
<ul style="list-style-type: none"> <li>• Once the alarm stops to signal all-clear, instruct the students to return to their seats in silence, check the seating plan to ensure all candidates have returned and are sitting in the correct seat.</li> </ul>
<ul style="list-style-type: none"> <li>• Where examination question papers and candidates' scripts were collected in return these to the student desks</li> </ul>
<ul style="list-style-type: none"> <li>• Record the re-start time and allow the candidate(s) the full remaining time for the exam.</li> </ul>
<ul style="list-style-type: none"> <li>• (Candidates must be given the opportunity to sit the examination for its published duration)</li> </ul>
<ul style="list-style-type: none"> <li>• Make a full report of the incident and of the action taken, and send to the relevant awarding body</li> </ul>
<b>Additional centre-specific actions to be taken</b>
<ul style="list-style-type: none"> <li>• The Examinations Manager will make a full report of the incident and the actions taken. Where the integrity of the examination or the candidates' performance may have been affected, a report will be sent to the appropriate awarding body.</li> </ul>