



HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL

## **Shelter in Place/Lockdown Policy (Exams) 2024-25**

**Member of Staff Responsible**

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**Approved on:**

**08 05 25**

**Review date:**

**May 2026**

## Purpose of the policy

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

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 shelter in place/lockdown.

A shelter in place/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

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.

In the event of a shelter in place/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 shelter in place/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 shelter in place/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 shelter in place/lockdown, act effectively and made aware of their responsibilities
- To arrange appropriate training for all exams-related staff in shelter in place/lockdown procedures
- To ensure that candidates are aware of the procedures relating to a shelter in place/lockdown, particularly those arriving late for an examination who cannot access the exam room due to it being in shelter in place/lockdown
- To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe
- To provide written shelter in place/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 shelter in place/lockdown
- To run training/drills for examination candidates on the shelter in place/lockdown procedures

- To inform parents/carers about the centre's shelter in place/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 shelter in place/lockdown
- To use the exam room attendance register(s) to compile a list of all candidates not accounted for

### **Exams Manager**

- To train invigilators in the centre's shelter in place/lockdown procedure - 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 shelter in place/lockdown
- To assist with shelter in place/lockdown training for staff and students where applicable to the conducting of examinations

### **Invigilators**

- To be aware of the centre's shelter in place/lockdown procedure
- 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 a shelter in place/lockdown
- Where safe/possible, to communicate with the exams officer during a shelter in place/lockdown to confirm the situation in a particular exam room

## **Shelter in place/lockdown procedure**

**The signal for a shelter in place/lockdown will be a series of normal bells**

### **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 bells
  - ♦ 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

## 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

<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> <li>• Instruct candidates to close their answer booklet and leave question papers and scripts on their examination desk.</li> <li>•</li> <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> <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> <li>• where safe/possible, collect the examination question papers and candidates' scripts so they are not left unattended/out of sight</li> <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> <li>• Be alert to further messages and information sent via emails/text/exams assist and take appropriate action if needed.</li> <li>• Make a note of the time of the interruption and how long it lasted</li> <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> <li>• Where examination question papers and candidates' scripts were collected in return these o the student desks</li> <li>• Record the re-start time and allow the candidate(s) the full remaining time for the exam.</li> <li>• (Candidates must be given the opportunity to sit the examination for its published duration)</li> <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>