The Kimberley School
Lockdown policy (Exams)
2026/27

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Andrew Park	
Date of next review	September 2027

Key staff involved in the policy/procedure

Role	Name(s)
Head of centre	Andrew Park
SLT member(s)	Andrew Park, Danny Knapczyk, Jo Clemmet, Ann Lawrence, Jonathan Saunders, Kaylee Eatherington, Claire Bruce, James Clegg
Exams Manager / officer	Helen Bullock
Invigilators	Aileene Francis, Alison Hendry, Barbara Andrews, Bev Walter, Bhavna Dewshi, Christine Calladine, Christine Shaw, Dale Lovatt, David Petrie, Hilda Cheng, Hillier Jordan, Joanne Pearson, John Smith, Julie Tring, Karen Layton, Kay Pike, Kerry Poxon, Lisa Fields, Roger Strickland, Charlotte Broker, Jill Rosier, Mannis Chan, Jane Booth, Christine Woodward, Dawn Whittall, Lousie smith, Grace Br oker.

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 The Kimberley School 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 / officer, exams assistant, 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.

The Kimberley School has devised lockdown procedures during the conducting of examinations after consulting ProtectUK, 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 The Kimberley 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 The Kimberley 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).
See Evacuation Policy
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 office/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:

- A member of the senior leadership team (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)
- The exams manager / officer 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

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 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 desks
    - 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).
    - 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, 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 Lead Invigilator, in the absence of the Exams manager / officer) will initiate the emergency evacuation procedure
- 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 or 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 desks/tables
    - 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).
    - 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, 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
    - the sound of a defined alarm or
    - the identification/authorisation of Emergency Service Officers/SLT/Head of Centre entering each exam room

- A specific word or phrase may be used to confirm that the instruction to end the 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/ 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 formal exam conditions and allow a settling down period
    - allow candidates the full working time remaining to do their examination
    - recalculate the revised finish time(s)
    - 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 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
    - provide a report of the incident for awarding bodies (via the special consideration process or as advised by awarding bodies)
    - safely/securely store all collected exam papers and materials pending awarding body advice/guidance
- Where applicable/possible/available, SLT/Exams manager / 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 lead by the Head of Centre to discuss the 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 it being locked down
- 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 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

- 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 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 a 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

Information and Training

- Candidates will have an assembly prior to exams commencing that will include training on lockdown procedures
- Staff and invigilators will be briefed on lockdown procedures before the examination period commences
- Parents / carers will be informed before any lockdown drill takes place and directed to this policy for further information

Department for Education

Lockdown Procedure

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

Signals

Alarm or signal for lockdown shelter	*Extended Continuous Pulse Alarm*
Signal for stand down / all-clear	*Extended Continuous Bell Ring / All clear messaging*

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Head Teacher AP Business & Operations Mgr KA	
Deputies	DJK / JOS	
	SLT members	
Communications Officer	Head Teacher	

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	All locations for exams are lockable
2 Hall	All locations for exams are lockable
3 Sports hall	All locations for exams are lockable
4 Offices	All locations for exams are lockable

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	All SLT and site staff have these as well as Student Services
Classroom telephones	
Mobile phones	
Instant messaging / email	Messaging through school email and through Arbor alerts
Other (TV's / Whiteboards / etc)	All clear signal will be supported with on screen message

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	Sports Centre
Type of venue	Separate part of the school with separate entrance / exits which can be locked off
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	
Liaise with CCTV monitoring (Student Support) to locate intruders	
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	