

Appendix 17: Lockdown Procedure

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

Where a lockdown may be required when conducting examinations, the focus will be:

- the welfare and safety of candidates and exams staff
- maintaining the integrity and security of the examination/assessment process

Processes at WGGSS

The school process and alarms for partial and full lockdown are given in the Emergency Evacuation document. These processes will be followed during the exam period, should a lockdown be required.

If a lockdown has to take place once candidates have begun a public examination, the following additional steps will also be taken. Invigilators will:

- tell candidates to stop writing immediately and close their answer booklets
- collect the attendance register
- make a note of the time when the examination was suspended
- instruct candidates to remain silent and leave all examination materials on their desks
- where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that

Once a lockdown has ended:

- Invigilators will undertake a head count/register and confirm attendance with the Exams office/officer/senior leader
- Where applicable and if advised to do so by a senior leader/head of centre, if there is sufficient time (and following JCQ regulations), candidates may be allowed to restart their examination