



Lockdown Policy (exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

| | |
|--------------------------------|------------|
| Approved/reviewed by | |
| Mr A Hammersley (Head teacher) | |
| Signed | |
| Date of next review | April 2027 |

| Role | Name |
|-------------------------|--|
| Head of centre | Mr A Hammersley |
| Senior leader(s) | Mr P Cairns, Mrs L Wood, Mr S Porter, Mr J Haworth, Mrs J Cairns, Mrs V Dovey |
| Exams officer | Mrs A Kearton |
| Invigilators | |

Purpose of the policy

This policy details the measures taken at Academy@Worden in the event of a centre lockdown during the conducting of examinations.

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 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.

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 officer, exams officer 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.

- Academy @ Worden has devised lockdown procedures during the conducting of examinations after consulting [ProtectUK](#), the Department for Education's guidance relating to [School and college security](#) and Martyns Law.

The Terrorism (Protection of Premises) Act 2025

Although Academy @ Worden 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 Academy @ Worden are meeting the requirements of the Terrorism (Protection of Premises) Act 2025, the following procedures are in place:

Evacuation

Please see **appendix 1** for further information

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.

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 officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- Where safe/possible, the exams 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
 - 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 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 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, not leave the examination question papers and candidates' scripts unattended/out of sight
- Where safe/possible, the exams 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 officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- Where safe/possible, the exams 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:
 - 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 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 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)
 - 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 officer 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
 - where this may be applicable, ensure a full report of the incident is produced and retained on file if required by an awarding body
 - 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 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 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

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

- 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 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 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

Roles and responsibilities

Head of centre

- 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 lockdown procedures
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due to 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 exam room becomes unsafe
- To provide written 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 lockdown
- To run training/drills for examination candidates on 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 a 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 lockdown procedure
- Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown
- To assist with Lockdown training for staff and students where applicable to the conducting of examinations
- To make invigilators aware of the Academy's lock down policy (see attached)

Invigilators

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

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:

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- 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 officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- The exams 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
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- 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)
 - 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 officer 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
 - where this may be applicable, ensure a full report of the incident is produced and retained on file if required by an awarding body
 - 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 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 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
 - All staff are emailed the tone for a lockdown and a single bell will ring to end the lockdown

ACADEMY @ WORDEN



SCHOOL EMERGENCY LOCKDOWN PLAN

Plan administration

| | |
|---|-------------------------|
| Version number | |
| Date of issue | March 2025 |
| Electronic copies of this plan are available from | R:Drive/school policies |
| Hard copies of this plan are available from | Finance |
| Date of next review | 2026 |
| Person responsible for review | Mrs B Monk |

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils and visitors to the school. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, pupils and visitors to the school and could include:

- A reported incident or civil disturbance in the local community;
- An intruder on the school site;
- A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.);
- A major fire in the vicinity of the school;
- A dangerous animal (e.g. large dog) roaming loose near/on the school grounds.

As not all potential circumstances which may lead to a school lockdown can be foreseen, it is important that any plans/actions are dynamic and able to deal with an ever changing risk/threat.

| Lead Responsible Person | |
|------------------------------------|-------------------|
| Designated Senior Person | Mr A M Hammersley |
| Deputy Designated Senior Person(s) | Mr M Reed |

| Signals | |
|----------------------|------------------------|
| Signal for Lockdown | Lockdown sounder alarm |
| Signal for All-clear | Sounder alarm ceases |

| Lockdown | |
|---|---|
| Entrance points (e.g. doors, windows) which should be secured | Front Entrance All entrances at the back and side of the building Kitchen Science |
| Communication arrangements | <ul style="list-style-type: none"> ▪ Classroom telephones ▪ Mobile phones ▪ Instant messaging / email ▪ Radio |
| <p>Upon hearing the lockdown signal, take the actions below if it is safe to do so. Personal safety takes precedent and no-one should put themselves or anyone else in danger.</p> <p>If someone is taken hostage on the premises, consider an evacuation of some or all of the site.</p> | |

| Ref | Initial Actions | Tick / sign / time |
|-----|---|--------------------|
| L1 | SOUND THE LOCKDOWN SIGNAL. | |
| L2 | <p>During lessons</p> <p>Anyone outside the school buildings (in the immediate vicinity) should be brought inside as quickly as possible.</p> <p>Those pupils on the sports field to head away from the school, stay together but keep a safe distance until all clear is given.</p> <p>During exams - candidates and invigilators in classrooms are to follow the lock down policy ie, barricade doors and hide under tables. Invigilators and candidates in the sports hall are to go into the covered stock room out of sight.</p> | |
| L2 | <p>Dinner time</p> <p>If safe - all staff and pupils to return to their classrooms as quickly as possible. If not safe and on the yard, then remain there until given further instructions.</p> <p>Those pupils on the sports field to head away from the school, stay together but keep a safe distance until all clear is given.</p> | |
| L3 | If possible, and not putting selves in danger SLT / Site staff to lock / secure all entrance points (e.g. doors, windows) to prevent the intruder entering the building. | |
| L4 | <p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> ▪ Lock internal doors/windows if possible ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Keep quiet ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors. | |
| L5 | Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services. | |
| L6 | Complete Appendix 'A' with details known so far. | |
| L7 | Dial 999 and report the incident to the Police. | |

| Ref | Secondary Actions | Tick / sign / time |
|-----|---|--------------------|
| L8 | Undertake a register as soon as possible. | |

| | | |
|-----|---|--|
| L9 | Once in lockdown mode, staff should make a record of any pupils not accounted for. | |
| L10 | Try to establish as much information regarding the incident as possible. | |
| L11 | Dial 999 and update the Police if required. | |
| L12 | If safe to do so, check all corridors and toilets. | |
| L13 | Ensure that pupils, staff and visitors are aware of fire exit point in case the intruder does manage to gain access. | |
| L14 | If possible, check for missing / injured pupils, staff and visitors. | |
| L15 | Staff should encourage pupils to stay calm as far is possible. | |
| L16 | If possible, try to restrict use of social media by staff/pupils and outside contact until the full details of the incident are known. | |
| L17 | Notify parents/carers as soon as possible and when it is safe to do so. Instruct parents not to attend school as pupils <u>will not</u> be released during a lockdown. | |
| L18 | Continue to follow advice/instructions from the Emergency Services. | |

LOCKDOWN PROCEDURE

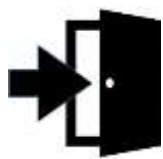
SIGNALS

| | |
|---------------------|------------------------|
| Signal for Lockdown | Continuous School Bell |
|---------------------|------------------------|

| | |
|----------------------|-------------|
| Signal for All-clear | Bell ceases |
|----------------------|-------------|

On hearing the above signal for a school lockdown take the following actions:

ACTIONS



Return to your classroom with pupils, as quickly and safely as possible.



Close all doors and windows, lock if able to.



Block any access points into the classroom by moving furniture in front of door.



Draw all curtains/blinds and switch off lights.



Sit on floor, against a wall if possible. Under desks if feasible and staying out of sight. Keep quiet.



Undertake a register as soon as possible. Identify those pupils out of class. If pupils on a toilet break – to go to the Hub if safe to do so otherwise to stay hidden.

**STAY
IN**

Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services.
DO NOT leave the classroom to find out what is happening.

**KEEP
CALM &
QUIET**

Keep pupils calm by offering constant reassurance. Keep as quiet as possible.