

Community Learning MK

Grow, achieve, prosper

Lockdown Policy (exams) 2020 - 21



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Background

The safeguarding and wellbeing of everyone who works, studies and visits CLMK is our top priority and responsibility. Nothing is more important than the safety of the customers and staff and we strive to make our environments safe and welcoming at all times for all people.

Policy

The purpose of this policy is to provide instructions for staff in the event of an incident that requires a whole site shutdown at a Skills and Learning centre. These instructions should be read in conjunction with the fire evacuation instructions, and safeguarding policy.

On very rare occasions it may be necessary to seal off a Skills and Learning centre so that it cannot be entered from the outside. This will ensure that learners, staff and visitors are safe in situations where there is a hazard in the centre grounds or outside the centre in the near vicinity.

With regard to conducting examinations, the focus before, during and after an exam will be added as appendix to CLMK general lockdown policy.

Guidelines

This procedure covers two scenarios, an incident external to the building and an incident internal to the building.

Internal to the building - Dispersal

- An intruder student or staff member on site (with the potential to pose a significant risk to staff and pupils).

External to the building – Full Lockdown

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the centre.
- The close proximity of a dangerous animal roaming loose.

Procedures

Internal to the building - Dispersal

In the event of a staff member declaring a 'Dispersal' after assessing an intruder, student or staff member to be a serious threat, all staff, students and visitors should take the following actions:

RUN to a place of safety. This is a far better option than to surrender or negotiate, if there is nowhere to go then **HIDE**. It is better to hide than confront the individual or group. When it is safe to do so, then **TELL** the police by calling 999 or somebody that is able to make that call for you.

Centre staff should take the following steps if necessary:

- A staff member should contact offices and classrooms so that staff, students and visitors can disperse
- Where possible staff, students and visitors should leave the building quietly without drawing attention to themselves or others
- A staff member should call 999 and make the emergency services aware, with a contact number, post code and an estimated number of people involved
- A staff member should stop any staff, students or visitors who would be making their way towards the danger
- If safe to do so staff, students and visitors can lock their selves in a lockable room and await there until told it is safe to leave.
- Names of people still inside the building should be recorded where possible.

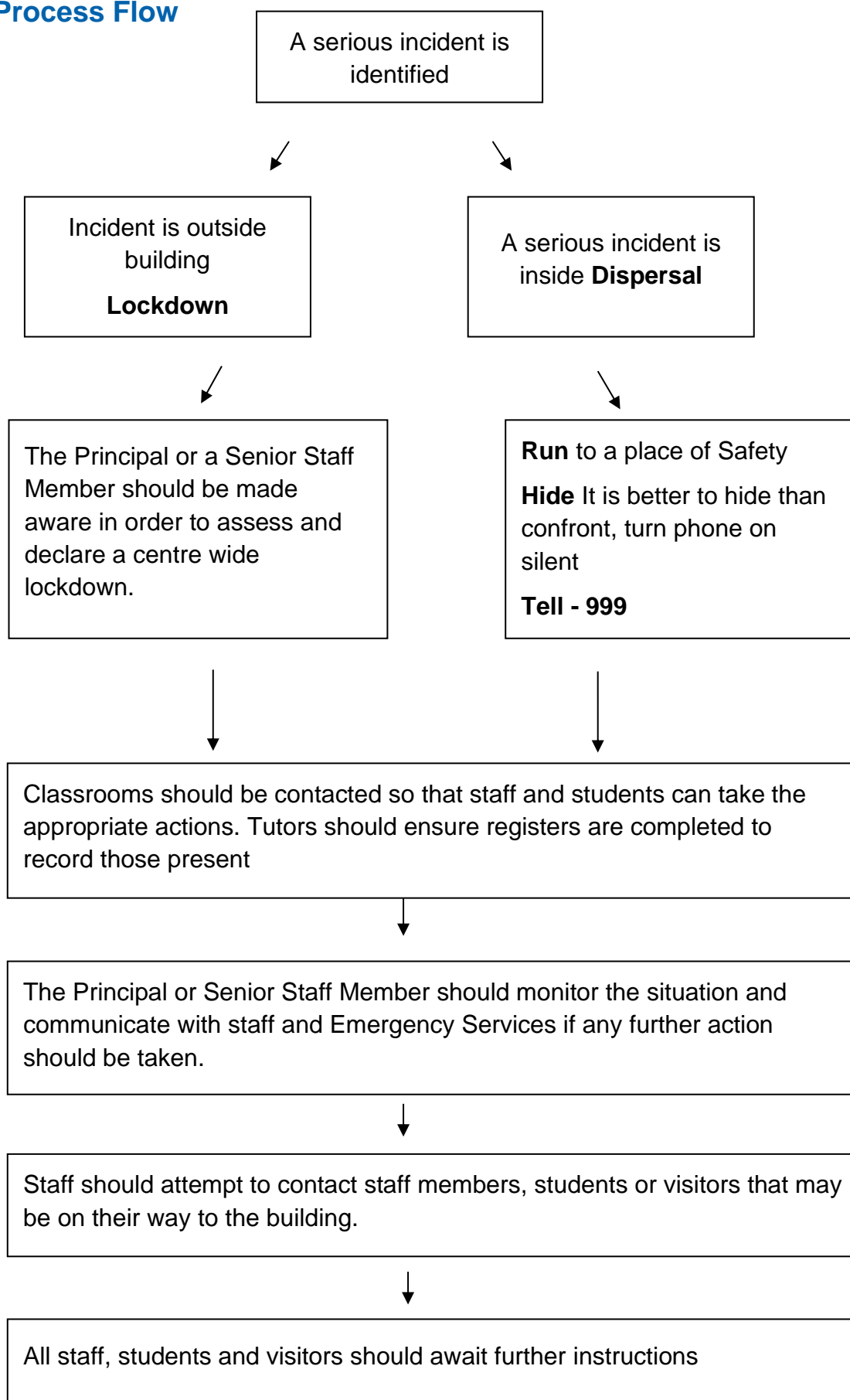
External to the building – Full Lockdown

If the centre becomes aware of any serious incident, disturbance or potential risk in the local area, The Principal or a Senior Staff Member should be made aware in order to declare a centre wide lockdown. In the event of a lockdown being declared, the following steps should be taken:

- All external, and if necessary internal doors should be locked, curtains should be drawn or covered to stop anyone being able to see in.
- All mobile phones should be placed on silent or vibrate mode.
- A staff member should call 999 to make the emergency services aware that an internal lockdown is in effect.
- The Principal or Senior Staff Member should ensure that the building is in complete lockdown and that all classes and offices are aware.
- The Principal or Senior Staff Member should instruct a staff member to record the number of staff, students and visitors present in the building.
- Staff should await further instructions
- Staff, students and visitors should sit out of sight and where possible in a location that would protect them from any gunfire, it would be advisable to sit behind any substantial brickwork or reinforced walls.
- A dedicated team should keep open lines of communication available so that information can be communicated across the building.

The centre and all persons present will remain in lockdown until it has been lifted by The Principal, a Senior Staff Member or Emergency Services. At any point during the lockdown the fire alarm may sound, this is an indication to evacuate the building.

Process Flow



Suspect Packages

If a package / object is identified as suspicious the following procedure should be adopted:

- If holding the item, put it down on a cleared flat surface separate from other mail.
- Do not move it.
- Move away immediately.
- Contact the Police via 999
- Clear immediate area and adjacent rooms (including above and below)
- Smaller items (rucksacks / briefcases) 100 M – Medium objects (suitcases, cars) 200M – Large objects (vans or lorries) 400 M.
- Cordons should not be in direct line of sight – They should be **BEHIND** hard cover and **AWAY** from glass or parked vehicles.
- Prevent others from accessing the area.
- No use of radios or mobile phones within the cleared area and within 15 meters of the suspect package.
- If opened or partially opened prior to being deemed suspicious ensure the Police are informed of this fact.
- **NEVER TRY TO OPEN A PACKAGE OR LETTER THAT YOU HAVE ALREADY DECIDED IS SUSPICIOUS!**
- **DO NOT BEND IT OR PLACE IT IN WATER!**

Contact

In the event of a Dispersal or A Full Lockdown the following numbers should be contacted to make all staff aware.

Principal – Thomas Molloy	01908 (25)6762
Adult Education	01908 (55)6700
Music Service	01908 (25)3520
Youth Faculty	01908 (25)4410
Supported Employment MK	01908 (25)2688
Emergency Services	999

The Principal should, when possible contact the Head of Youth and Community and/or The Service Director to make the aware of the incident.

Debrief

In the event of an incident The Principal should complete a debrief with staff members involved and an incident / accident form completed. This form will be recorded, reviewed and any actions should be completed.

Appendix: Lockdown Policy (exams)

In addition to the measures covered by the CLMK Lockdown Policy, the focus before, during and after an exam will be:

- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- maintaining the integrity and security of the examinations/assessments process
- how to achieve an effective lockdown
- how to let people know what's happening
- training staff engaged/involved in the conducting of examinations
- STAY SAFE principles (**Run, Hide, Tell**)

Roles and responsibilities Lockdown Policy (exams):

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

Exams Facilitator/s and Invigilators

- To be aware of the centre's lockdown procedure
- 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

Procedures

Before an examination

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- Where safe/possible, the SLT member will communicate (via mobile phone) the situation to the exams officer (ensuring that all mobile phones are on 'silent' mode 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
- Candidates will be instructed by Exams Facilitator, Invigilator or other Staff to enter the exam room or secure room/area immediately
- Candidates will be instructed to remain silent
- Candidates will be instructed that all mobile phones should be placed on silent or vibrate mode.
- Staff and candidates should sit out of sight and where possible in a location that would protect them from any gunfire, it would be advisable to sit behind any substantial brickwork or reinforced walls.
- All external, and if necessary internal doors should be locked, curtains should be drawn or covered to stop anyone being able to see in
- All lights should be switch off
- 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
- A staff member should call 999 to make the emergency services aware that an internal lockdown is in effect
- The Head of Centre or Senior Staff Member should ensure that the building is in complete lockdown and that all classes and offices are aware
- **Exams Facilitator**, Invigilator or other Staff take an attendance register/head count if possible
- **Exams Facilitator**, Invigilator or other Staff should await further instructions from Head of Centre or Senior Staff Member
- A dedicated team should keep open lines of communication available so that information can be communicated across the building
- **The centre and all persons present will remain in lockdown until it has been lifted by The Principal, a Senior Staff Member or Emergency Services. At any point during the lockdown the fire alarm may sound, this is an indication to evacuate the building.**

During an examination

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

- Where safe/possible, the invigilator will tell candidates to stop writing immediately and close their answer booklets
- Where safe/possible, the invigilator will collect the attendance register and make a note of time when examination was suspended
- Candidates will be instructed to remain silent, leave all examination materials on their desks and follow lockdown measures

- Where safe/possible, the invigilator will communicate with the exams officer (via mobile phone) during a lockdown to confirm the situation in a particular exam room
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the Head of Centre immediately
- Candidates will be instructed that all mobile phones should remain on silent and on non-vibrate mode.
- All doors to the exam room should be locked, and/or use tables, or any other furniture, to barricade the entrance to the examination room.
- Invigilators and candidates should sit out of sight and where possible in a location that would protect them from any gunfire, it would be advisable to sit behind any substantial brickwork or reinforced walls.
- Curtains/blinds should be drawn or covered to stop anyone being able to see in
- All lights should be switch off
- 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
- **Exams Facilitator**, Invigilator or other Staff should await further instructions from Head of Centre or Senior Staff Member
- 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
- **The centre and all persons present will remain in lockdown until it has been lifted by The Principal, a Senior Staff Member or Emergency Services. At any point during the lockdown the fire alarm may sound, this is an indication to evacuate the building.**
- 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:

- Where safe/possible, the invigilator will stop dismissing candidates from the exam room
- Where safe/possible, the invigilator will instruct candidates who have left the room to re-enter the exam room
- Candidates will be instructed to be silent and invigilator will follow lockdown measures as described for **lockdown during an examination**

Ending a lockdown

- **The centre and all persons present will remain in lockdown until it has been lifted by The Principal, a Senior Staff Member or Emergency Services. At any point during the lockdown the fire alarm may sound, this is an indication to evacuate the building.**
- Invigilators will undertake a head count/register and confirm attendance with the Exams Officer
- Where applicable and if advised to do so by Exams Officer / 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)
 - allow candidates the full working time remaining to do their examination
 - 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
 - provide a report of the incident for awarding body/bodies (via the special consideration process or as advised by awarding body/bodies)
 - safely/securely store all collected exam papers and materials pending awarding body advice/guidance
- Where applicable/possible/available, Exams Officer will
 - discuss any alternative exam sittings with the awarding body/bodies
 - offer, arrange support services to staff and candidates

Debrief

- In the event of an incident the Head of Centre should complete a debrief with staff members involved and an incident / accident form completed. This form will be recorded, reviewed and any actions should be completed.
- At the earliest opportunity, SLT/ Head of Centre will prepare a communication to candidates advising them of events (including relevant actions and outcomes)
- If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website