



Sydenham High School

G D S T
GIRLS' DAY SCHOOL TRUST

Staff Review Policy Whole School: Senior School/Prep School: EYFS, KS1 and KS2

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Antonia Geldeard
Examinations Officer line manager (Director of Operations)	Suzanne Munday
Examinations Officer	Neil Tytherleigh
SENCo	Charlotte Pascal
SLT member(s)	Craig Batty
	Elyse Waites
	Laura Hooper
	John Nelson
	Rebecca Parrish
	Robin Stevens
	Lorna Dodds

Purpose of the policy

This policy details how Sydenham High School deals with an emergency evacuation of the examination room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This might include a fire in the examination room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the examination room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency evacuation of an examination room

Roles and responsibilities

Head of centre

- ▶ Ensures the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulation
- ▶ Ensures any instructions from relevant local or national agencies are referenced and followed where applicable, including information from the National Counter Terrorism Security Office on the *Procedures for handling bomb threats* <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- ▶ Where safe to do so, ensures candidates are given the opportunity to sit examinations for their published duration

Senior leader

- ▶ Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an examination room is required

Special educational needs coordinator (SENCo)

- ▶ Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an examination room where different procedures or assistance may need to be provided for the candidate

Examinations Officer

- ▶ Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded

- ▶ Ensures candidates are briefed, prior to examinations taking place, on what will happen in the event of an emergency in the examination room
- ▶ Provides invigilators with a copy of the emergency evacuation procedure for every examination room
- ▶ Provides a standard invigilator announcement for each examination room which includes appropriate instructions for candidates about emergency procedures and what will happen if the fire alarm sounds
- ▶ Provides an examination room incident log in each examination room
- ▶ Liaises with the SENCo and other relevant staff prior to each examination where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Briefs invigilators prior to each examination where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

Invigilators

- ▶ By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the examination room
- ▶ Follow the actions required in the emergency evacuation procedure issued to them for every examination room
- ▶ Confirm with the Examinations Officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating
- ▶ Record details on the examination room incident log to support follow-up reporting to the awarding body by the Examinations Officer (see below)

Other relevant centre staff

- ▶ Support the senior leader, SENCo, Examinations Officer and invigilators in ensuring the safe emergency evacuation of examination rooms

Recording details

As soon as practically possible and safe to do so, details should be recorded. Details must include:

- ▶ the actual time of the start of the interruption
- ▶ the actions taken
- ▶ the actual time the examination(s) resumed
- ▶ the actual finishing time(s) of the resumed examination(s)

Further details could include

- ▶ report on candidate behaviour throughout the interruption/evacuation
- ▶ a judgement on the impact on candidates after the interruption/evacuation

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the examination room.

Emergency evacuation procedure
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25, Emergencies)
If the fire alarm sounds the hall must be evacuated according to the designated instructions for that area.
All examination papers and scripts must be left in the examination hall.
Make a note of the time of evacuation.
The candidates must be given a warning not to talk or communicate with each other.
The candidates must be supervised closely to ensure that there is no discussion between the candidates.
When the candidates assemble at the muster point they must be kept segregated and line up in the top right hand corner of the astro turf.
The examination registers will be taken to the assembly point.
(During the examination all candidates register with their tutor group and those candidates not attending the examination are marked with an S to indicate that they are on study leave.)
When it is safe for the candidates to return to the examination hall, make a note of the time of re-starting and allow the candidates the full working time set for the examination.
If there are only a few candidates, collect the scripts and question papers.
If it is impossible to return to the examination hall, the candidates should be taken to the designated safe area to continue their examination. (Prep School)
A report of the incident should be prepared by the Head of Centre and sent to the examination board.
A copy of the report will be kept on file.