

Exam Emergency Shelter-In Policy

(Aligned with JCQ Regulations)

(2025–2026)

Head Teacher	Anita Spires
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1. Purpose

This policy outlines the procedures to be followed during an emergency Shelter-In situation occurring during examinations at Beechwood School. It is aligned with the Joint Council for Qualifications (JCQ) regulations, particularly:

- JCQ Instructions for Conducting Examinations (ICE)
- JCQ Suspected Malpractice Policies
- JCQ Guidance on Emergencies

The aim is to ensure the safety of all students and staff while maintaining the integrity and security of examinations.

2. Definition of Shelter-In

A Shelter-In is initiated when it is unsafe to move freely within or outside the school due to an immediate threat.

Guiding principles:

RUN – HIDE – TELL

3. Alert Procedure

A Shelter-In will be announced via the PA system:

“Shelter In, Shelter In – All staff and pupils, Shelter In.”

- Priority 1: Student Services
- Priority 2: Main Reception
- Senior staff maintain radio communication
- IT monitors CCTV

4. Immediate Actions During Exams (JCQ Compliance)

Invigilators

In line with JCQ ICE requirements:

- Instruct candidates to **stop writing immediately**
- Tell candidates to **close answer booklets** (do not collect unless safe to do so)
- Maintain **full exam conditions** (silence, no communication)
- Record the **exact time of interruption**

Secure the room if safe:

- Lock/barricade doors
- Close windows and blinds
- Keep candidates away from doors/windows

Important JCQ Requirements:

- Candidates must remain under **constant supervision**
- Question papers and scripts must remain **secure at all times**
- No candidate may remove exam materials from the room

Candidates

- Must remain silent
- Must not communicate with others
- Must not use mobile phones or any communication devices

5. Shelter-In Procedures

- Remain in current room if safe and secure it
- If unsafe, evacuate cautiously away from danger
- During break/lunch: move to nearest safe room

If outside and unable to return safely:

- Proceed to **Claycots Primary (Monksfield Way)**
- Inform school via radio or designated contact numbers if possible

Designated Safe Locations

- Main Reception → HR Office (with radio)
- Student Services → Corner office (with radio)
- First Aid Room → Remain if movement unsafe

6. Communication Protocol

- Police contacted by Headteacher's PA Office on SLT instruction
- Student Services informs Arbour Value
- Headteacher's Office coordinates communication

Communication Rules (JCQ Reinforced)

- No communication with press or external parties
- Staff phones on silent but monitored
- Candidates' phones must be **switched off and not used**

Failure to comply may constitute **candidate malpractice** under JCQ rules.

7. Attendance and Accountability

- Register completed via ClassCharts if safe
- Report missing individuals to Attendance Team, SLT, and Operations Manager
- Attendance Team to run absence reports

8. Exam Integrity and Incident Recording (JCQ Critical Section)

Following JCQ guidance:

Invigilators must record:

- Time exam stopped
- Duration of disruption
- Nature of the incident
- Any communication or irregularity observed

After the incident:

- Exams Officer must be informed immediately
- A full report must be submitted to the awarding body
- Special consideration may be applied where appropriate

Key JCQ Principle:

The awarding body must be able to determine that exam conditions were maintained or understand the extent of any breach.

9. Resumption or Termination of Exam

- Exam may resume only if safe and authorised by SLT
- If resuming:
 - Record restart time
 - Allow full remaining working time
- If exam cannot continue:
 - Secure all scripts
 - Follow JCQ emergency procedures
 - Exams Officer to liaise with awarding bodies

10. End of Shelter-In

- Only Headteacher or designated SLT member may end Shelter-In
- Notification via official school email
- No movement until confirmation received

11. Designated Refuge Room

- Drama Studio:
 - Controlled entry by staff
 - Door re-secured after entry
 - Occupants remain away from doors

12. Key Contacts

- Pinnacle Site Supervisor: Kyle Murphy – 07595 096843
- Headteacher's Office / School Mobile: Anita Spires – 07909 922545
- Assistant Headteacher (Safeguarding): Mike Gaffin – 07931 526435
- Senior Deputy Headteacher: Julie Noctor – 07841 248654
- School Executive & Operations' Manager: Lindsey Hicks – 07834 166716

13. Review

This policy will be reviewed annually or following any emergency or JCQ update.