



A school which meets or exceeds the following standards may apply for and receive a safe school certification from the Utah Montessori Council. A Certified Safe School is authorized to use this logo in their advertising. This certification must be renewed annually.

#### General

- Construction must be approved by Building Department.
- Exits must be clearly marked and accessible.
- School grounds must be free of ice, broken glass, electrical wires and other potentially hazardous materials.
- Furniture must be sturdy and child appropriate.
- Environmental design must provide a minimum of 25 square feet of space per child.

- Environmental design must be free of obstructions, sharp corners and edges.
- 80% of staff must hold 1<sup>st</sup> Aid/CPR Certification.
- Staff should include a certified EMT on site.
- All toxic, dangerous and combustible materials must be stored out of children's reach or in cabinets secured with child-proof locks.
- Cleaning equipment must be stored out of children's reach.
- Knives and adult scissors in the classroom must be stored out of children's reach.
- Adult tools must be stored out of children's reach.
- Electrical cords must be tucked out of pathways.
- Unused electrical outlets must be covered.
- Fire, earthquake and lockdown drills must be held twice annually.
- Activities must be of appropriate size and materials for the age of the children.
- Each class must have a roster that is updated daily.
- Release forms must be on a file before a child enters the school unaccompanied by a parent.
- Children must never be left unattended.
- Outside doors and gates must remain locked during school hours so that designated security staff must identify everyone before admitting them.
- Outside doors and windows should be tinted so that intruders cannot see who is on the other side.
- Every classroom must be supplied with an air horn or whistle that can be sounded in case of outside threat signaling campus-wide lockdown.
- Outside areas must be fenced to keep children from leaving campus and to keep potential threats from entering.

- All outside doors must have alarms to alert security whenever they are opened.
- Classroom doors must have bells installed to alert teachers when anyone leaves or enters the room.
- Teachers must be required to keep a head count and relay that number to anyone taking over the class.
- Conduct seasonal fire, earthquake and lockdown drills.
- Each classroom must be supplied with an evac pack containing student contact information, emergency releases, first aid kit, student medications, space blanket, water and emergency snacks. Teachers must take these along whenever they leave campus with the class.
- Each classroom must be supplied with an air horn or whistle that can be sounded in case of outside threat signaling campus-wide lockdown.
- New employees must review safety policies and procedures and demonstrate proficiency before being left alone with a class.
- Teachers must review safety procedures with students at the beginning of the school year, incorporate them into the curriculum and review them regularly.
- Teachers must enforce safety rules whether or not the child is in that teacher's class or if a parent is present.

### Daily Activities

- When moving a class from one point to another teachers must:
  - Take a head count.
  - Keep one adult at the front and one at the end of the line.
  - When one adult is moving a group of children the adult should lead, stopping frequently to make sure all are following.
  - Do not allow children to race ahead.
  - Recount when arriving at destination.
  - When turning class over to someone else, give the new adult the head count.

## Playground Safety

- Before the children arrive, get to the playground to pick up trash and toys, prepare activities, fill in puddles, de-ice slippery spots, sweep or shovel walks.
- Outdoor areas should be as carefully prepared as the classrooms.
- Prepare children by walking boundaries, reviewing rules and reviewing whistle drills (1 blast = come back/out of bounds, 2 = line up, 3 = emergency – come to teacher immediately).
- Elementary & Early Childhood: There should be approximately one adult for every fifteen students present and at least two adults with children at all times.
- Toddlers: There should be one adult for every six students present with at least two adults present at all times.
- Teachers must spread out on the playground so all areas, including surrounding environs, are monitored.
- While in the presence of children, personal cell phones may not be used and personal conversations must be kept to a modicum.
- Conduct seasonal fire, earthquake and lockdown drills including what to do on the playground.
- Evac packs and whistles must be taken along when moving the class to the playground.
- Shoes must stay on feet unless temperature is above 70 degrees F and grounds are safe.
- Hammering should include goggles and be limited to one person at a time.
- Rocks, sand, snow and sticks stay on the ground.
- Make sure all toys are put away in proper places before leaving.
- Walks must be swept/shoveled, garden watered, garbage empty, broken toys removed, water drained and activities prepared for next class.

### Lunch Time Safety

- Teachers must make sure their groups have made it safely and happily through the transition before turning them over to someone else. Give the head count and any pertinent issues such as injuries or missing lunches to the next person in charge.
- Teachers must make sure the children have a lesson on lunch procedure on the first day of school. This should include: washing hands, where to sit, excusing, what to do with trash and compost, how to wash dishes, what to do with lunch box.
- Children must sit down while eating and should stay seated for at least 20 minutes.
- Teachers must make sure the eating area features first aid supplies.

### Field Trip Safety

- Every child must wear a school shirt, name tag or other identifying apparel.
- Teachers and assistants must wear a shirt, hat, jacket or name tag to identify themselves to students as well as to others.
- Teachers must bring the class evac pack containing: roster with medical releases, a first aid kit, a whistle, a master list of drivers/children and a cell phone.
- Teachers should leave a note on the classroom door telling where they went, when they'll return and how to contact them.
- Parents should bring a cell phone, a first aid kit, a water bottle and a list of the children in their charge.
- Children need to walk with partners so they can help keep each other safe.
- Each child will stay with the adult who drove them.
- Prepare children by reviewing rules, whistle drills and discuss specifics of trip such as what to touch/not touch, questions to ask, special manners required, etc.
- Discuss what to do if lost:
  - Stay where you are – if outside stay by the biggest tree or rock.

- Look for a mommy with children to help.
- When crossing a street the lead adult needs to stop and wait for the entire group to be ready.
- The lead adult can stop traffic or wait for a suitable gap before leading the class across.
- When returning to school be wary of children wanting to run across the street or parking lot to their waiting parents. Return well before pick-up time to avoid this problem.
- Staff must be aware of the following points. Supervision means:
  - you always know how many children are present.
  - you are aware of each child throughout the entire school day.
  - you have ensured that each child is aware of safety rules and knows what to do in an emergency.
  - you scan the room/field/playground often and keep a tally of what each child is doing and anticipate what they will need next.
  - you make frequent eye contact with other adults in charge.
  - you are not engaged in personal conversations and not using personal items like iPods or cell phones.
  - you spread out across a large area and keep your back to the boundary or wall.
  - you are listening for cues that something may be amiss - like a door closing, equipment banging together, an unusual pitch of a child's voice.
  - you know each child and their moods and motives and can anticipate what they will do next.
  - even when you are on lunch break or prep time you are still aware of the children at school and their potential needs.

### Fire, Earthquake & Lockdown Safety

Practice these drills seasonally during the school year.

#### Fire

- Review Fire Safety with class.
- Sound the alarm or a smoke detector in class so they'll know what it sounds like.
- When alarm sounds children need to put on shoes (and coats if necessary) and line up at door.

- Assistant leads class out to meeting place.
- Head Teacher is the last one out and is responsible for checking to make sure all children are out, grabbing the evac pack and closing the door.
- Once outside Head Teacher takes roll.
- Director checks bathrooms, grabs emergency file and closes doors.
- Once Director gives “all clear” signal, teachers may lead children back inside.

### Earthquake

- Review with class what an earthquake is.
- Review earthquake safety with class.
- The signal for an earthquake drill is a rattle sound.
- When you hear the rattle students should move away from windows, duck under tables and hold on to the legs. Outside, move away from anything that may fall such as wires, buildings and trees.
- Class may resume when the Director gives the “all clear” signal.

### Lockdown

- Review lockdown safety with the class.
- The signal for a lockdown drill is 3 blasts on an air horn or whistle.
- When you see the signal, have the class walk to the closest most secure room, lock the doors and have the children sit on the floor quietly.
- Children may return to class when the Director gives the “all clear” signal.

## **Student Safety Points (not required)**

### School Safety

- Always use walking feet in the classrooms, halls, stairs and when in line.
- Remember inside voices at all times inside the building.

- Keep feet on the floor at all times.
- Keep the four feet of the chairs and tables on the floor.
- Always use careful hands.
- Always tell a teacher when you leave the room.
- If a stranger approaches you, do not talk to them and tell a teacher right away.
- Always say good bye to a teacher when you leave school.

### Street Safety

- Always wear your seat belt in the car.
- Never cross a street without a grown-up (or permission).
- If someone says, “don’t tell your parents”, tell them right away.
- If a stranger tries to grab you, yell, “You’re not my parent! Let me go!!”
- If you are lost, look for a mommy with children to help you.
- If you are lost outside, stay by the biggest rock or tree.

### Fire Safety

- Know two ways out of every room in your house.
- Know where to meet your family outside if there is a fire.
- If you are in a burning house, yell, “Fire!” and get yourself out fast.
- If the door is closed, feel it. If it is hot, don’t open it.
- If the room is smoky, “stay low and go”.
- If your clothes are on fire, “stop, drop and roll”.
- Once you are safe, call 911.

- Know your whole name, phone number and address.
- Don't hang up until the operator tells you to.

### Earthquake Safety

- If you feel an earthquake move quickly away from windows and anything that can fall on you, like trees and telephone poles.
- Get under a doorway, a table or next to a wall until the earthquake stops.
- After the earthquake be careful of broken glass and things that have fallen, like electrical wires.

### Lockdown

- If there is danger outside of the school get into a safe room and sit quietly until the danger has passed.