

# Keeping safe at Longmeadow

What everyone needs to do to keep safe...

Adults at school have two important jobs...

- ▶ Help you be the best learner that you can be
- ▶ To keep you safe

We practice keeping safe when there might be dangers inside...

- ▶ Like when we practice what to do if there is a fire in the building, we go outside when we hear the fire alarm

This is Mrs Howley's friend's school in Yorkshire

The  
playground  
walls are very  
low



This is Dolly... she is a curious sheep who likes to chew on playground toys!



Sometimes she jumps over the walls.

Dolly gets very grumpy when she is  
disturbed 😞

It is not safe for children and adults to be in the playground  
when dolly is there in case she gets grumpy!

Until the farmer comes to take

Dolly back to the field, everyone  
has to stay inside

This keeps everyone safe, including Dolly!

As part of 'keeping everyone safe'  
we practice going outside and  
staying inside too

# When we practice 'keeping safe' at Longmeadow...

- If you hear the firebell, get ready to go outside
- If you hear a whistle blowing, in bursts of two or three, prepare to stay inside your classroom
- Keep quiet; so that you can listen to adults instructions
- Follow instructions quickly and quietly
- Keep our windows and doors shut
- Tell an adult if you see a door or window that is still open



- Stay very calm 😊

## When we practice 'keeping safe', adults will...

- Tell you if we are going outside, or staying inside
- Close the doors and windows
- Do their fire register to check everyone is in the classroom/outside who should be
- Stay very calm
- Tell you when we have finished practicing 😊

# If you are out of the classroom when you hear the fire alarm or whistles...

- If the fire alarm rings, go out the nearest door and wait for your class in your line (register order) on the field
- If the whistles blow, go back to your classroom
- If you are outside when the whistles blow, come inside and close the door behind the last person
- Always listen carefully to adults 😊

# The office will...

- Let the other buildings know what is happening (lock in or lock out)
- Not let anyone inside the building and put up signs to let visitors know what is happening
- Make sure all doors are secured
- Ensure registers and sign in books are collected

Senior teachers and Mr Adkins, Mrs  
Seals

## and Mrs Howley will...

- Check the buildings to make sure that they are safe
- Close any doors and windows around the school
- Give information to everyone about what is happening
- Make sure all authorities are kept updated
- Afterwards, Mrs Howley will tell us what we did really well, and what we may need to do to improve

It is also everyone's job to  
keep ourselves safe

Listen, respond and be calm!

