

Appendix 2 COVID 19 School Contact Phone Calls

Class	Acorn	Sycamore	Maple	Ash	Redwood	Larch	Chestnut	Oak	Year 6
Teacher	Kerri	Marcia	Antonia	Ben	Kim	Jane	Ali	Jamil	Bex & Martha
Child/children	Xx Xx Xx Xx	Xx Xx Xx Xx Xx	Xx Xx Xx	Xx Xx Xx	Xx Xx Xx Xx	Xx Xx Xx Xx	Xx Xx Xx	Xx Xx Xx Xx Xx	Xx Xx Xx Xx Xx
DDSL team member Child/children	Xx (Donna M)		Xx (Anne)			Xx (Donna M)	Xx (Anne)	Xx (Donna M)	Xx (Tracey) Xx (Donna M)

Protocol for phoning:

- If you are unable to make a phone call on the day that you are in school, please let a member of SLT know
- A phone call usually takes less than 5 minutes and ideally use speakerphone options to avoid using the mouthpiece
- Use the school phone to make the call and say that routine monitoring calls are advised to check how children and families are managing
- If there is no answer, leave answer phone message to make contact with the school and during school hours
- Aim to speak to the child(children) if possible- to find out what they are doing, if they need any help with their work, are they washing their hands regularly, being active, being safe online or have a routine to follow at home
- Fill in brief notes of call on the COVID 19 contact form
- If any disclosures/safeguarding concerns are made, follow safeguarding procedures
- Keep a log of children with whom you have made contact via email and phone. If any children have not made contact or been contacted, please inform the designated safeguarding officers to advise whether contact should be made
- If you think that a child should be contacted who is on the list, please inform the designated safeguarding officers to advise whether contact should be made

- If a child is attending school at least one or two days a week they do not need to be contacted by phone.