



Protocol 15

Making welfare checks post TEAMS meetings or phone calls

If a bubble or child has to isolate it is important that we have regular contact with families to check on their welfare.

All TAs will join the daily TEAMS meetings with their classes. They will be informed of this by email.

During the meeting, please use a class list to mark off the children who have attended.

Following the TEAM meeting please use the school phone to contact parents of children who did not attend.

These are the types of comments/questions you might want to use:

- Just phoning to say hello and make sure that you are all well
- Are you managing to keep busy?
- Are you managing to complete any activities on the learning grid?
- We are going to have the TEAM meeting at the same time each day and would love you to join us, but don't worry if you can't or don't want to, as we can keep in touch by phone instead.

If the child wants to speak to you, then ask the parent to put the speaker phone on and remain on the call so that you can all talk together. If you feel more comfortable phoning with another colleague there (at a social distance) that's fine.

If a parent asks you any questions linked to the school organisation, governor decisions, sept classes etc please ask them to email the school office or head teacher

There are two phones in the KS1 block. Please wipe down after use.

Phone numbers are kept in the office for GDPR purposes – you just need to ask for them as you need them, then return afterwards.

Please report any problems to DM, thanks