**Samuel Pepys School Safe and Well Log (v23/03/20)**

Please phone each family at least once per week, more if directed

Please follow this script and record responses below

Please remember that if you are calling from your personal mobile or from home to dial 141 before the number to ensure a no caller ID

|  |  |  |  |
| --- | --- | --- | --- |
| **Pupil Name:**  | **Your Name:**  | **I spoke to:**  | **Their role:**  |
| Date:  | Time:  | Answered and spoke: | Answered but not convenient, call back arranged for: |
| Left a message: | Did not answer:  | Note times of further attempts to call: |

Please ask:

How is the child/young person?

How are the family?

What has the child/young person been doing?

Is there anything school can provide to support remotely?

What does the support network for your family look like? (access to food, meds etc)

Have the family, child or young person got any questions?

Would the child/young person like to talk on the phone?

**If you have any concerns, please contact Joanne, Penny or Helen today**

**Please place this form in the ‘safe and well folder’ in the main office**