**Wellbeing Checklist School Leader Resource**

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| **Learners:** Ensure all our learners feel safe and cared for. Make your presence felt in school by spending more time than usual in classrooms and talking to learners throughout the day. | | |
| **Task** | **Date** (week of...) | **Notes** |
| Be visible at the start and end of the day to greet learners with a smile. |  |  |
| Make sure all teachers have a copy of their class list with all learner phone numbers and addresses. |  |  |
| Find out (with help from teachers) how each learner and their family are doing. Discuss a plan for learners who might need additional support. |  |  |
| Visit all classrooms and speak to learners about well-being. Share a positive message with them about the power of community and supporting each other. |  |  |
| **Teachers:** Know how each teacher is doing and encourage them to focus on their well-being. Lead by example and share openly how you are taking care of yourself during this time. | | |
| Lead a staff meeting focused on well-being. Share how you are managing all the stress. |  |  |
| Check-in with each teacher 1:1 to see how they are doing. Thank them for their hard work. |  |  |
| Do something to recognize the hard work of teachers and make them feel appreciated - teachers should feel that they are part of a school team that cares for them and their wellbeing. |  |  |
| **Parents - Community:** Establish clear lines of communication with all parents. Share regular updates about safety, well-being and the school’s plan. Encourage parents to focus on well-being at home. | | |
| Ensure that all families have access to someone from school that they can call. Discuss a plan of communication with your teachers to ensure someone is always in touch with families. |  |  |
| Share ‘welcome back to school’ message (written/audio). Talk about safety and well-being. |  |  |
| Share how the school is putting a safety and well-being plan in place for learners. |  |  |