



COVID-19 RESPONSE GUIDE FOR SCHOOL OWNERS/LEADERS Immediate Respose

April 2020 | Lagos, Nigeria

SEED, Sustainable Education & Enterprise Development supports schools that serve children from low-income families to build lasting pathways towards improving education quality. We work with schools to ensure to ensure they have the capacity to tackle the most common obstacles that stand in the way of providing quality education to local communities. We envision a world with transformative schools that enable children, no matter their background, to thrive and succeed. Find out more at: www.seed.com.ng.

This guide was developed with support from Global School Leaders.

Theoretic framework for the guide

In thinking through a plan of action around how you can give support to your school team while still being at home, we have put together this quick guide for you to use. Maslow's hierarchy of needs is a theory by Abraham Maslow, which puts forward that people are motivated by five basic categories of needs: physiological, safety, love, esteem, and self-actualization.



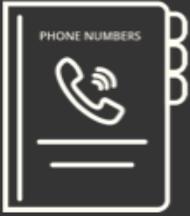
Source: <https://www.thoughtco.com/maslows-hierarchy-of-needs-4582571>

It gives us a useful reminder that people can only pay attention to higher needs like education when their most basic needs (food, shelter, safety) are being met first. The response guide below allows us to think about each level of need and our role as a leader in meeting those needs. All we need to do is start at the bottom of the pyramid (Physiological Needs) and slowly work our way up (Self-actualization).

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Immediate Response guide

				
<p>STEP 1 List Phone Numbers</p>	<p>STEP 2 List Active Parents Names</p>	<p>STEP 3 Call Them</p>	<p>STEP 4 Action Plan</p>	<p>STEP 5 Share</p>
<p><i>Make a list of all the phone numbers of teachers and parents (students) you have.</i></p>	<p><i>Make a list of parents you know who are very active in participating in school activities and would be willing to help even now.</i></p>	<p><i>Call each of your teachers. Use the information in the box below to guide the conversation</i></p>	<p><i>Now that you know more about the situation, make an action plan for the next two weeks. Use the suggestions given in the table below.</i></p>	<p><i>Share the plan with all your teachers, start making the phone calls and tracking each student.</i></p>

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Guidance for your conversation with the teachers

1. Talk to them about how they are doing personally - are they healthy and safe? Do they have supplies? Is everyone in their family okay? If someone is not okay, note down the exact issue and reach out to your networks e.g. Sustainable Education & Enterprise Development (SEED).
2. If everyone is doing alright, ask them are they hearing from parents? Ask them what they think the best way to reach out to students would be.
3. Check if they have any students' phone numbers.
4. Ask if they can think of any (champion) parents who would be willing to help us reach out to everyone.
5. Share with them that we will need to make a list of all our students and track their needs. Tell them that you are putting together a plan for that and will share more details soon.

In all your conversations, remind teachers and parents that you are a community and you will work through these challenges together.

	SCHOOL LEADER → TEACHER	TEACHER → PARENT/COMMUNITY/CHAMPION/STUDENT
Physiological	<p>Check: Teachers and their families have access to basic supplies, food and shelter</p> <p>Share: That support is available if they or a student's family do not have access to supplies</p>	<p>Check: Students and their families have access to basic supplies, food and shelter</p> <p>Share: That support is available if anyone needs</p>
Safety	<p>Check: Teachers and their families are healthy and have no noticeable symptoms. They know what to do and where to go if symptoms appear</p> <p>Share: (a) COVID-19 health and safety guidelines in local</p>	<p>Check: Students and their families are healthy and have no noticeable symptoms. They know what to do and where to go if symptoms appear</p> <p>Share: COVID-19 health and safety posters in local language for</p>

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	language for adults & children (b) Action plan for the next few weeks	adults & children
Love and Belonging	<p>Share: An audio/video message for teachers reminding them of being part of the larger school family</p> <p>Do: (a) Stay in touch with teachers and tell them you are there if they need any support (b) Make a few surprise-calls to students, remind them you are there</p>	<p>Share: An audio/video message for students reminding them of being part of the larger school family</p> <p>Do: (a) Stay in touch with students and families and tell them the school family is there if they need any support (b) Make a few surprise-calls to parents, remind them you are there</p>
Esteem	<p>Share: Notes of praise and thanks to the teachers</p> <p>Do: In conversation, remind teachers of their strengths</p>	<p>Do: (a) Find ways to send notes to students (phone, email, posters, drive-by etc.) (b) Make surprise phone calls to check in on them (c) Remind them how they can use their strengths to support people around them</p>
Self-actualization	<p>Share: (a) Resources to help teachers continue learning at home (b) Grade wise resources that teachers can share with students</p>	<p>Share: (a) Learning activities to do at home (b) Writing and art prompts on topics like missing school and being at home all day with family - give students an opportunity to process their emotions they might be feeling but are not able to share. Get students to send you their response (c) If possible share student artwork/essays on class group/with other students so they can see each other's work.</p>

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