

- **Induction**

Last updated: August 2025

Writing your school's induction policy Each school should develop a written induction policy based on a set of principles similar to those outlined by the Local Authority. Each school will also develop an induction policy statement that...

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- **Governing body role and functions**

Last updated: August 2025

The DfE makes clear governing board statutory functions in the following documents: Maintained schools governance guide and Academy trust governance guide Each full governing board remains accountable for all decisions including those relating to...

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- **Guide for schools on two-part recruitment application form for teaching and non-teaching posts**

Last updated: August 2025

To promote a fair and unbiased shortlisting process, the application form for this post is in two parts. Part 1 is the personal information provided by the candidate. Part 2 is the employment history, education and training and supporting statement...

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- **Recruitment of overseas teachers guide from 1 January 2021**

Last updated: August 2025

On 1 January 2021, free movement between the EU countries and UK will come to an end. As a consequence of this, there have been legislative changes to who may live and work in the UK from the EU countries. This guide sets out and explains these...

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- **Safer recruitment and employee checks**

Last updated: August 2025

It is vital that schools adopt recruitment and selection procedures and other human resources management processes that help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. It is also crucial...

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- **Single central record (SCR)**

Last updated: August 2025

All schools must have a SCR as required by the School Staffing Regulations 2009. You must use it to log all pre-employment checks, including details of DBS checks. You will need to update the record whenever new staff are recruited....

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- **Disclosure and barring service (DBS)**

Last updated: August 2025

All employees in schools are subject to checks by the DBS. DBS guidance for Ealing schools (pdf) - August 2017 Guidance on who needs DBS disclosure and how to meet Ofsted requirements. DBS checklist overview (pdf) - August 2017 Brief...

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- **LA staff visiting schools**

Last updated: August 2025

We can confirm that all social work staff and other staff employed by Ealing Council who frequently work with children and Ealing FM engineering staff who carry out maintenance work in schools have been subject to an enhanced DBS...

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- **Cycle to work scheme**

Last updated: August 2025

The cycle to work scheme allows employees to get up to £2,000 worth of bike and accessories through their employer. Employees then pay a monthly 'salary sacrifice' to effectively 'hire' the bike and kit, over a 12 month...

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Eye test

Last updated: August 2025

If you are a VDU user you can claim back the expense of an eye sight test. To receive reimbursement, your optician will need to complete the optician form (word) confirming that they has examined your eyes and recommended glasses for VDU use. Pay...

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