

• **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...

[More](#)

• **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....

[More](#)

• **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...

[More](#)

• **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 have examined your eyes and recommended glasses for VDU use. Pay...

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• **Mental health support**

Last updated: August 2025

Mental health is an important issue for individuals, supporting organisations and employers alike. Together, we can have a positive impact on mental health in the workplace, supporting individuals to remain in, or return to work; while enabling...

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• **Contact governance service**

Last updated: August 2025

If you have any questions on school governance, please contact school governance service Tel: 020 8825 5444 Email: governors@ealing.gov.uk

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• **Appointment notification system**

Last updated: August 2025

For use by schools who have bought in to Occupational Health 2024/25 with effect from 7 May 2024. In order for the Appointment Portal to work we require the following information: Personal mobile number Personal email address If we have been...

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Duty clinical manager support

Last updated: August 2025

For use by schools who have bought in to Occupational Health 2024/25 with effect from 7 May 2024. Our duty clinical manager is on hand during our core business hours, 9am-5pm, Monday-Friday, to assist you with general queries relating to...

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