

Glossary of SEND terms

Last updated: August 2023

Here is a glossary of special education needs and disability (SEND) terms

Abbreviation	Meaning
ASD/ASC	Autistic spectrum disorder - no longer used by some professionals due to the connotations of disorder. Some professionals e.g. speech and language...

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Site staff

Last updated: April 2024

Cleaning staff
Cleaning staff work either on their own or in a team, ensuring that the school premises are clean and hygienic.
Cleaner in charge: scale 2
Job description
Person specification
Cleaner: scale 1 (point 7 to 11)
Job description
Person...

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Codes of practice (COPs) and risk assessment

Last updated: September 2024

Health and safety checklists
School premises health and safety and welfare inspection checklist
Health and safety checklist for classrooms (HSE website)
Sensible health and safety management in schools (HSE website)
Documents for schools...

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Send and receive files securely with the council

Last updated: October 2021

Ealing Council no longer sends secure emails using Egress. You can continue to use Egress to send secure emails to us. We are able to reply to these emails also. We are now using two options to send emails securely: Outlook encryption Microsoft...

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Accounting routines and checks for heads, school finance officers and SBM

Last updated: October 2021

This list contains actions which are either a requirement of the LA or recommended good practice to ensure prevention of fraud and ensure accurate accounting. Regular checks ensure that any potential problems are identified and dealt with at...

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Services for schools (S4S)

Last updated: May 2025

Ealing services for schools order form
If schools need to make a change to their school order form they can email changes to services for schools at servicesforschools@ealing.gov.uk
If council teams wish for their service to be added...

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Health and safety contacts

Last updated: April 2024

Contact details of Ealing's safer schools officers (pdf)
Log in to view
Property services delivery unit
Steve Dunham
Team leader safety, security and fire prevention.
Children's services, school property
Address: Perceval House, 3rd floor SE (...)

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Motor insurance procedure for school vehicle incident

Last updated: October 2021

Here is the motor insurance procedures and incident report form involving school vehicles insured with the council. Notification of the acquisition and disposal of vehicles
Notification to the insurance section is required at least 5 working days...

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Therapeutic Thinking network and tutor training

Last updated: September 2024

Therapeutic Thinking was a real success across the borough in 2023-24. Nearly two-thirds of all schools now have a tutor trained and feedback from the course continues to average over 4.5 / 5. Leaders in all types of schools are updating their...

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Race equality in education training programme 2024-25

Last updated: October 2024

A comprehensive programme of training has been devised that aims to support school leaders to take forward the race equality agenda in their schools. This programme has been developed drawing on the learning from the No Learner Left Behind –...

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