

• **Don't forget to enter your school's closures into SIMS**

Last updated: August 2025

Don't forget to enter your school's closures into SIMS Code Y: Unable to attend due to exceptional circumstances. Apply this code where a pupil is unable to attend because: The school site, or part of it, is closed due to an unavoidable cause;...

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• **Reasons to close a school**

Last updated: August 2025

Insufficient staff able to get in: This is likely to apply to teaching staff particularly who are less likely to be 'locals'. Insufficient staff will cause difficulty with respect to staff: pupil ratios and the ability to safely manage the...

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• **Developing a communication process with staff and parents**

Last updated: August 2025

Headteachers should aim by an appropriate time in the morning to have received notification from staff if they are unable to travel. Once a pre-determined level of absence is reported this may trigger the need to close. Headteachers will also be...

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• **Practical guidance during the winter months**

Last updated: August 2025

Cold weather guidance Over recent winters we have experienced some harsh conditions over the winter period, therefore it is important to remember how to protect your staff and property. Indoor thermal comfort may also be of concern to staff and...

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• **Health and safety**

Last updated: August 2025

Schools health and safety provide support and advice to Ealing schools on health and safety related matters. Our primary purpose is to work together to ensure that schools comply fully with their statutory health and safety duties. You can find...

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• **Accident and incident reporting**

Last updated: August 2025

Accident reporting and investigation procedure Report a school related accident or incident Schools should report incidents via Ealing's online reporting system. Reminder to select the correct accident reporting tab (pdf) when...

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• **Early years business**

Last updated: August 2025

Early years' pupil premium Early years national funding formula: funding rates and guidance The early years pupil premium is additional funding for early years settings to improve the education they provide for disadvantaged three and...

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• **Guide to reporting an accident and incident online**

Last updated: August 2025

The guidance and template in this item is to ensure sufficient information is captured when recording accidents. The information required at the reporting stage is needed for effective follow up action/review and legal information for schools....

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• **Automated external defibrillator (AED) for schools**

Last updated: August 2025

In view of the vital role that AEDs can play in saving lives of pupils, school staff and other users of school premises, the Department for Education working with the Department of Health are encouraging all schools to consider these devices as part...

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First aid

Last updated: August 2025

Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. Arrangement You need to login with your EGfL user account to access the...

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