

Quick guides

This section of the handbook contains quick guides, with links to further information available on Ealing Grid for Learning (EGfL), on a range of subjects:

Safeguarding reporting procedures

Safeguarding and child protection

egfl.org.uk/safeguarding

Safeguarding and child protection	
Making a referral (ECIRS)	
Child protection advisers	
Allegations against staff and volunteers (ASV)	
Safeguarding and child protection training	
Types of abuse	
Ealing safeguarding and child protection guidance	
Statutory safeguarding guidance	
Safeguarding specific issues	
Safeguarding: inspection, auditing and leadership	

Information and resources for headteachers, governors and designated child protection leads in schools. Visit egfl.org.uk/safeguarding for:

Details of safeguarding and child protection training (bookable via Ealing CPD online)

Example school safeguarding policies, guidance and checklists

Dealing with staff allegations

Types of abuse, ie bullying, sexual exploitation, neglect, FGM, radicalisation, forced marriage, self-harm, e-safety

Abuse indicators

Safeguarding specific issues ie attendance, CME, positive handling, safer recruitment, medicines, fostering.

Reporting procedures

Concerned about a child? > social care
Contact Ealing Children's Integrated Response Service (ECIRS), Tel: 020 8825 8000
Referral form on egfl.org.uk/ECIRS-referrals
Information about the service on egfl.org.uk/ECIRS

Queries > child protection advisers

You can also discuss whether a referral should be made with a local child protection adviser:
Child protection adviser Tel: 020 8825 8930

More details and contact information on egfl.org.uk/CPadvisers

Immediate danger > police

If there is concern that the child is in immediate danger, the police should be contacted without delay by telephoning 999.

Visit egfl.org.uk/safeguarding

Radicalisation – the Prevent duty

Visit egfl.org.uk/prevent

Schools have a legal duty to prevent young people from being drawn to terrorism. Schools should be alert to issues around staff, pupils and parents.

Reporting concerns and queries

Ealing Council general enquiries: preventschoolsinfo@ealing.gov.uk

More contact details on egfl.org.uk/prevent

National DDCEG helpline

Tel: 020 7340 7264

Email: counter.extremism@education.gsi.gov.uk

To report anything suspicious call 0800 789 321

Prevent toolkit and guidance egfl.org.uk/prevent

Services offered by the Prevent team
egfl.org.uk/preventing-extremism

School safe alerts reporting procedures

Visit egfl.org.uk/schoolsafe

You receive alerts and can inform the EGfL web team about incidents as part of the school safe scheme. The school safe scheme aims to protect children from public danger by informing the police and other schools in the locality of potential problems, particularly when there are reports of children being approached by strangers.

The scheme provides a quick response to **potential problems** and a method of rapid communication with schools in the event of an emergency. The school safe scheme is **based on** four locality areas covering: Acton, Ealing/Hanwell, Greenford/Northolt/Perivale and Southall.

Reporting procedures

The contributors complete the **incident description form** and return this by email to the EGfL web team. The web team circulate the alert to schools in the area in which the incident has occurred. In some cases it may be appropriate to convey the message to two or more areas and in certain circumstances all areas will be notified.

Ealing school safe scheme Incident description form		
<small>Complete this form, then save and send by email to: egflwebteam@ealing.gov.uk. We will circulate to appropriate schools and children's centres by email immediately. If you have any problems contact Dee Pollard on 020 8825 8245 or Janet van der Maalen on 020 8825 7103. You can download this form here www.egfl.org.uk/schoolsafe</small>		
Name of school reporting incident	Enter school name	
Date and time incident	Enter date and time of incident	
Location of incident	Enter location details	
	Enter incident details	
Brief details of incident		
Description of person	Person 1	Person 2
Sex	Choose sex	Choose sex
Age	Choose age	Choose age
Height (cms)	Enter height	Enter height
Build	Enter build	Enter build
Skin colour - Enter colour and not ethnicity, unless certain	Enter skin colour	Enter skin colour
Hair	Enter hair details	Enter hair details
Eyes	Enter eye details	Enter eye details
Hat	Enter cap details	Enter cap details
Glasses	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Moustache/Beard	Enter details	Enter details
Other distinguishing features eg accent, scars, tattoos	Enter distinguishing features	Enter distinguishing features
Vehicle registration numbers	Enter vehicle reg number (*For relevant staff members, not for distribution to parents)	
<small>* Under data protection any information that can identify a person/suspect should not be disclosed. Reported specifics such as the address, name, photo image or registration number on the school safe template are for the attention of safeguarding, child protection and other relevant members of staff only and should not be distributed widely to parents, unless clearly instructed to do so by the Met Police.</small>		
Vehicle make, model, colour	Enter vehicle details	
Police informed: appropriate for majority of school safe incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No	Crime CAD ref if applicable
		Enter CAD ref
Does child involved have an allocated social worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reported by
		Choose an item
Time and date reported	Enter date, time	Name of staff member completing form
		Enter details
Signed Type name for email purposes	Enter name	Date
		Enter date

Examples of incidents reported

Examples of incidents include: pupils and staff approached and followed by strangers, filming and photography of pupils/staff, kidnap attempts, aggressive and strange behaviour.

Other uses of school safe

School safe has also been used to distribute security briefing updates (following hoax threat calls to schools) and appeals from CID with an e-fit for a child abduction case.

Critical incidents reporting procedures

Visit egfl.org.uk/critical

A critical incident may be defined as an incident or situation involving trauma, fatality or serious injury to an individual or serious damage to property. By its very nature such an incident is sudden, unpredictable and outside the range of normal human experience.

Reporting procedures and queries

Report critical incidents to:

Stephen Dunham

Email: dunhams@ealing.gov.uk

Tel: 07940 546263

Out of hours duty line: 020 8825 5000

Incidents affecting other schools will be distributed via school safe alerts, gatekeeping and the Ealing Grid for Learning website.

The **critical incident manual** assists headteachers and school staff to deal effectively with critical incidents. Hard copies of the revised manual are available in schools and the electronic copy is available for you to download at egfl.org.uk/critical

Infectious and contagious diseases outbreak reporting procedures

Visit egfl.org.uk/flu

If you suspect an outbreak please report it immediately to those listed below:

North West London HPT

Covers the London boroughs of Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon, Hounslow, Kensington & Chelsea and Westminster

Tel: 020 3326 1658

Out of hours: 01895 238 282 and ask for the North West London health protection on call staff.

Ealing Council

Raj Chowdhury

Schools health and safety adviser

Address: Perceval House, 3rd floor SE (plum), 14/16 Uxbridge Road, Ealing, W5 2HL

Tel: 020 8825 7287

Mobile: 07568 130 165

Email: chowdhuryr@ealing.gov.uk

Resources available on egfl.org.uk/flu

Accident and incident reporting / first aid

Visit: egfl.org.uk/reportincidents for the online link and guidance.



Resources

- Infection control (arrangements)
- Ebola
- Influenza pandemic
- Measles
- Norovirus
- Scarlet fever
- Zika virus
- Useful links

Policies and arrangements

Policies, example policies and arrangements are available across the EGfL – use the search to find these.

Dedicated policies pages are listed here:

- ◆ Health and safety policies and arrangements egfl.org.uk/HS-arrangements
- ◆ HR policies egfl.org.uk/HR-policies
- ◆ Safeguarding policies egfl.org.uk/safeguarding

Finance

www.egfl.org.uk/budgets

Information on school budgets, fair funding scheme and schools forum:

- ◆ Budget payments and cash flow
- ◆ Detailed schools budget and summary allocations
- ◆ Fair funding scheme information on funding maintained schools, with links to Ealing schools forum information on Ealing Council website and DfE best practice guidance.

Email schoolsaccountancyservices@ealing.gov.uk

School to school directory of good practice

egfl.org.uk/school2school

The directory contains guidelines on collaborative working and encouraging good practice.

SEND

Visit egfl.org.uk/SEND for resources, news and guidance

Email: Fabiola Peacock peacockf@ealing.gov.uk

Ealing Grid for Learning (EGfL) and online information

EGfL is Ealing's online communication channel for local schools, providing resources and information for school staff and governors:

egfl.org.uk

Find:

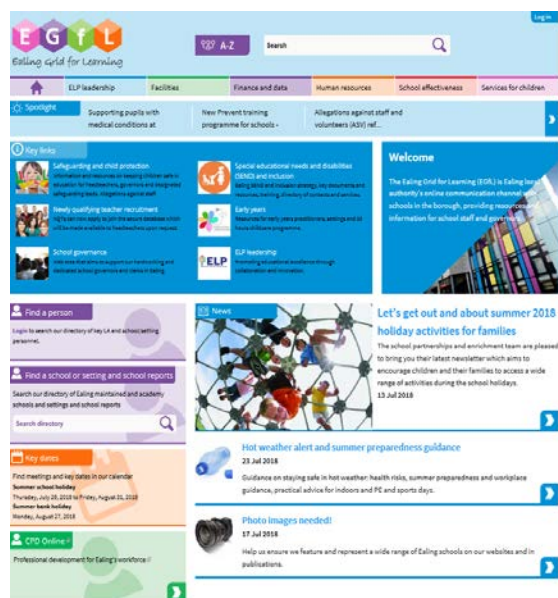
Guidance and resources: egfl.org.uk

Events and key dates: egfl.org.uk/events

Services and orders: egfl.org.uk/S4S

LA and school colleagues: egfl.org.uk/people

Schools and school reports: egfl.org.uk/schools.



Services on EGfL website

ELP leadership	Facilities
ELP board	Buildings and assets
ELP business growth and communications committee	Catering and food
ELP learning and achievement committee	Critical incident manual
ELP progression and pathways to employment committee	Emergency planning
ELP recruitment, retention and financial sustainability for schools committee	Health and safety
ELP safeguarding and wellbeing committee	Photography and publicity
ELP SEND and inclusion committee	Sustainable schools
ELP clusters and peer reviews	Finance and data
ELP learning communities	Data analysis
ELP services	Data collection
Strategies and plans	Funding and finance
School effectiveness impact evaluation	Data policies and guidance
Career and professional development	Capital spending
Schools partnerships and enrichment	Financial guidance
Health improvement in schools	Commercial procurement and corporate contracts
School improvement and leadership	Services for children
School governance	Admissions
Teaching and learning	Attendance
Human resources	Careers guidance
ITrent self service	Child protection and safeguarding
Generic job descriptions	Children missing education (CME)
HR policies and procedures	Ealing young carers
Pay and pensions	Early help assessment and plan (EHAP)
Safer recruitment and employee checks	Exclusions
Job evaluation	Learning mentors
Staff wellbeing and occupational health	Primary behaviour service referrals
Recruitment and induction	PSHE support
Appraisals and performance management	SAFE referrals
Staff discounts and schemes	Safeguarding and child protection
Equality and diversity	School safe scheme
Standards and qualifications	School travel plans (STP)
Unions and associations	Relationship and sex education (RSE)
Contact HR services and teams	Social and emotional aspects of learning (SEAL)
	Teenage pregnancy
	Substance misuse intervention

EGfL user account

Log in

egfl.org.uk/login

Your EGfL user account, grants you access to the password protected content and functionalities including:

School reports from the school research and data team egfl.org.uk/schools.

Download your school's data from our restricted schools reports section. Produced for each school, analysing, interpreting and presenting individual schools' data to support school improvement. Find your school: egfl.org.uk/schools.


The school reports section appears as follows, select academic year and subsection to find reports:

School reports

2018/19	▼
2017/18	▼
2016/17	▼
Funding	▼
Attendance and exclusions	▼
Data Summary	▼
Foundation stage profile	▼
Key stage 1	▼
Key stage 2	▼
Other	▼
2015/16	▼
2014/15	▼

LA reports are also available behind a login on egfl.org.uk/LAreports. These are a series of reports presenting data and analyses relating to all schools or at a local authority level.

Service team overview and associate profiles egfl.org.uk/contact

 School effectiveness (SE) team & associates

Download contact lists (PDF) below

- SE service teams
- SE primary associates
- SE secondary associates
- SE primary link officers
- SE secondary link officers
- SE inclusion associates
- SE school workforce and governance associates

Services for schools order form and order history egfl.org.uk/order-history

Login and click on the above link to view your school's order history.

Forgotten your EGfL password? Request a password at egfl.org.uk/login

News and Gatekeeping newsletter

Visit egfl.org.uk/gatekeeping Look out for the email on Wednesday mornings but don't worry if you miss an email, as all the newsletters are published on the above link.

Welcome to Gatekeeping news

Dear Colleague,

Welcome to the latest edition of EGfL Gatekeeping News. The items are summarised below. To view them click on the item's title. Some items may require you to log in using your EGfL user account. For more information on user accounts, visit www.egfl.org.uk/useraccount

If you wish to be added onto our mailing list, use the relevant Gatekeeping subscription form(s) on www.egfl.org.uk/gatekeeping

If you wish to be removed from this mailing list use the **unsubscribe** button at the bottom of this email

Ealing schools forum: two high school and nine primary school members needed

We ask governors and headteachers of Ealing's maintained high and primary schools to nominate school representatives for Ealing schools forum.

Action required: Email your nomination for high/primary school representative by 5pm on Monday, 16 July 2018 to zimmerman@egfl.org.uk

Author: Linda Zimmerman

SEN schedules available to check this week

Download special school and ARP attendance schedule, special and ARP high needs schedule and mainstream SEN funding schedule via your school page on EGfL.

Action required: Pass on to relevant members of staff. Advise your education, health and care co-ordinator of any discrepancies by 9 July 2018.

Author: Sarah Guest

Latest news, visit egfl.org.uk/news

Featured news

Let's get out and about summer 2018 holiday activities for families

The school partnerships and enrichment team are pleased to bring you their latest newsletter which aims to encourage children and their families to access a wide range of activities during the school holidays.

Hot weather alert and summer preparedness guidance

23 Jul 2018

Guidance on staying safe in hot weather: health risks, summer preparedness and workplace guidance, practical advice for indoors and PE and sports days.

Absence due to religious observance

20 Jul 2018

Guidance for schools on pupils' absence during religious observance and festivals.

ELP learning communities update

18 Jul 2018

Information on the five learning communities, how these work, what is expected from participating schools and important dates.

Continuing professional development and training (CPD) and partnership working

We promote and support the ongoing development of professional knowledge, skills, practice and competencies of those working with children and young people.

The local authority collaborates closely with schools, teaching school alliances and others to offer a broad range of quality assured support and locally delivered CPD opportunities for all school staff and governors.

Partners include:



CPD for schools and the children's workforce
Ealing CPD online
ealingcpd.org.uk
Tel: 020 8578 6154
eec@ealing.gov.uk
Key events egfl.org.uk/keydates



Best Practice network
bestpracticenet.co.uk
Enquiries:
enquiries@bestpracticenet.co.uk
Tel: 0117 920 9200



Ealing Primary Training School Alliance (EPTSA)
eptsa.castlebar.ealing.sch.uk
Tel: 020 8998 2135



Athene
athene-ed.com
Information
info@athene-ed.com
Tel: 07949 531 0742



Ealing Training School Alliance (ETSA) etsa.org.uk
Information info@etsa.org.uk
Tel: 020 8752 0141



Information about NPQML
<https://www.gov.uk/guidance/national-professional-qualification-for-middle-leadership-npqml>
(GOV.UK)



West London Teaching Alliance (WLTA)
westlondonteachingalliance.com/
Courses and events
events@montpelier.ealing.sch.uk



Information about NPQSL
<https://www.gov.uk/guidance/national-professional-qualification-for-senior-leadership-npqsl>
(GOV.UK)



ESCB training: Ealing Safeguarding Children Board
Ealing CPD online:
escb.ealingcpd.org.uk



Early years training
Ealing CPD online:
earlyyears.ealingcpd.org.uk

School governance

Visit egfl.org.uk/governors

School governance	
School governance news	
Becoming a school governor or clerk	
Clerk job descriptions and claim form	
Clerks to the governing board	
Directors' reports	
Governing board procedures and committees	
Governor roles	
Governor toolkit	
Governor training, development and support	
Statutory regulations and guidance	
Contact governance team	
School Governance Privacy Notice (May 2018)	

Information, guidance and support to all governors and clerks on both local and national priorities and issues, including the DfE's governor handbook: www.gov.uk/government/publications/governance-handbook

Email governors@ealing.gov.uk for advice and guidance on membership and procedural issues.

You can find details of our training programme for governors and all staff on Ealing CPD online: www.ealingcpd.org.uk

Other Ealing / local online information

iTrent employee self service egfl.org.uk/iTrent

Ealing Council's integrated HR information and payroll system, enabling school staff to view and update information held about them.

iTrent people manager service
egfl.org.uk/iTrent

In addition, managers have facilities for recruitment, handling staff changes, approving leave and more.

NQT manager www.nqtmanager.com

Ealing's online NQT support and induction management system.

Ealing Council website www.ealing.gov.uk

Visit www.ealing.gov.uk/admissions for information on school admissions.

Visit

www.ealing.gov.uk/directories/201117/schools_and_colleges to see your school's directory entry on the Ealing Council website.

Ealing children and families' directory
www.ealingfamiliesdirectory.org.uk

Information, advice and guidance to help you access services in Ealing.

Ealing local offer

www.ealingfamiliesdirectory.org.uk (select SEND local offer)

Resource for children, young people and families living with additional needs and disability in the London Borough of Ealing.

London Grid for Learning (LGfL) www.lgfl.net

A community of schools and local authorities committed to using technology have sponsored a massive resource to support teaching and learning in London schools.