

*Schools*  
**TRADED SERVICES**

**2022**



## Introduction

We are delighted to present to you the new Schools Traded Services brochure for 2022 – 2023.

We hope you enjoy looking through this year's brochure which we feel is another landmark edition in presenting to you the wide array of services we can offer to schools in Enfield and beyond.

The Schools Traded Services team are mindful of the continued challenges the education sector faces whilst we continue to navigate the 'new-norm' of post COVID-19, we have therefore strived to continue to offer value for money services to you, whilst looking to continuously improve how the services are delivered too.

This said, we are pleased many of the services offered are done with a shared common vision – to work closely with you knowing that we want to be part of the journey in you nurturing our Enfield children's future.

We hope you are as pleased as we are with the new homepage layout of The Hub, which continues to grow from strength to strength and is the council's primary voice for all things Education in Enfield. Now even easier to navigate and affording a more streamlined buyback process, we have also added the Professional Learning, Safeguarding and the Enfield Learning Excellence Partnership Board microsites to The Hub transforming The Hub into a one-stop shop.

If you have any questions or if there are specific traded services you would like the team to bring you, please contact Tony Rosa on [tony.rosa@enfield.gov.uk](mailto:tony.rosa@enfield.gov.uk).

**Peter Nathan**  
Director of Education

**Cheryl Headon**  
Head of Schools Traded Services

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# Schools & Early Years Improvement Service

**Working in partnership to achieve the best outcomes for children and young people, the SEYIS Team delivers statutory and core school improvement support in the London Borough of Enfield.**

The team consists of experienced advisers, including current Ofsted inspectors and specialist early years, SEN and governance advisers.

The SEYIS team is strengthened by using a pool of well-regarded external consultants who are quality assured by the local authority and given training on the local context. When a package is bought, it is discussed with the school's link adviser. Days within the package may be allocated to London Borough of Enfield staff or to consultants.

There is also a traded SLA offer that provides highly effective, responsive support tailored to meet individual school improvement needs.

The team works in partnership with you to strengthen leadership and management, improve teaching and learning, build capacity at all levels and improve outcomes.

There are a number of packages that can be bought that provide economy of scale for schools. There are suggestions about how a school might wish to use the time that they buy. There will be a discussion about setting up a commissioning plan for each school that buys a package. This will ensure that the school is able to tailor the support to their individual context.

Prices From:  
**£2,200**

*There is also a traded SLA offer that provides highly effective, responsive support tailored to meet individual school improvement needs.*



## School Improvement Package 1 – 9.5 days

**This could be used for the following (the offer will be bespoke to the school):**

- Feedback on the school self-evaluation and forward plan (1 day – half day onsite, half day prep and write up)
- Curriculum health check (2.5 days – two advisers on site for one day, plus prep and write up time)
- Working with middle leaders to support and challenge the quality of curriculum (curriculum conversations 1.5 days – on site for one day, plus prep and write up time)
- 2 Targeted learning walks (2 days – four hours on site per walk and write up)
- Interviews with Governors and pupils (1 day to include prep and interviewing Governors and pupils)
- Targeted Ofsted support and training for staff and Governors (1 day including prep time, and for two sessions, one with each group)
- Headteacher performance management

## School Improvement Package 2 – 6.5 days

**This could be used for the following (the offer will be bespoke to the school):**

- Curriculum health checks (2.5 days – two advisers on site for one day, plus half a day prep and write up time)
- Working with 3 middle leaders to support and challenge the quality of curriculum (curriculum conversations) (1.5 days including prep and write up time)
- 2 Targeted learning walks (2 days – four hours on site per walk and write up)
- Headteacher performance management

A number of these activities are expected to run concurrently.

## School Improvement Package 3 – 5 days

**This could be used for the following (the offer will be bespoke to the school):**

- Four additional half day link adviser visits (3 days including write up time)
- One day review from link adviser (1.5 days including prep and write up time)
- Half day quality website check

Although purchasing these packages provide an improved economy of scale for schools, you can opt to purchase individual elements of these three packages.

## Peer to peer reviews with external QA – 4.5 days

**This is based on three schools wishing to work together. The total price is quoted, which will be split between the three participating schools. If you would like to do this with a different number of schools, please ask for a price.**

- 1 day for the adviser to consult with the schools, arrange dates and hold a scoping meeting with the three headteachers
- 1 day per school for the adviser to work with the heads in the school to conduct a review
- 0.5 days for adviser to follow up (write up will happen in the final review meeting of each day onsite.)

## Headteacher Performance Management

- Half a day for an Enfield maintained school.

**Outcome:** Acts as a supportive and challenging partner, with an annual meeting with headteachers and support for governors. Raising attainment for all pupils, including vulnerable groups.

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# Executive Coaching with Beatrix Simpson

## What is Coaching?

Executive coaching is a powerful, focused, and effective development tool for senior leaders in any organisation. Executive coaching sessions are skilled and targeted conversations that challenge and support leaders to help themselves, and their schools, to excel over the long term.

## Beatrix Simpson is a qualified accredited Executive Coach

She has 20 years' experience in education, predominantly in inner London primary schools - as a headteacher, executive headteacher, teacher and a coach. She is known to be an expert in bringing outstanding results to children from disadvantaged backgrounds. Having worked in schools, Beatrix is in a unique position of understanding the strengths of headteachers

and leaders, the pressures they are put under and the struggles.

She is a coach who connects with clients quickly to get to the heart of the matter and is skilled in helping them change mindset, behaviours and habits. She works with leaders and governors. Her coaching is designed carefully to meet the individual needs of each school.

## How does it work?

Coaching is a two-way dialogue where the intention is to involve the other person in finding solutions through a process of setting goals, effective questioning, listening and appropriate challenge in a supporting and encouraging way.

Coaching will help school leaders to feel empowered and joyful, to see their vision into reality, have raised awareness and improved well-being.

## Coaching Package: Designed for Senior leaders

Our coach will be the leader's critical friend who will not judge and will not direct. The sessions will provide an opportunity for headteachers and senior leaders to share worries, thoughts and talk things through.

Our coach will work with leaders on a one-to-one confidential basis on a range of work-related issues to improve performance. Our free 30 minutes introductory session will explain the process. Our coaching package consists of five one-hour sessions, and one wrap up session. All sessions can take place on Zoom or at your school.

Some of the areas we can support with include:

- Building resilience, shifting perspective, and getting strategic about how to maximise performance.
- Working smarter not harder and reduce workload, developing more strategic perspective
- Management of conflict situations
- Developing a greater ability to prioritise and manage demands.
- Positive thinking and decision making

## Coaching package: Leadership development - new leaders

Our coach will work with new leaders on a one-to-one confidential basis. Our free 30 minutes introductory session will explain the process. Our coaching package consists of five one-hour sessions, and one wrap up session.

Some of the areas we can support with include:

- Where are you now - mission, goals, values, next steps
- Leadership style - mindsets and behaviours
- How do you apply your strengths and values?
- Where are your blind spots - leadership style, mindset and behaviours
- Challenge and comfort zone

Leadership development makes an impact on the quality of teaching and learning. It supports the development of excellence and mastery.

Investing in leadership development secures good and outstanding schools.

## Coaching session (per hour)

Our Coach will work with staff on a one-to-one confidential basis on a range of work-related issues to improve performance. Our coach will be the leader's critical friend who will not judge and will not direct.

Some of the areas we can support with include:

- Improving performance and setting goals
- Interpersonal and relationship skills
- Development of a more strategic perspective
- Management of conflict situations
- Positive thinking and decision making

Prices From:  
**£760**

*Executive coaching sessions are skilled and targeted conversations that challenge and support leader*



# Professional Learning

**Our philosophy is that professional learning is synonymous with community. We want to support communities of educators within the London borough of Enfield, across London, nationally and internationally. We are passionate about meeting the needs of schools through coordinating a world class professional learning offer of innovation across a range of partnerships. Professional Learning plays an essential role in the aim of greatest positive outcomes for children and young people.**

In 2021 we launched our new strategy on our new portal based on extensive feedback. We commissioned a wide range of professional learning from leaders in their field and continued with online delivery to ensure maximum ease access.

We will continue with our IO menus for 2022-2023 with the majority of professional learning being pay as you go.

We welcome dialogue with any school and look forward to you engaging with our offer. [Professional.learning@enfield.gov.uk](mailto:Professional.learning@enfield.gov.uk)

*"Empowerment of Children and Young People: Many thanks to Orlene Badu for a quite simply inspirational training session on the Empowerment of Children and Young People. It was so much more than simply relevant and informative, it was necessary, because it challenges you! Schools need Orlene to challenge them in the nicest possible way! Headteacher Wilbury Primary School."*



# Early Years Social Inclusion

**Early Years Social Inclusion (EYSI) is a multi disciplinary team which is part of Enfield School Improvement Service. It supports schools in meeting the developmental needs of children facing difficulties in a range of areas.**

Service Includes:

- Social, emotional and mental health (SEMH)
- Motor development
- Sensory processing
- Speech, language and communication (SLC)

The team is made up of colleagues from Health and Education, and includes specialists in:

- Nurture groups and attachment difficulties
- Makaton and augmented communication
- Communicate in print and visual learning
- Multi-sensory and kinaesthetic learning
- Speech and language therapists
- Occupational therapists
- Physiotherapists

Much of the work is dedicated to early intervention, as well as enabling schools to meet the needs of children and young people who are at a delayed developmental stage. We work in a way which is flexible, responding to schools' emerging priorities.

Supporting schools in the implementation of three evidence based, tried and tested interventions across Early Years and Key Stages 1, 2 and 3:

- Nurture Groups
- Language and Social Skills groups (LASS)
- Tiger Teams

*Much of the work is dedicated to early intervention, as well as enabling schools to meet the needs of children and young people*



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# ECT Appropriate Body and ECT Professional Learning

**Enfield Appropriate Body provides a high quality and professional Appropriate Body Service for Primary, Secondary and Special School ECTs. Experience along with a good understanding of our local schools and context result in us working successfully to guide schools and ECTs through statutory induction for Early Career Teachers.**

Enfield Appropriate Body will play a key role in induction by:

- Registration of ECTs with the TRA (Teaching Regulation Agency)
- A Quality Assurance Role that ensures a suitable Early Career Framework (ECF) programme of support development is in place for Early Career Teachers (ECTs) and assessment of ECTs is fair and consistent
- Ensuring that Early Career Teachers receive their statutory entitlements
- Provide ECF fidelity checks, ensuring schools are supported to provide ECTs with an ECF-based induction
- Checking whether Early Career Teachers are receiving a programme of development, support and training based on the Early Career Framework
- Monitor progress reviews each term where a formal assessment does not take place
- Ensure all schools are supported throughout the year with their induction processes
- Provide support and advice for Induction Tutors
- Support schools where there are concerns about struggling ECTs
- Provide advice on variations in induction e.g. reduce the length of induction for an ECT or management of absence which effects the induction period
- Determine completion of induction year and exemption from induction year
- Review assessment forms
- Make the final decision as to whether the ECT has satisfactorily met the Teachers' Standards.

Contacts: **Sarah Fryer** Sarah.Fryer@enfield.gov.uk and **Michelle Williams** Michelle.Williams@Enfield.gov.uk

*Provide support and advice for Induction Tutors*



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# Educational Psychology Service

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**Enfield Educational Psychology Service is the main provider of psychological services to Enfield schools. We have direct links to services in education, health and social care, enabling a coordinated approach.**

The EP Service works at different levels with schools to support children and young people’s learning and wellbeing. This includes applying psychology with:

- Whole-school work to support organisational approaches, such as a whole-school framework for emotional wellbeing, or trauma-informed practice.
- Individual children and young people and their families, where there are concerns about their learning, development, emotional wellbeing or behaviour.
- Groups of children and young people, facilitating workshops or delivering interventions e.g. for managing anxiety.
- Groups of parents and carers, for example to facilitate workshops or deliver parenting programmes.

When you purchase the EP service, we offer you regular planning meetings, where we work with you to identify your priorities for the term and to agree the way we will work together. Your school and families can expect:

- A first meeting (consultation) bringing together parents and school staff to explore what is going well, what the child’s needs might be, and to identify what we might need to find out more about.
- Further assessment as agreed together. The EP might observe the child in their classroom or playground, have more conversations with school staff or parents, or do some individual work or assessment with the child. The EP will usually meet with the child to understand their views of the situation.



- An action planning meeting, bringing together parents and school to come to a shared understanding about the child’s needs, and to agree together the next steps to support the child.
- Review meetings as needed. It may be that further thinking or information is needed to ensure that the support in place is helping.
- A written summary (report) when the EP carries out any direct work. This sets out the work they have done, the shared sense of the child’s strengths and needs, and the agreed support plan. This will have been discussed with you along the way, so it typically does not contain new information. If the EP is joining a school review meeting, you will usually provide the written record or updated IEP/LSP yourself.

This process is similar for children on SEN support, and for children with EHCPs.



*“Thank you for your support through this difficult year. There has been a huge amount of flexibility and creativity in the support you have offered to children, parents and staff and it has been greatly appreciated”.*

**£545**  
Early bird price



*“The EP was lovely and made contact with me to discuss all she would be doing...I couldn’t have asked for more.”*

# Early Years Package

**The Early Years Team offers support, guidance and training to teachers and practitioners working in school nurseries, reception classes, day-care nurseries, preschools, childminding and out of school clubs.**

The Early Years team has a network of accredited trainers (ICAN Communication and language, NSPCC Child Protection and HENRY – Health and wellbeing), including trainers whose backgrounds are specific to the early years sector.

We deliver a wide range of training courses, inset sessions and workshops that support practice and delivering a play-based curriculum.

As a part of our training we also offer training sessions for parents, adults, and young people in areas such as childcare, child development and health and well-being.

"Clear and concise, professionally delivered"



"Thank you for your support over the last decade! You've been amazing (walking EYFS)"



# SEND/Inclusion Professional Learning Programme

**The SEND/Inclusion Professional Learning Programme is developed by Enfield schools' trusted partners in the Local Authority.**

Training courses cover a broad range of SEND support and advice to support practitioners in developing their skills to meet the needs of children and young people who present with SEND. This comprehensive programme is devised with local knowledge and aims to support school staff in responding to the

challenges that practitioners face in their day to day work. Access to the programme will enable colleagues to fulfil school responsibilities under the SEND Code of Practice (2015) including its statutory elements.



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# Teaching Assistants & Support Staff Programme

**The Teaching Assistants and Support Staff Professional Learning Programme is developed by Enfield schools' trusted partners in the Local Authority.**

Training courses cover a broad range of areas from First Aid to Higher Level Teaching Assistant Programmes.

All programmes are led by outstanding providers from within Enfield, or other nationally endorsed experts within their area of specialism.

This comprehensive programme is devised with local knowledge and aims to support school staff in responding to the challenges that practitioners face in their day to day work.



*Training courses cover a broad range of areas from First Aid to Higher Level Teaching Assistant Programmes.*



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# Primary School Physical Education

**This service consists of a team of physical education specialists who work collaboratively with schools to maintain and develop the highest standards and opportunities in physical education, physical activity and school sport.**

## How

- PE Subject Leadership Programme
- TAs and HLTAs support
- CPD programme for less confident teachers/ TA's/Sports Coaches
- CPD for staff meetings or 1:1 bespoke teacher support
- L3 & L4 national qualifications in PE/dance/ well-being – subsidised
- Apprenticeship recruitment and training support
- Safe Practice in PE – national and local guidance and training
- Play leaders and lunchtime assistants training
- Early years physical development training
- Sports coach training and mentoring
- Support with behavioural management, physical and learning impairments
- Advice and support in applying for School Games Award and AfPE Quality Mark
- Access to funded programmes, such as FA girls football partnership, AfPE and YST Innovation projects and local health opportunities
- Support with targeted interventions such as The Daily Mile, Write Dance

- Membership of the Enfield Primary Schools Sports Association – includes comprehensive insurance cover for fixtures/events and access into a wide range of sporting events, competitions and festivals\*
- \* Some competitions have free access as these are organised through the School Games Programme, which is publicly funded. The PE Team organise more events and festivals to enable as many children as possible to enjoy physical activity and school sport. The programme is far reaching, more than just catering for the talented. The PE Team strapline is that 'Every child wears a team strip and grows in self-confidence as a result'

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*"The Enfield PE Team offers an excellent service every year. Their extensive and inclusive calendar of Inter-school sporting fixtures, tournaments and events is exceptional, providing 1000's of pupils in the Borough the opportunity to represent their schools and fall in love with physical activity and sport. Alongside this, Paula and her team offer a wide range of resources, training and networking opportunities to ensure that all schools are able to offer a well-structured, balanced and inclusive PE curriculum. I'm not sure what Enfield schools would do without the Enfield PE Team. Raglan Schools*

*Through the Enfield PE Team our pupils experience high quality events that are fun and memorable. After a dance performance at the Millfield Theatre pupils say to me "That was the best day of my life!"*

# Secondary Physical Education & School Sports

**This service consists of a team of physical education specialists who work collaboratively with schools to maintain and develop the highest standards and opportunities in physical education, physical activity and school sport.**

## How

- Termly meetings for Heads of Physical Education
- Developing Young Leaders of sport through the Enfield Sports Leadership programme
- Opportunities for Young Leaders to develop coaching skills through a national talent pathway
- CPD opportunities in Level 1 and 2 National Governing Body (NGB) awards
- Pedagogical CPD opportunities
- Advice and support with achieving School Games Award, and the AfPE Quality Mark.
- Health and safety advice
- Entry into Borough events and competitions – Eg: trampolining, dance
- Access to funded programmes, such as FA girls football partnership, AfPE and YST Innovation projects, local health opportunities – Sport England Secondary Teacher Training project.

**Special Offer for Secondary Schools:**  
Buy this service and Educational Visits,  
get 25% Off both products

*Advice and support with achieving School Games Award, and the AfPE Quality Mark.*

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# Educational Visits

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## Option 1: Educational Visits Service - basic level:

This service assists schools and settings to manage their responsibilities, and those of the Local Authority for the health, safety and wellbeing of children and young people when engaged in off-site visits and activities. This includes the full spectrum of visits from those which are adjacent to the school to distant expeditions, including residential programmes, from low-key everyday provision to more challenging adventurous activities and visits overseas.

### How:

The purchase of this service supports the management and delivery of all 'Learning outside the Classroom' activities, including outdoor education, visits, and off-site activities. It also includes the use of Enfield documentation, EVOLVE software, associated approval and endorsement arrangements, together with related advice and access to generic documentation.

Schools and settings will be able to endorse their use of the above documentation and adopt equivalent procedures to those used by the Council.

## Option 2: Educational Visits with Evolve + level:

This is an optional upgrade feature to the basic Educational Visits service and includes:

- MIS Link (link EVOLVE with schools' MIS such as SIMS, Integris, ScholarPack to automatically upload data, change year groups, manage staff accounts, and include additional information on registers such as dietary needs, medical information and contact details)
- Outline Approval (seek initial approval from key staff such as Cover Manager and Deputy Head before planning the activity)
- e-Consent (seek e-consent from parents to save paper, money and time, as it automatically records responses online on the register)
- Shared Calendars (export key information such as Activity Name, Date, Time, Leader, etc. to external calendars such as Outlook, enabling office staff to retain an overview without logging into EVOLVE)
- Communication Tools (send email, SMS and mobile2mobile from EVOLVE to avoid re-creating contact groups in external Comms systems and send one text to a mobile number which EVOLVE automatically distributes to all contacts on a register).
- Developing Whole School Well-Being



Prices From:  
**£180**  
per school

Special Offer  
**25%**  
discount

**Special Offer for Secondary Schools:** Buy this service and Secondary PE, get 25% Off both products

"Evolve+ is a fabulous addition to the program, it allows you to have all your information in one place. Enables both pupils and staff details from our school's management system securely, which supports GDPR. It manages bookings, payments and communication to home so easy plus so much more, really great tool and worth the upgrade. West Lea School".

# Enfield Careers Service

**The key purpose of the Enfield Careers Service is to enable young people to make successful progressions to further education, training and employment after leaving school, thus supporting the individual success of pupils and the school's success with DfE's participation measure.**

We offer a range of careers information advice and guidance activities to enable young people from years 8-13 to gain understanding and awareness of their skills, options and the world of work. This can be delivered through 1:1 careers guidance, group work or other types of group activity.

We work with children and young people directly as well as their parents and carers. We support schools to innovate and share good practice locally, working with teachers and support staff including partnerships with other agencies.

## Benefits

The principal benefits of this service are:

- The service is delivered by an experienced and local team of careers advisers, with a long record of measurable success, covering a wide range of interests and specialisms.
- Our staff can work with all pupils, including those with profound learning difficulties, gifted and talented or disengaged.

- Your pupils will benefit by working with an organisation that has a long-term investment in them; they are the key to the economic future of Enfield.
- The purchase of this service will assist schools and colleges to fulfil the statutory duties laid out by the Department for Education, in "Careers Guidance and Inspiration in Schools" April 2014 to secure independent careers guidance for all year 8-13 pupils.
- The purchase of this Service is compliant with Ofsted Inspection requirements.

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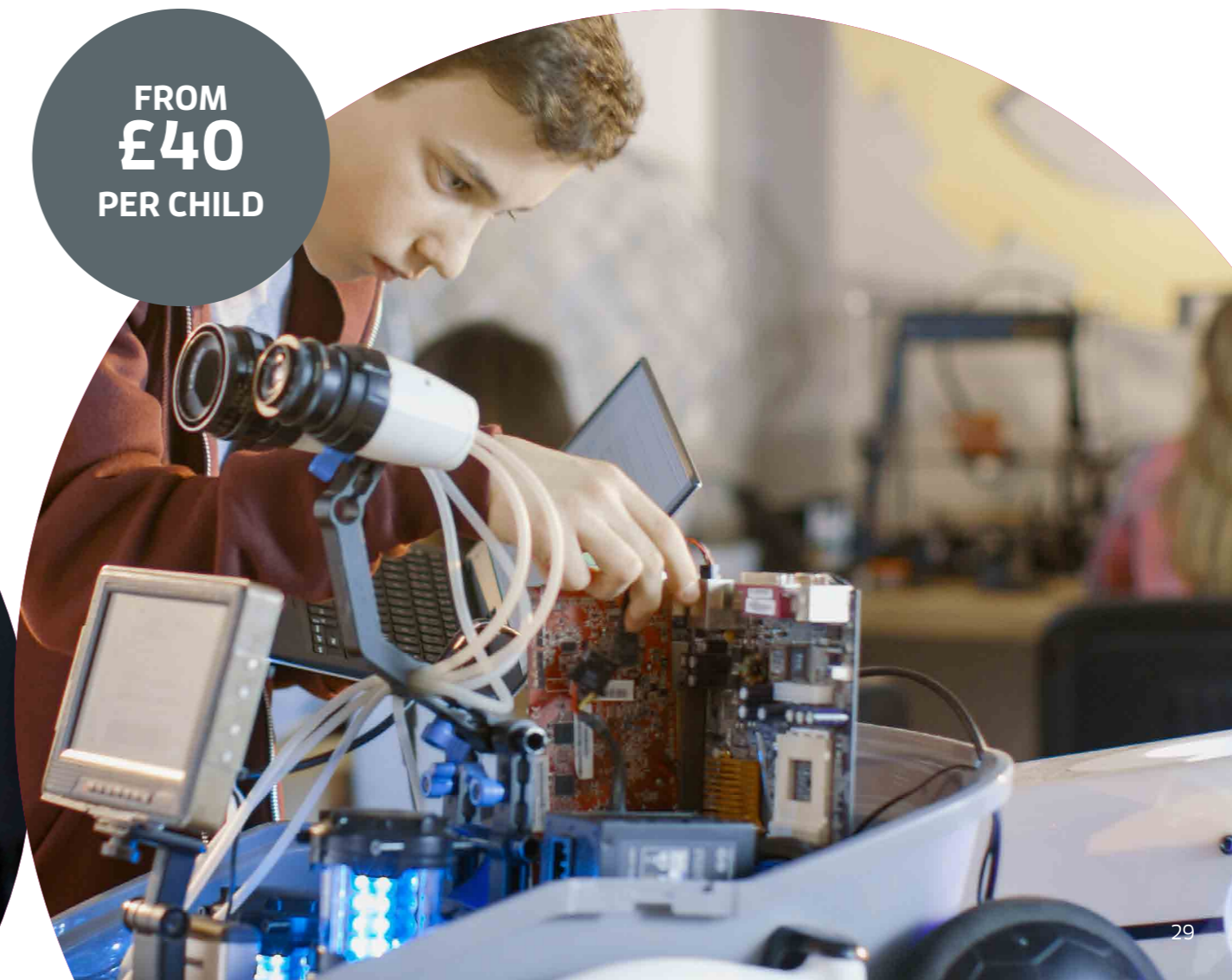
# Work Experience

**Our end-to-end work experience programme offers young people a real insight into the world of work, helping them to discover the skills needed in today's labour market.**

Our dedicated team does all the work to source, match and place students – we take care of everything from start to finish. Whether it be a one or two-week placement

our programme will help inspire young people through a positive experience and support you in achieving the Gatsby Benchmarks.

**FROM  
£40  
PER CHILD**



# Governor Training

Governors have a crucial role in the leadership and management of their school. Our new, exciting and thorough training programme gives you access to expert advice and information, to help guide you as effectively as possible through an array of roles and responsibilities.

*"The speaker, Steve, was very knowledgeable and this was evident in his presentation as he answered questions very well. Well-presented slides and I have learned a lot to go back and question our DSL on suggestions and other things gained from the session".*

Training brings the challenges of everyday governance to life, and provides governors with the confidence needed to make a positive difference in schools.

Our programme provides induction training for new governors, introduces the concept of continuing professional development for governors, and has been devised in light of the DfE's 'Competency

Framework for Governance', taking into consideration their changing guidance and legislation.

For additional information and to order this service for your school, please visit The Hub.



# Governor Clerking

Our specialist team provide advice and clerking to schools and academies to achieve and promote outstanding governance. This is a quality service that provides value for money and has been tried & tested, and recommended by Enfield schools.

### Our Service Includes

- Proven Clerking
- Agenda Distribution (only for meetings that are clerked by GSS)
- Minutes of Meetings
- Clerks to Governors
- Record Keeping
- Pupil Exclusion, Staff Appeals and Complaint panels

### Additionally, we offer

- Member Governor Forum where governors, councillors and officers can meet and discuss items of importance
- Half-termly Newsletters
- Guidance on parent and staff elections
- An induction pack for new governors
- Organisational Arrangement Document

For further information on these services and to place your order, please visit The Hub.

FROM  
£950

*"As a Chair of Governors, I greatly value being able to call on you for advice on procedure and statutory requirements, and I'm grateful for the very cooperative spirit in which you work with us. St Monica's Roman Catholic Primary School"*

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# Education Welfare Support

**The Enfield Education Welfare Support Service works in partnership with schools, agencies and families, offering a holistic approach to improving school attendance and maximising pupil's opportunities to achieve and attain.**

## Our Service Includes

As well as performing our statutory responsibilities, we offer a traded service to academies and free schools. This covers direct work in schools, outreach work with families and associated follow up work.

We are committed in supporting schools to improve attendance and safeguard children with a cost-effective service.

There are various Education Welfare packages that include:

- School consultation
- Outreach work with families who have been referred after appropriate school pre-referral.
- Attendance Clinics.
- Operating 'Fast Track to Attendance'.
- Operating coffee mornings.
- Contributing to school assemblies on attendance matters.
- Preparation of paperwork and presentation of the case to the Court Assessment Meeting.
- Preparation of all court paperwork, representation and presentation at Magistrate's court.
- Schools will be offered a School Health check, at least once in the academic year which will involve data analysis to review the school attendance management process and produce an action plan for focus and improvement.

Our Supervision Support package includes:

- Data analysis and planning interventions (using school's data system).
- Implementing timely interventions/staged interventions.
- CME process support.
- Embedding effective attendance practices.
- Early intervention strategies – specifically supporting attendance clinics.
- Advice/guidance by telephone/email and during visits.
- Advice and guidance on whole school policy and systems to address and improve attendance.

We also operate a range of additional services which will be charged based on an hourly or one-off rate.

**FROM  
£305**

[traded.enfield.gov.uk/TheHub](https://traded.enfield.gov.uk/TheHub)



# Free School Meals

**The Pupil Benefits Team determines entitlement of free school meals for children attending full time education.**

Parents are required to make an application which includes a request for the applicant's national insurance number. Parents are not required to provide documentary evidence of the benefit they receive but must sign a declaration on the completed form. Enfield has access to a secure Eligibility Checking System that holds data from the Department for Work and Pensions, Home Office and HM Revenue and Customs.

On receipt of the completed application, the Pupil Benefits Team will use the DfE's Eligibility Checking System to determine a family's entitlement to free school meals.

If a family does not receive a qualifying benefit, the Pupil Benefits Team will confirm this with the parent and alert the school by secure file transfer detailing this. Once determined,

families have a continuous entitlement to free school meals but are obliged to inform the school or Pupil Benefits Team of any change to their benefits. The Pupil Support Team will carry out termly checks on the Eligibility Checking System and will write to parents only if a negative return is received. Cancellation reports will be sent to schools by secure file transfer. For those who apply and are not entitled, parents will be advised of this.

The Team provides advice and guidance to schools and parents on the procedure on application and qualifying benefits. FSM entitlement reports are provided to all schools at the beginning of the year. However, entitlement reports can be provided on request at any time.

FROM  
**£40**  
PER CHILD



# Admissions Appeal Service

**The School Admission Appeal service is offered to all non-local authority maintained / voluntary aided controlled schools. These schools are responsible for arranging an Independent Panel to hear a parent appeal against a decision not to admit their child to the school.**

## Our Service Includes

The Council's service operates well established procedures and practices for arranging School Admission Appeals and has planned hearing dates throughout the academic year; thus, giving schools as much notice as possible. The Council's service has a proven track record of successfully arranging admission appeals within the requirements of the School Admission Appeals Code and has built

up a large pool of experienced and trained independent panel members.

We provide a full service, which covers matters such as contacting the parents and managing all queries and bookings relating to the hearing, as such we require little from the school aside from producing necessary paperwork and attending the hearing on the day. We can also provide tailored quotations based on your specific service needs.



*Appeals Code and has built up a large pool of experienced and trained independent panel members.*

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# School Exclusions

**The School Exclusion Review Service is offered to all non-local authority maintained/voluntary-aided controlled schools. If requested, these schools are responsible for arranging an Independent Panel to review the decision of a governing body not to reinstate a permanently excluded pupil.**

The Council's service operates well established procedures and practices for arranging School Exclusion Reviews. The Council's service has a proven track record of successfully arranging exclusion reviews within the statutory framework, and has built up a large pool of experienced and trained independent panel members.

We provide a full service which covers matters such as contacting the parents and dealing with all queries and bookings relating to the hearing, so we require little from the school aside from producing necessary paperwork and attending the hearing on the day. We can also provide tailored quotations based on your specific service needs.

*The Council's service has a proven track record of successfully arranging exclusion reviews within the statutory framework*



# Schools Traded Services

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# Enfield Catering Service

**Enfield Catering Services are part of the local authority; we know what it takes to ensure your school community receives a healthy, nutritious meal at lunchtime.**



Our meals are made with fresh, tasty ingredients. Eating the right balance of healthy, delicious food helps everyone to learn and develop. Choosing a meal provided by Enfield Catering Services helps your students to try new foods and enjoy eating with their friends. Our school meals exceed the Government's Food Based Standards and contain the essential nutrients they need to grow and learn throughout their teenage years.

As a proud holder of the Silver Food for Life Award, our menus include meat or fish using Red Tractor Farm Assured Meat or equivalent, and MSC Certified sustainably sourced fish. This ensures that all the meat within our recipes can be traced right back to the farm and either meet, or exceed, UK animal welfare standards.

Not only do we maximise the use of fresh vegetables in our meals, but wherever possible we use locally sourced produce. This not only ensures freshness, but helps to reduce our carbon footprint to protect your students future environment. We also use plant-based proteins to pack in all the taste and health benefits too.



With a choice of delicious meal options every day, vegetarian meals are always offered, and we always aim to meet and exceed requirements for the 14 allergens.

We are proud to be the first local authority in the country to have partnered with Chefs in Schools – a not-for-profit charity whose mission is to encourage and enable schools to serve great, creative school food that doesn't just fill young people up, but feeds their imagination too.

Chefs in Schools believe that teaching the next generation how to cook and enjoy real food is crucial for their long-term physical and mental health.

Enfield Catering Services will be working with Chefs in Schools to ensure your school enjoys all the benefits of this collaboration.

Enfield Catering Service has been looking after schools all across the London Borough of Enfield.

Our talented team of expert chefs have made meals in 5-star restaurants and fed The Royal Family – the opportunities are endless.

During the last academic year, Enfield Catering supported schools in delivering edible gardens to get students involved in growing, picking and the cooking of fruits & vegetables.

We use a registered food safety consultancy company to advise Enfield Catering of how to not only meet, but exceed legal requirements, as well as auditing all Enfield Catering sites from a non-biased perspective.



*When developing our menus and recipes, we take care and pride in ensuring your students will enjoy the dishes we provide. Our recipes are curated by our team of Lead Chefs and inspired by their professional culinary journey.*

*During the last academic year, Enfield Catering supported schools in delivering edible gardens to get students involved in growing, picking and the cooking of fruits & vegetables.*

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# Enfield Music Service

[traded.enfield.gov.uk/TheHub](https://traded.enfield.gov.uk/TheHub)

**Music has the capacity to change lives and can help children and young people to thrive by raising self-esteem, increasing concentration, developing social skills, generating a sense of community/belonging and improving mental health and wellbeing.**

We work together with schools and a range of experienced partner organisations to offer quality-assured, engaging, inclusive music lessons and activities, giving children and young people of all backgrounds and abilities the chance to sing, learn an instrument, be creative, express themselves, and to make meaningful progression.

## Instrumental & Vocal Tuition

Our team of high quality, experienced tutors deliver a range of individual and small group instrumental and vocal lessons as well as ensemble teaching on steel pans.

## Whole Class Tuition

A great first access opportunity for children at KS2 to experience learning a musical instrument in a class ensemble setting and gain a thorough grounding in the basic elements of music.

## Year Group Singing Programmes

Singing can be hugely beneficial for mental and social wellbeing and these termly singing programmes offer an opportunity for year groups to come together and sing once a week with our expert vocal leaders, working towards a celebration performance at the end of the term.



## What we offer:

### Free of charge

- Curriculum guidance and support
- Professional learning and networking
- Singing resources
- Music resource banks and recommendations
- Participation in special events and performances
- Access to workshops with Music Education Hub partners
- Individual school music grant allocation

### For EYFS/KSI

- Songsack singing programmes
- Partnership singing festivals
- School-based music and singing clubs
- Subsidised Charanga resources
- Instrumental lessons (from Y2)
- Tailored professional learning

### For KS2

- Songsack and Enfield Sings vocal programmes
- Partnership singing festivals
- Whole class instrumental programmes
- School-based ensembles and choirs
- Steel Pan tuition
- Subsidised Charanga resources
- Subsidised Inspire-works Studios Online resources
- Instrumental lessons and hire
- Tailored professional learning

### For KS3/4/5

- Choir and Ensemble Festivals
- Vocal and Instrumental recitals
- School-based ensembles and choirs
- Steel Pan tuition
- Instrumental and vocal lessons
- Instrument hire
- Subsidised Charanga VIP Studio Sessions resources
- Subsidised Inspire-works Studios Online resources



*"When I took over as music lead for our school Enfield Music Service became one of my most valuable support systems."*

*"EMS helped me develop our curriculum and ensure that music is being taught the right way, and delivered bespoke training for each key stage which staff felt was one of the best sessions they have attended in years."*

*"They are always just an email away, willing to share their expertise and advice."*

Suleen Zietsman, Music Lead at Raynham Primary



# EN Digital

**Brought to you by EN Digital and now part of the Schools Traded Services team, the highly skilled IT Technical Support school specialists are proud to bring you a dedicated, friendly and knowledgeable team offering a one-stop solution for your school IT infrastructure, its day to day running & maintenance, IT software & hardware upgrade options and all your online digital solution needs.**

**The team offer the following services:**

**IT Technical Support**

With a tiered bronze, silver, gold and platinum standard, and premium plans based on the size of your network and number of users. The team offer a bespoke offer and includes:

**IT Service**

- Fully Managed ICT Services
- Curriculum/Admin Networks
- Mobile Device Management (MDM)
- Disaster Recovery and Back Up
- Fine Tuned Business Continuity
- Onsite Scheduled Technician full/half day weekly/fortnightly Standard Plan
- Remote Support Upgrade to Premium
- IT Help Desk and Ticket Reporting
- IT Procurement Support

**Initialisation**

- Microsoft Education – Office 365
- Microsoft Teams
- Google Classroom
- SharePoint, Intranet, Team Collaboration and Software tools

**MIS systems**

- RM2 Accredited
- ScholarPack Accredited

**Optional Extras**

- Emergency Call Outs – Technician onsite within 2 hours Premium Cover
- IT Project Works
- Staff Training for MS Teams, Google Classroom, SharePoint, Microsoft Education Office 365
- Admin Software Management

**InVentry: The Sign-In & Visitor Management Solution**

As an authorised reseller for InVentry, the EN Digital team are specialists in the installation of the sign-in and visitor management solution for Primary and Secondary schools.

With the ability to integrate into your MIS, InVentry is used in over 8,000 schools and transforms the efficiency of entry into your school and provides secure digital data on every entry or exit; giving you maximum traceability for staff, contractors and visitors.

**ScholarPack - Accredited First Line and Technical Support**

If you use ScholarPack in your school, the highly skilled EN Digital team are now accredited support partners and you can opt to have us support your ScholarPack System added to your Technical Support, or as a stand-alone service option.

**Service Includes**

- Fault diagnostics and resolution
- Disaster Recovery
- Full Remote Support
- Help Desk Access
- Staff User Training
- Admin Support

**Training Provided On**

- ScholarPack Census Workshop
- ScholarPack Key Stage Returns
- ScholarPack Year End
- ScholarPack Assessments
- ScholarPack Reporting

**Website Annual Subscription**

Let EN Digital offer ongoing support for your existing website with full access to our IT helpdesk. Support provided to maintain your website includes:

- Regular system updates
- Virus Checks
- Disaster Recovery
- Back Ups
- Resolving Page/Content Errors
- HTML and PDF accessibility
- New content uploads
- Digital Media Images editing and accessibility and uploads
- Ongoing nominated user training
- IT helpdesk support access
- Google analytics reports
- OFSTED compliance annual check list
- Optional domain hosting transfer

For more details on any of these services or to discuss your ICT needs, please go to The Hub, visit the service page and click the 'Request a Quote' button. One of our friendly, knowledgeable team will be in touch to discuss your requirements.

*"Cannot think of anything else your service does not help with, your technicians always go above and beyond, nothing has been too much trouble. Brettenham Primary School."*

*"Absolutely outstanding service provided by the Chris, Dan and Jordan. Great response times and always happy to help and resolve issues. Thank you so much for all your help and support. Eversley Primary School."*

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*Great response times and always happy to help and resolve issues.*

# Schools Swimming

As part of the Schools Traded Services team, the professional and experienced Schools Swimming team will assist you in delivering the National Curriculum requirement for every child to be able to swim 25m competently and confidently, using a number of strokes and be able to perform self-rescue in a water-based situation by the end of KS2.

Our swim courses are accompanied with the use of Swimphony, a secure digital platform that allows you to view pupil progression and attainment throughout their swimming lessons. With a choice of six swimming pools throughout the borough, we are running lessons at a

location near you. Courses available are for 45 minutes over 10 weeks during the Summer 22, Autumn 22 and Spring 23 terms. We also offer an option to include transport to take the children to and from your pool of choice.

Our swim courses are accompanied with the use of Swimphony, a secure digital platform that allows you to view pupil progression and attainment throughout their swimming lessons



Prices From:  
**£1,950**

We also offer an option to include transport to take the children to and from your pool of choice



## New for Autumn Term 2022

You have spoken and we have listened! The School Swimming team are introducing an Intensive Swim Course allowing you to better manage your school diary. Launching in Autumn 2022, Monday to Friday over 2 weeks, we will offer the children 10 x 45 minute lessons at Arnos Pool so the children will make use of the daily opportunity to fully engage in their learning experience and give them a greater opportunity to achieve the national curriculum requirements. The intensive swim courses have a very limited availability, so please visit The Hub for more information and to secure your place.

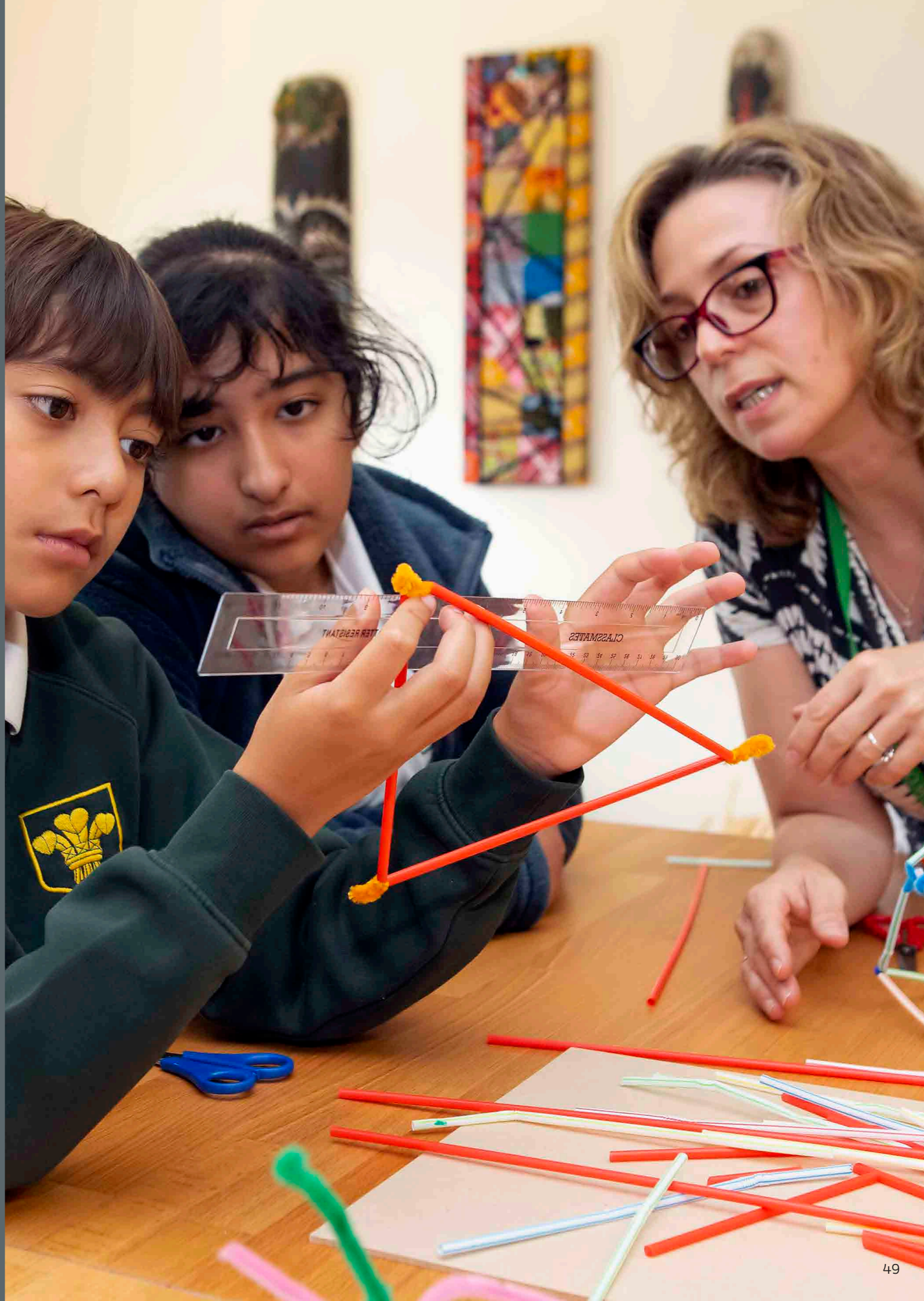
**New Pricing Model**  
We are pleased to announce from Summer 2022 onwards, we will be offering the swim service to our customers with a saving of over 25% with prices starting from £1,950.

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# Human Resources

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# Enfield SPS

**Enfield SPS provides comprehensive and professional Human Resources support for schools.**

As employment law becomes more confusing and ever changing, we can assist schools to ensure they progress smoothly through the tangled web. We provide you with template documentation from recruitment paperwork, to policies and procedures, and everything in between to support you to have the best staff to educate your children. Where there are complex HR cases, we explain the options that you have and support you in investigations if these are needed. Our commitment is to work in partnership with you and support you every step of the way.

Our team is highly experienced, committed to customer care and works to the highest standards.

This allows you to focus on what matters most: providing every child with an outstanding education and keeping them safe. We also provide you with up-to-date news and changes to legislation, updated policies and procedures to support you as legislation changes, as well as guidance on how best to ensure you are fully

compliant, protecting your school and staff. You also receive online access to our dedicated HR Portal containing policies, procedures and model letters.

For full details on our service and to place your order, please visit The Hub.



*"Enfield Schools Personnel Service are incredible. I have a designated member of the team to contact, who is fantastic, although I am able to speak to anyone in the team. They are all so helpful, knowledgeable and supportive. I cannot recommend the service enough."*

# Payroll & Pensions

**The experienced Payroll & Pensions team offer a full, comprehensive and concise service covering all the requirements needed to ensure your school complies with all the needs within this sector.**

## Benefits of using the Service

- Fully trained specialist staff with excellent knowledge and understanding of providing services to schools.
- All senior managers hold professional payroll qualifications.
- An all-inclusive service providing high standards with no hidden extras.
- Excellent 'can do' approach to supporting schools and their employees with all aspects of the payroll service.
- Comprehensive administration of a Child Care Salary Sacrifice Scheme, providing both the school and its employees with tax and NI savings and providing an attractive addition to the school's employment package.
- Expert advice, guidance and experience of delivering services and supporting schools who may be considering the transition to Academy status.

**Full details of the service can be found on The Hub.**



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# Trade Union Facilities Time

**The service provides an effective route for statutory and collective consultation and bargaining, a framework and structure for non-maintained schools to manage industrial relations and access to branch official from recognised unions, it includes:**

Consultation, negotiation and representation, for trade union members on matters connected with terms and conditions, including:

- Pay
- Hours of work
- Holidays and holiday pay
- Sick pay arrangements
- Pensions
- Equality and diversity
- Notice periods
- The working environment
- Job evaluation
- Local agreements (eg; Teaching Assistant / Nursery Nurse agreements)
- Health and Safety

Attendance and representation at meetings with and on behalf of union members in relation to:

- Grievances
- Disciplinary
- Attendance management
- Restructuring and/or redundancy
- Pay & grading appeals
- TUPE transfers
- Health and Safety
- For members at management meetings on matters of local and joint interest such as policy changes

And any other industrial relations issues where school-based employees have a statutory right to representation.

# Occupational Health & Counselling Service

**Medigold Health Limited are the Occupational Health provider for Enfield Council and can offer schools the services as listed below:**

## Activity

- Pre-employment health assessments
- Pre-employment health surveillance
- Employee Assistance Programme (Telephone advice service and face to face counselling)
- Management referrals for assessments to an Occupational Health Advisor (Nurse) and Occupational Health Physician (Doctor) and reports, including Ill Health Retirement Referral and report
- Immunisation Programme and vaccinations
- Advice on health-related topics
- On-site screening
- Display Screen Equipment reasonable adjustments assessments
- Health education
- Visual Display Units eye tests
- Audio / Hearing tests
- Case management

**Please visit The Hub for Medigold's contact details.**



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# Premises

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# Energy Management

**The Energy Management Team provides a professional, customer-focused service committed to delivering value for money energy (gas and electricity) contracts at a time of rising prices and constrained budgets.**

## **We offer the following service:**

### *Energy Contract Procurement & Management*

This includes:

- Arranging risk managed, flexible, long-term, benchmarked, value for money
- Gas and Electricity contracts
- Carrying out regular reviews of best value approach
- Attending regular workshops to evaluate and improve supplier and buying agency performance
- Providing expert procurement advice and support
- Providing advance notification of new tenders, contract renewal and price changes
- Ensuring compliance with EU, national and statutory regulations

Enfield are committed to purchasing through LASER's (Local Authorities South East Region Energy Ltd part of Kent County Council) which enables LASER to purchase energy well in advance of the delivery period. Energy is purchased in small chunks to build up to the required volume prior to the contract start, this allows LASER to monitor the energy markets daily and avoid purchasing at high prices.

This flexible procurement strategy allows LASER to mitigate against these spikes in the market and in turn looks to deliver a better than average price for each year of the contract. LASER's purchasing strategy has performed well over the past 4 years and has delivered below average market prices for both Gas (-4.88%) and Electricity (-7.05%).

Recent market conditions, largely due to the impact the Coronavirus pandemic has had across all markets, has stressed how important it is to maintain a suitable risk managed energy procurement strategy. This year has seen unprecedented market highs and LASER's flexible have been effective in mitigating the impacts of these rising market prices, which in turn will deliver a cost avoidance to LB Enfield and its stakeholders.

**Please visit The Hub for more information**

[traded.enfield.gov.uk/TheHub](https://traded.enfield.gov.uk/TheHub)



# Pest Control

**Got a pest problem? Then we've got you covered.**

As part of Enfield Council, the Pest Control Team is a trusted service, one which can help you sort pest problems before they even start.

Our BPCA qualified, DBS checked team can provide you with a free survey to better understand your preventative needs and will then tailor your contract to suit your school. Having a contract with our service is an affordable way of dealing with pests, putting your mind at ease with our regular checks, all completed discreetly and efficiently. You will be provided with a folder which will contain all your visit reports, recommendations, safety data sheets and everything you need to be compliant with relevant checks.

**Please visit The Hub for more information**

Enfield Council Pest Control Service

Pest.control@enfield.gov.uk / 0208 379 3433  
/ [www.enfield.gov.uk/pests](http://www.enfield.gov.uk/pests)

*"John West and his team at Environment and Operational Services can be relied on to carry out our regular inspections and respond to any additional inspections we need. I highly recommend them. Oakthorpe Primary School"*



# CLEAPSS Licencing

**We provide schools the facility to purchase a CLEAPSS (Consortium of Local Education Authority Provision for Science Services) licence at a discounted rate, which provides general support in the field of science and technology.**

This includes information, advice and training on:

- Practical science
- Health and Safety
- Risk Assessments
- Sources and use of chemicals
- Living organisms and equipment
- Laboratory design & practice
- Job roles of technicians
- Limited support and advice may also be offered for technology, art and design and other practical subjects.

## Benefits

The Local Authority manages the arrangements for purchasing on behalf of maintained schools in Enfield, and in doing so attracts a discount for purchasing.

## Options

- Purchase of CLEAPSS annual licences
- Purchase of the Radiation Protection Advice service membership



*Providing general support in the field of science and technology*



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# Health & Safety Service

**The Health & Safety service is delivered by fully trained, qualified and experienced Local Authority officers, with a detailed knowledge and understanding of Health & Safety Law and practice, and the policies and procedures of a local authority.**

The team can provide support on health and safety issues that can be applied, so not as to be onerous in its application to achieve service aims.

## Benefits of Service

Where suitable and sufficiently competent advice and support is not available in organisations, there will be clear failings in meeting legal requirements and hence considerable exposure to risk of prosecution to individuals and the organisation. Furthermore, there is additional exposure to the cost of expensive litigation.

The Enfield Council Schools' Health and Safety team can facilitate risk reduction and help develop or sustain inbuilt safety management as part of the organisational management system that meets legal requirements. Specifically, as part of a local authority dealing with schools, they are experienced in the application and requirements of legislation and how it can be effectively applied judiciously in this specific arena. The team can support you in numerous ways that includes a

comprehensive system of health and safety, asbestos management processes, policies guidance etc. Moreover, they can provide the more intangible, experienced competent advice tailored to educational establishments that is very hard to find. Schools can access this service through our service level agreement. For Voluntary Aided, Foundation Schools and Academy Schools the standard services can be purchased for an individually agreed fee and supported with a separate additional arrangement for Asbestos and other customised services and visits.

## What is Included

For full and concise details of the Health & Safety package and to place your order or renew your SLA, please visit The Hub.

**Special Offer:** A 10% discount will be applied to those schools who purchase both the Health and Safety and Asbestos SLAs.

*"Enfield Schools Health & Safety Team have supported ELT Partnership over a number of years. The team are very knowledgeable and always on hand to provide support and guidance when needed. They have also delivered whole Trust training, to suit our needs."*



# Asbestos Service

**Employers and those responsible for maintenance and repair have a legal duty to manage asbestos in schools.**

The specialist Asbestos Team can provide a comprehensive asbestos management package. This includes the following services:

- Asbestos surveys and regular re-inspections
- Emergency response to any incidents and concerns
- Unlimited advisory and consultancy service
- Access to the Council's Asbestos Management System
- Production and review of the Asbestos Management Plan
- Monitoring/review service including an Asbestos Action Plan
- Asbestos awareness training for key site staff, and trustees or school governors.
- Computer based training for Asbestos
- Bespoke Asbestos Policies

**For full details on this service, please visit The Hub**



*"The Asbestos Team at Enfield Council have supported ELT Partnership over many years. We have always found the team to be very knowledgeable and available to provide support and guidance when needed. They have also delivered Trust training to suit our needs."*



# Grounds Maintenance

**Enfield Council offers a complete grounds maintenance service for schools across the borough.**

Delivered by our in-house team of skilled staff, we combine up-to-date equipment with a friendly and reliable approach to our service ensuring that every task is completed to the highest standard.

**Our services include:**

- Grass cutting
- Leaf clearance
- Hedge cutting
- Shrub and rose bed maintenance such as pruning
- Edging and trimming
- Cricket pitch preparation
- All types of sports field markings including athletic tracks
- Weed spraying
- Drainage improvements for your playing fields through verti-draining and spiking



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# Arboriculture Service

**Enfield Council's specialist Arboricultural tree team will survey your site and issue a recommended priority tree works report.**

If required, the team can action any of the tree works recommended and are ready to undertake all types of specialist tree works requested.

**Benefits**

- Fully qualified Arboriculturalists
- A consistently high level of service attained
- Highly trained and fully qualified tree team available for commissioned works
- Prices for work commissioned include a 3 man team, vehicle and all machinery

  
@Schools  
Traded

We are ready  
to undertake all  
types of specialist  
tree works



# Construction, Maintenance & Facilities Management Team

The Construction Maintenance & Facilities Management (CMFM) department at Enfield Council is an in-house team of professionally qualified staff offering a full range of technical and project management services to assist you with effective value for money property management.

By entering into a service agreement our experts will ensure that your Regulatory & Legislative, Property and Project requirements are met and you have peace of mind. We provide access to wide range of property services contracts, which have been refined and tested through the robust public sector procurement process, to ensure the sustainability and future proofing of your asset.

## Services Included

- Property Term Maintenance and Statutory Inspections
- Facilities Services
- Education Accommodation Initial Design and Feasibility
- Construction Project Management

Please visit **The Hub** for full details on what the service can offer your school and to request further information or a quote.

[traded.enfield.gov.uk/TheHub](https://traded.enfield.gov.uk/TheHub)

Offering a full range of technical and project management services



# Waste & Recycling

Enfield Councils in-house Commercial Waste & Recycling Service, offers tailored contracts to schools to suit whatever your waste disposal needs are.

Our trusted team can provide you with a free waste audit, to understand your School's commercial waste needs and will advise you on the most convenient and affordable solution.

## Benefits

- At least one collection a week
- Container hire
- Waste Transfer Notes (required by law)
- Paper and Recycling Collections

We have a trusted on-street team who complete the collections, both timely and with efficiency. We can tailor your contract to make sure you're only receiving the collections you need.

We can tailor your contract to make sure you're only receiving the collections you need.

**FREE waste audit**



Commercial Waste Only



[www.enfield.gov.uk](https://www.enfield.gov.uk)

# School Management

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# Design & Print

**Our highly experienced design team have been brought together from a range of backgrounds to provide a wide variety of excellent services.**

Using the very latest technology and professional graphic design software, the dedicated team has access to an extensive font library and an account for downloading and purchasing photos.

The design team can produce an array of designs for a wide range of printed materials including:

- Banners
- Brochures
- Business Cards
- Booklets
- Calendars
- Compliment Slips
- Test Papers
- Flyers
- Folders
- Handbooks
- Invitations
- Leaflets
- Letterheads
- Newsletters
- Reading Diaries
- Postcards
- Posters
- Prospectuses
- SAT's Papers

Our highly skilled team also offer:

- Digital Printing
- Photocopying
- Finishing

For full details on these services and more, please visit The Hub or contact: [mitchell.tait@enfield.gov.uk](mailto:mitchell.tait@enfield.gov.uk)

## Benefits

- Fully qualified and vetted translators and interpreters
- A consistent output of translated service
- Price-checked against many competitors
- All monies are reinvested back into the organisation



*"Mitchell and the team always provide a professional and efficient service, the quality of the work is first class. We have used them regularly for many years and would not hesitate to recommend to others."*

# Supporting Families Towards A Safer Transition

**Supporting Families Towards a Safer Transition project supports children transition from primary to secondary school who have been identified as being at risk of youth violence and crime.**

This could include displaying behaviours that make them vulnerable to negative influences and children who may have been identified as suffering from vulnerabilities which relate to Adverse Childhood experiences.

The service includes:

- Case Worker Intervention
- Amani Empowerment Workshops for School Pupils

- Amani Empowerment Workshops for School Assemblies
- Mentoring

For full details on this service and to place an order, please visit The Hub

[traded.enfield.gov.uk/TheHub](https://traded.enfield.gov.uk/TheHub)



# Translation Service

As part of our commitment and being part of a multi-cultural borough, we are conscious that not all families have English as a first language. Therefore, we are offering a new Traded Service to assist you with translations and interpretations.

Enfield Council, together with other local authorities and NHS trusts are in a shared services partnership to bring you The Language Shop. The Language Shop is run as a non-profit organisation with all monies being reinvested into the scheme.

The Language Shop was created to address universal public sector concerns regarding the delivery and use of translation and interpreting services including:

- Use of unqualified linguistics with a high degree of variation in terms of skills and performance
- Use of linguists that were unvetted for security or right to work which can present a risk to the commissioning organisation

- Over-charging: Double-charging and fraudulent timekeeping were common
- Fragmented provisions that were disjointed with poor management information

**Benefits**

- Fully qualified and vetted translators and interpreters
- A consistent output of translated service
- Price-checked against many competitors
- All monies are reinvested back into the organisation

Fully qualified and vetted translators and interpreters



# Internal Audit

Internal Audit provides assurance to all levels of management about the adequacy and effectiveness of operations, compliance with laws and regulations, accuracy and reliability of management reporting, and the safeguarding of assets and other interests.

There are two services available:

**1. Internal Audit review of the School's internal control environment**, by undertaking a range of independent reviews which evaluate the Schools' internal control framework. The objective, independent review will cover a range of major systems within the School, to ensure compliance with policies and procedures and to ensure good financial practices are applied throughout.

If you are a new Headteacher or School Business Manager and would like assurance over the systems in place, this audit would be very useful for you.

Please note that this would be in addition to the regular, statutory programme of audits undertaken in maintained schools.

**2. Independent certification of grant funding**, by completing a review of information provided to us, as required by the grant conditions, and providing an independent written assessment.

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# Insurance Service

The Insurance Team are committed to delivering an efficient, effective and high quality service that meets customer needs, corporate priorities and statutory requirements.

The service includes:

- Advice on all aspects of school insurance
- Managing claims for compensation arising out of school's activities
- Arranging new insurance covers upon request by schools when needs change
- Processing claims in line with the Civil Procedure Rules
- Investigating claims in conjunction with stakeholders to ensure a decision on liability is reached within timescales imposed by the Civil Procedure Rules
- Negotiating insurance cover and premiums at competitive rates



# DPO Service

The UK General Data Protection Regulation (UK GDPR) requires public sector organisations to have a named and independent Data Protection Officer (DPO), which means all schools must appoint a suitable individual to fulfil this role.

### Description of Service

The service offered is offered to support schools in fulfilling the statutory DPO role, as required by the

UK GDPR. This will include:

- To inform and advise maintained Enfield schools and its employees about its obligations to comply with the UK GDPR, and other data protection laws
- To monitor compliance with the UK GDPR and other data protection laws
- Raising awareness of data protection issues and training staff
- To advise on, and monitor data protection impact assessments

- To be the first point of contact for the ICO and for individuals whose data is processed (parents, pupils)

### Benefit

- No need to have own in-house Data Protection Officer
- Expert advice from an experienced data protection team
- Collaborative working with other Council services

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# Legal Service

**The service is provided by Enfield Council's in-house legal service which is responsible for providing legal advice to the Council in respect of the whole range of its functions.**

The service forms part of the Chief Executive's Group (CEX), and the Director of Law and Governance reports directly to the Chief Executive. Legal Services adheres to the procedures as laid out in the Council's Constitution.

The service is split into four teams as detailed below and will provide you with ready access to specialist knowledge on these areas:

### Safeguarding

- Advice on general child care matters
- Advice on safeguarding children and adults. Advice to schools on general matters, including aspects of parental responsibility and communications with parents
- Advice on school transport and Special Educational Needs
- Advice on individuals and families with no recourse to public funds

### Corporate

- Employment matters
- Complex civil litigation, including contract disputes, property disputes, civil fraud and complex debt recovery.
- Community safety matters including injunctions and general advice.
- Judicial review proceedings.
- Housing matters including possession
- Criminal
- Freedom of Information, Data Protection and RIPA advice

### Environment and Regeneration which includes advising and drafting on:

- All types of leases, licenses and hall hire arrangements
- Sales and acquisition agreements for land or buildings
- Telecommunication code matters
- Restrictive covenants and wayleave agreements

- Planning obligations and planning related queries
- All issues arising in respect of the environment including parks, waste and street scene matters
- Issues arising from assets of community value
- All highway matters including the drafting of agreements and stopping up orders
- The application of Property Procedure Rules, regeneration advice and projects, environment, and real estate work.

### Major Contract & Commercial

- Drafting and advising on all contracts, for supply/ services/works.

- Major contracts – e.g. IT, leisure, regeneration.
- Procurement advice (working closely with procurement teams).
- Review tender documents.
- Framework agreements.
- State Aid issues.
- Contract procedure rules

### VFM and Benchmarking

Legal Services collect benchmarking data to evidence efficient use of resources and demonstrate VFM where this is available.

[traded.enfield.gov.uk/TheHub](https://traded.enfield.gov.uk/TheHub)



*Great response times and always happy to help and resolve issues.*

# How to order

## Steps

1

Place your order online via The Hub  
[www.traded.enfield.gov.uk](http://www.traded.enfield.gov.uk)

2

If you have any questions, please visit the FAQ section on The Hub that should answer your query. We're also here to help on [sts@enfield.gov.uk](mailto:sts@enfield.gov.uk)

3

If you are purchasing on behalf of multiple schools, we can help! Send us an email on [sts@enfield.gov.uk](mailto:sts@enfield.gov.uk) requesting an Order Form, fill it in and we will place the order on your behalf.



## Forgotten your password/ Having problems logging in?

Please email [sts@enfield.gov.uk](mailto:sts@enfield.gov.uk)

## Price on application

For services that invite you to request a quote, we will send you a bespoke quote via email, if you are happy with the price simply click buy it now and this checks out the order on your behalf. It's as simple as that.

## Invoicing terms

Annual subscription products invoices will be broken down into ten instalments from June. Invoicing terms for price on application services and quotes will be agreed at the time of quoting.

Payroll services are invoiced every three months (retrospectively), Music services are invoiced termly (retrospectively) Grounds maintenance services are invoiced on delivery

## Prices

Prices listed in this brochure exclude VAT and apply from April 2022 to March 2023. However Enfield Council reserves the right to amend prices from time to time. Up-to-date prices can be found on The Hub.

## SLA Notice Period

If you do not wish to renew an existing SLA, please get in touch with the service. Please ensure this is done taking the 3 month notice period into consideration.





## Stay Connected

 @SchoolsTraded

 sts@enfield.gov.uk

 [www.traded.enfield.gov.uk](http://www.traded.enfield.gov.uk)



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