



Interpreters for SEN and safeguarding meetings

A quick guide for school staff



Professional interpreters help parents and carers understand important discussions, support inclusive communication and keep SEN and safeguarding meetings clear and accurate.

BEFORE

- ☐ Book the interpreter as early as possible
- ☐ Complete your school, LA or MAT request form
- ☐ Confirm the language and dialect required
- ☐ Provide the meeting type, date, time and location/why/phone
- ☐ Share relevant documents and learning materials securely
- ☐ Arrange certified translations where required
- ☐ Confirm confidentiality and safeguarding requirements
- ☐ Provide contact and invite details

DURING

- ☐ Speak directly to the parent or carer
- ☐ Use plain English and short sentences
- ☐ Pause regularly for interpretation
- ☐ Explain jargon, technical terms and acronyms
- ☐ Allow the interpreter to finish before continuing
- ☐ Check understanding and record agreed actions

AFTER

- ☐ Confirm decisions, responsibilities and next steps
- ☐ Provide translated documents where required
- ☐ Record that an interpreter was used
- ☐ File attendance sheets and update safeguarding records
- ☐ Reflect on clarity and cultural sensitivity

Interpreter booking template

Date and time: _____
Expected duration: _____
Meeting type: _____
Language and dialect: _____
Format: ☐ In person ☐ Video ☐ Phone
Location or joining details: _____
School contact: _____
Invoice reference: _____
Documents provided: _____

Quick tips

- ☐ Address the parent or carer, not the interpreter
- ☐ Speak clearly and in short sections
- ☐ Avoid jargon and unexplained acronyms
- ☐ Do not rush or speak over the interpretation
- ☐ Maintain confidentiality and professional boundaries
- ☐ Never use pupils or relatives in place of a professional interpreter

Need language support?

NRL Languages provides safeguarding-checked face-to-face and remote interpreters, as well as certified and document translation services.

[Request support](#)