



RECONNECT
— LEARNING —

PATHWAYS BACK TO EDUCATION

Reconnect Learning

Health & Safety Policy

Version 1.2 | Policy Owner: **Ellen Kerr** – Managing Director & Designated Safeguarding Lead (DSL) | Date Approved:
September 2026 | Review Date: **September 2027**

Statement of Commitment

Reconnect Learning is committed to providing a safe, healthy and secure environment for all learners, staff, tutors, contractors, volunteers and visitors. Health and safety is everyone's responsibility.

Reconnect Learning recognises its duty of care to protect the health, safety and welfare of all learners, staff, tutors, contractors, volunteers and visitors. Reconnect Learning is committed to complying with all relevant health and safety legislation and statutory guidance, and to embedding safeguarding throughout all aspects of its operational practice.



Prevent Accidents

Prevent accidents and injuries across all settings.



Safe Environments

Maintain safe working environments at all times.



Assess & Manage Risks

Assess and manage risks proactively and thoroughly.



Promote Welfare

Promote learner welfare and support staff wellbeing.



Legal Compliance

Ensure compliance with all legal requirements.



Continual Improvement

Continually improve health and safety standards.

Scope of This Policy

This policy applies to all individuals involved in Reconnect Learning activities and covers a wide range of settings and delivery modes.

Who This Policy Covers

- Learners
- Staff
- Tutors & Associate Tutors
- Self-Employed Tutors
- Volunteers
- Contractors
- Agency Staff
- Visitors

Settings & Activities Covered

- Alternative Provision activities
- Home tuition
- Online tuition
- Community venues
- Educational visits
- Holiday Activities and Food (HAF) Programmes
- Office-based work
- Remote working

Legislative Framework

This policy is informed by a comprehensive range of legislation and statutory guidance. Reconnect Learning will review this policy whenever relevant legislation or statutory guidance changes.

Statutory Guidance

KCSIE 2026

Keeping Children Safe in Education 2026 – the statutory safeguarding guidance for schools and providers.

Working Together to Safeguard Children 2026

Sets out how organisations should work together to safeguard and promote the welfare of children.

Primary Legislation

Health and Safety at Work etc. Act 1974

The primary piece of legislation governing workplace health and safety in the UK.

Management of Health and Safety at Work Regulations 1999

Requires employers to carry out risk assessments and implement appropriate measures.

Health and Safety (First-Aid) Regulations 1981

Ensures adequate first aid provision is available in the workplace.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Equality Act 2010

Protects individuals from discrimination and requires reasonable adjustments.

Children Act 1989

Establishes duties of care and safeguarding responsibilities for children.

Children Act 2004

Establishes duties of care and safeguarding responsibilities for children.

Education Act 2002

Establishes duties of care and safeguarding responsibilities for children.

Food Safety Act 1990

Governs the safety of food produced, sold or supplied in the UK. Reconnect Learning will ensure compliance where food is provided as part of its programmes.

Regulatory Reform (Fire Safety) Order 2005

Places duties on responsible persons to carry out fire risk assessments and implement appropriate fire safety measures in premises under their control.

Data Protection Act 2018

Governs the collection, storage and use of personal data. All records maintained under this policy will comply with the Data Protection Act 2018 and UK GDPR.

UK GDPR

The UK General Data Protection Regulation applies to all personal data processed by Reconnect Learning.

This policy should be read alongside Reconnect Learning's Safeguarding and Child Protection Policy, which is the organisation's overarching safeguarding policy.

Roles & Responsibilities

Health and safety is a shared responsibility across all levels of Reconnect Learning. Clear accountability ensures that arrangements are implemented effectively.



Managing Director

- Overall compliance
- Risk assessments
- Incident investigation
- Insurance
- Training



Designated Safeguarding Lead

- Safeguarding and H&S risk monitoring
- Monitor learner incidents
- Coordinate responses



Staff and Tutors

- Follow procedures
- Report hazards and accidents
- Complete training
- Follow risk assessments
- Take reasonable care

Managing Director Responsibilities

The Managing Director holds overall accountability for health and safety compliance across all Reconnect Learning activities.

1 Overall Compliance

Responsible for overall health and safety compliance across the organisation.

2 Risk Assessments

Ensuring risk assessments are completed for all relevant activities and settings.

3 Monitoring Arrangements

Monitoring health and safety arrangements and ensuring they remain effective.

4 Incident Investigation

Ensuring incidents are investigated and lessons are learned and applied.

5 Insurance & Training

Maintaining appropriate insurance and providing relevant training to all staff.

Designated Safeguarding Lead (DSL)

DSL Role Overview

The DSL ensures that safeguarding risks are considered alongside health and safety risks at all times. The DSL is the first point of contact for all safeguarding concerns arising from health and safety incidents.

Key DSL Responsibilities

- Ensure safeguarding risks are considered alongside health and safety risks.
- Monitor incidents involving learners.
- Coordinate safeguarding responses where required.

 The DSL must be informed immediately where any incident raises a safeguarding concern.

Staff & Tutor Responsibilities

All staff and tutors play a vital role in maintaining a safe environment. Every individual has a personal responsibility to act safely and to report concerns without delay.

→ Follow Procedures

Follow all health and safety procedures relevant to their role and setting.

→ Report Hazards Immediately

Report any hazards, risks or unsafe conditions without delay.

→ Report Accidents & Incidents

Report all accidents, incidents and near misses as soon as possible.

→ Complete Required Training

Engage with and complete all required health and safety training.

→ Follow Risk Assessments

Adhere to risk assessments relevant to their activities and settings.

→ Take Reasonable Care

Take reasonable care of themselves and others in all circumstances.

Risk Assessments

Reconnect Learning will undertake risk assessments where appropriate to identify hazards, assess risks and implement control measures across all settings and activities.

Areas Covered by Risk Assessments

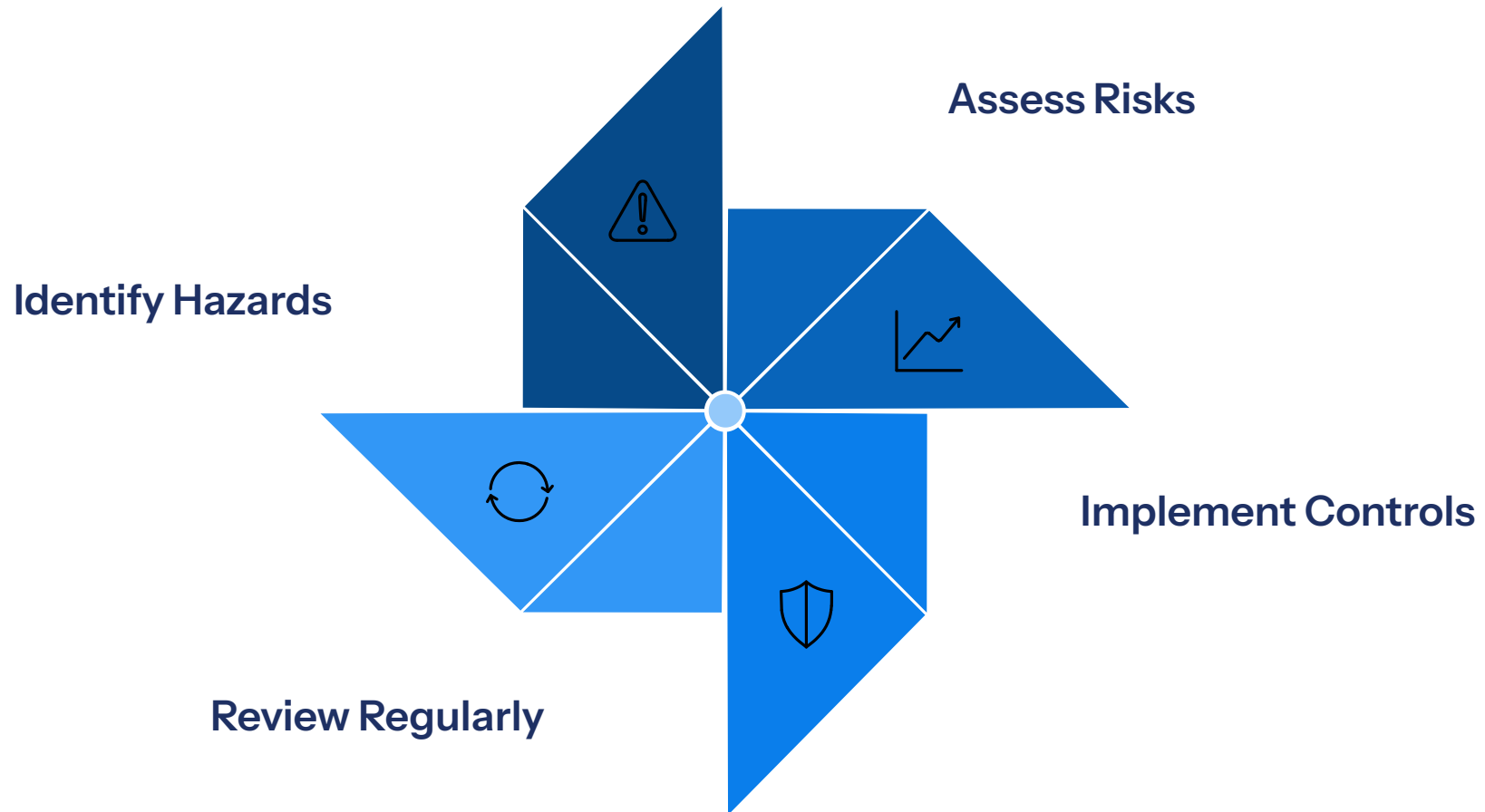
- Home tuition environments
- Community venues
- Educational visits
- Alternative Provision activities
- Lone working arrangements
- Online learning risks
- Learner-specific risks

Risk Assessment Process

- Identify hazards present in the environment or activity.
- Assess the level of risk associated with each hazard.
- Identify appropriate control measures to reduce risk.
- Review assessments regularly and following any incident.

See also: Risk Assessment Procedure / Lone Working Policy / Safeguarding & Child Protection Policy / Educational Visits Policy

Risk Assessment Process



This four-step cycle ensures that risk assessments remain dynamic, relevant and effective across all Reconnect Learning activities and settings. Assessments are reviewed regularly and updated following any significant change or incident.

Daily Health & Safety Checks

Before every programme, session or activity, the Programme Lead is responsible for completing a documented health and safety inspection of the delivery environment. This inspection must be completed and any hazards addressed before children and young people arrive.



Venue Condition

Check the overall condition of the venue, including structural safety, cleanliness and suitability for the planned activity.



Toilets & Welfare Facilities

Ensure toilet facilities are clean, functional and accessible to all participants.



Outdoor Areas

Where outdoor spaces are used, inspect for trip hazards, unsafe surfaces, weather-related risks and boundary security.



Catering & Food Areas

Where food is provided, inspect catering areas for hygiene, allergen management and food storage compliance.



Trip Hazards

Conduct a walk-through to identify and remove or mitigate any trip hazards throughout the venue.



Attendance Register

Ensure the attendance register is prepared and ready for use at the start of the session.



Fire Exits

Confirm all fire exits are clearly marked, unobstructed and accessible.



Activity Spaces

Inspect all areas to be used for learning or activities, ensuring they are safe, appropriately set up and free from hazards.



First Aid Equipment

Confirm the first aid kit is fully stocked, accessible and that a qualified first aider is present or on call.



Equipment Safety

Check all equipment to be used is safe, fit for purpose and appropriate for the age and needs of participants.



Emergency Contacts

Confirm emergency contact details for all participants are available and accessible.



Safeguarding Information

Confirm that relevant safeguarding information for all participants is available to the Programme Lead.

A written record of each inspection must be retained. Where hazards are identified that cannot be immediately resolved, the session must not commence until the risk has been appropriately managed or the venue deemed unsuitable.

Home Tuition Safety

Reconnect Learning recognises the unique risks associated with home tuition. Specific arrangements are in place to protect both tutors and learners in this setting.

Before Commencing

- Risk assessment completed where required.
- Known safeguarding concerns considered.
- Staff receive relevant information.
- Emergency contact details available.

Tutor Responsibilities

- Follow lone working procedures.
- Report concerns immediately.
- Maintain professional boundaries.
- Withdraw from unsafe situations.

⊗ Staff must never place themselves at unnecessary risk. If a situation feels unsafe, tutors must withdraw and report immediately.

Lone Working

Many Reconnect Learning staff work independently, visiting learners in homes and community settings. Robust lone working arrangements are essential to protect staff safety and wellbeing.

1

Communication Arrangements

Staff will maintain regular communication arrangements to confirm their safety during and after visits.

2

Logging Visits

Visits may be logged where appropriate to ensure staff whereabouts are known at all times.

3

Emergency Contacts

Emergency contact procedures will be established and communicated to all lone workers.

4

Guidance & Training

Staff will receive guidance on lone working risks and how to manage them effectively.



Staff must immediately report any situation where they feel unsafe. No visit is worth compromising personal safety.

Violence, Aggression and Challenging Behaviour

Reconnect Learning recognises that staff may occasionally encounter situations involving aggression, threatening behaviour or emotional dysregulation. Risk assessments will consider behavioural risks, and staff will receive guidance on de-escalation, lone working and withdrawing safely from situations where risk is present.

1 Positive Behaviour Support

Reconnect Learning promotes a positive behaviour support approach, focusing on understanding the root causes of behaviour and implementing proactive strategies to reduce risk.

2 Dynamic Risk Assessment

Staff are trained to conduct dynamic risk assessments in real time, adjusting their approach as situations develop and risks change.

3 De-escalation

Staff will receive training in recognising early warning signs and using evidence-based de-escalation techniques to reduce risk before situations escalate.

4 Safe Withdrawal

Staff have the right to withdraw safely from any situation where they feel at risk. No member of staff will be expected to remain in a situation that poses a threat to their safety.

5 Incident Recording

All incidents involving aggression, threatening behaviour or emotional dysregulation must be recorded in the incident log and reported promptly to the DSL/Managing Director.

6 Post-Incident Review

Following any significant incident, a structured review will be conducted to identify lessons learned, update risk assessments and provide appropriate support to those affected.

Physical intervention will only ever be used where it is lawful, reasonable, proportionate and necessary to prevent immediate harm to a child, young person or member of staff. Any use of physical intervention will be recorded, reported and reviewed in accordance with the Behaviour Policy and Use of Reasonable Force Policy.

Educational Visits & Off-Site Activities

All educational visits and off-site activities will be carefully planned and risk assessed to ensure the safety and wellbeing of all participants.



Risk Assessed

Every visit will be subject to a thorough risk assessment prior to departure.



Appropriate Supervision

Adequate supervision ratios will be maintained throughout all off-site activities.



Learner Needs Considered

Individual learner needs, including SEND and medical requirements, will be considered in planning.



Emergency Arrangements

Clear emergency procedures will be in place and communicated to all staff before departure.

Additional controls will be implemented where learners present increased risks.

Online Learning & Remote Working

Health and safety responsibilities extend fully to online learning and remote working environments. Reconnect Learning is committed to ensuring that digital settings are as safe as physical ones.

Reconnect Learning Will:

- Promote safe use of technology.
- Encourage appropriate workstation arrangements.
- Consider wellbeing impacts of remote working.
- Address online safeguarding risks proactively.

Staff Delivering Online Learning Must Follow:

- Online Safety Policy
- Staff Code of Conduct
- Safeguarding Procedures

 Online environments carry their own unique risks. All staff must be familiar with the Online Safety Policy before delivering remote sessions.

Holiday Activities and Food (HAF) Delivery

This policy applies in full to all Holiday Activities and Food (HAF) programmes delivered by Reconnect Learning. HAF programmes bring together children and young people for structured activities and healthy meals during school holiday periods. Reconnect Learning is committed to ensuring that all HAF delivery meets the highest standards of safety, welfare and inclusion.



Safe Supervision – Appropriate staffing ratios will be maintained at all times to ensure the safe supervision of all children and young people.



Healthy Meals – Nutritious, balanced meals will be provided in accordance with healthy eating guidelines and individual dietary requirements.



Allergy Management – All known allergies and dietary requirements will be recorded, communicated to catering staff and actively managed throughout the programme.



Food Hygiene – All food preparation and service will comply with food hygiene legislation and be carried out by appropriately trained individuals.



Physical Activity – Activities will be risk assessed to ensure they are safe, age-appropriate and inclusive for all participants.



Safeguarding – Safeguarding procedures will be followed at all times. All staff will hold current DBS clearance and receive safeguarding training prior to delivery.



Staffing Ratios – Staffing ratios will meet or exceed the requirements set out in the relevant HAF programme guidance and risk assessments.



Risk Assessed Activities – All activities will be subject to a written risk assessment, reviewed and updated prior to each programme.



Inclusive Participation – Reasonable adjustments will be made to ensure that children and young people with additional needs can participate fully and safely.

Reconnect Learning will maintain records of all HAF sessions, including attendance, incidents, meal provision and safeguarding actions, to support programme monitoring and Local Authority reporting requirements.

Food Safety & Allergen Management

Where Reconnect Learning provides or arranges food as part of its programmes, including HAF delivery, robust food safety and allergen management procedures will be in place. The safety and wellbeing of all children and young people during meal times is a priority.

Food Safety Procedures

- All catering will be provided by approved suppliers or individuals who hold a current Food Hygiene certificate (minimum Level 2).
- Food storage, preparation and service will comply with the Food Safety Act 1990 and associated regulations.
- Catering areas will be inspected as part of the pre-session health and safety check.
- Cleaning arrangements for food preparation and service areas will be documented and followed.
- Any food-related incidents, including allergic reactions, will be recorded and reported immediately.

Allergen Management

- Allergen and dietary requirement information will be collected for all participants prior to the commencement of any programme involving food.
- This information will be shared with all relevant staff and catering providers before each session.
- Menus will be reviewed against known allergens and suitable alternatives provided where required.
- Staff supervising meal times will be briefed on individual allergen requirements before each session.
- Where a participant has a severe allergy, an individual risk assessment will be completed and an emergency plan put in place.
- Supervision during meal times will ensure that children and young people receive the correct food and that cross-contamination risks are managed.

All food-related incidents, including allergic reactions, near misses and complaints, will be recorded in the incident log and reviewed by the Managing Director. Lessons learned will be used to improve food safety arrangements.

First Aid Arrangements

Reconnect Learning will confirm first aid arrangements before the commencement of any delivery. Where activities take place within schools or community venues, first aid responsibilities will be agreed in writing with the venue before activities commence. All staff will be informed of first aid arrangements at the start of every session.

Trained First Aiders

Appropriately trained first aiders will be available for all activities. Where Reconnect Learning relies on venue first aid provision, this will be confirmed and documented in advance.

First Aid Kits

First aid kits will be maintained, regularly checked and accessible in all relevant settings. The Programme Lead will confirm the location of first aid equipment as part of the pre-session safety check.

Emergency Procedures

All staff will be briefed on emergency procedures before delivery, including how to summon assistance, the location of emergency exits and the identity of the designated first aider for that session.

Incident Recording

All first aid interventions, accidents and near misses will be recorded accurately in the incident log and reported to the Managing Director without delay.

See also: Accident Reporting Procedure / Risk Assessment Procedure / Lone Working Policy



Accident & Incident Reporting

All accidents, incidents and near misses must be reported promptly. Accurate reporting enables Reconnect Learning to learn from events and prevent recurrence.

01	02	03
Record Date & Time	Record Location	Identify Individuals Involved
Note the exact date and time the incident occurred.	Document the precise location where the incident took place.	Record the names and roles of all individuals involved in the incident.
04	05	
Describe the Incident	Record Action Taken	
Provide a clear description of the nature of the incident and what occurred.	Document all actions taken in response to the incident.	

 All accident, incident and near miss records will be maintained accurately, securely and in accordance with Reconnect Learning's Records Retention Schedule, the Data Protection Act 2018 and UK GDPR. Records will be retained for the periods required by law and made available to the relevant enforcing authority, Local Authority or commissioning body upon request.

See also: *RIDDOR Reporting* / *Risk Assessment Procedure* / *Safeguarding & Child Protection Policy* / *Data Protection Policy*

RIDDOR Reporting

What is RIDDOR?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on employers to report certain workplace incidents to the relevant enforcing authority.

Our Commitment

Reconnect Learning will comply fully with RIDDOR requirements. Reportable incidents will be reported to the relevant enforcing authority within the required timescales.

Reportable Incidents Include:

- Deaths and specified injuries
- Over-seven-day incapacitation injuries
- Injuries to non-workers
- Occupational diseases
- Dangerous occurrences
- Gas incidents

Fire Safety

Where Reconnect Learning controls or manages premises, appropriate fire safety arrangements will be maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005. Where activities take place at external venues, Reconnect Learning will confirm local fire safety procedures with the venue before delivery commences and ensure all staff and learners are briefed accordingly.

Fire Risk Assessments

Fire risk assessments will be completed for any premises under Reconnect Learning's control.

Emergency Evacuation

Emergency evacuation procedures will be established, documented and practised regularly.

Fire Alarms

Appropriate fire alarm systems will be maintained and tested in line with requirements.

Fire Extinguishers

Suitable fire extinguishers will be provided, maintained and accessible.

Staff Awareness Training

All staff will receive fire safety awareness training appropriate to their role and setting.

See also: Fire Safety Procedure / Risk Assessment Procedure / Accident Reporting Procedure

Wellbeing & Mental Health

Reconnect Learning recognises the importance of emotional wellbeing for both learners and staff. The wellbeing of all individuals forms an important part of our health and safety responsibilities.

Promote Positive Wellbeing

Actively promote positive wellbeing across all aspects of our provision and working culture.

Supportive Relationships

Encourage supportive working relationships between staff, tutors and learners.

Workload & Welfare

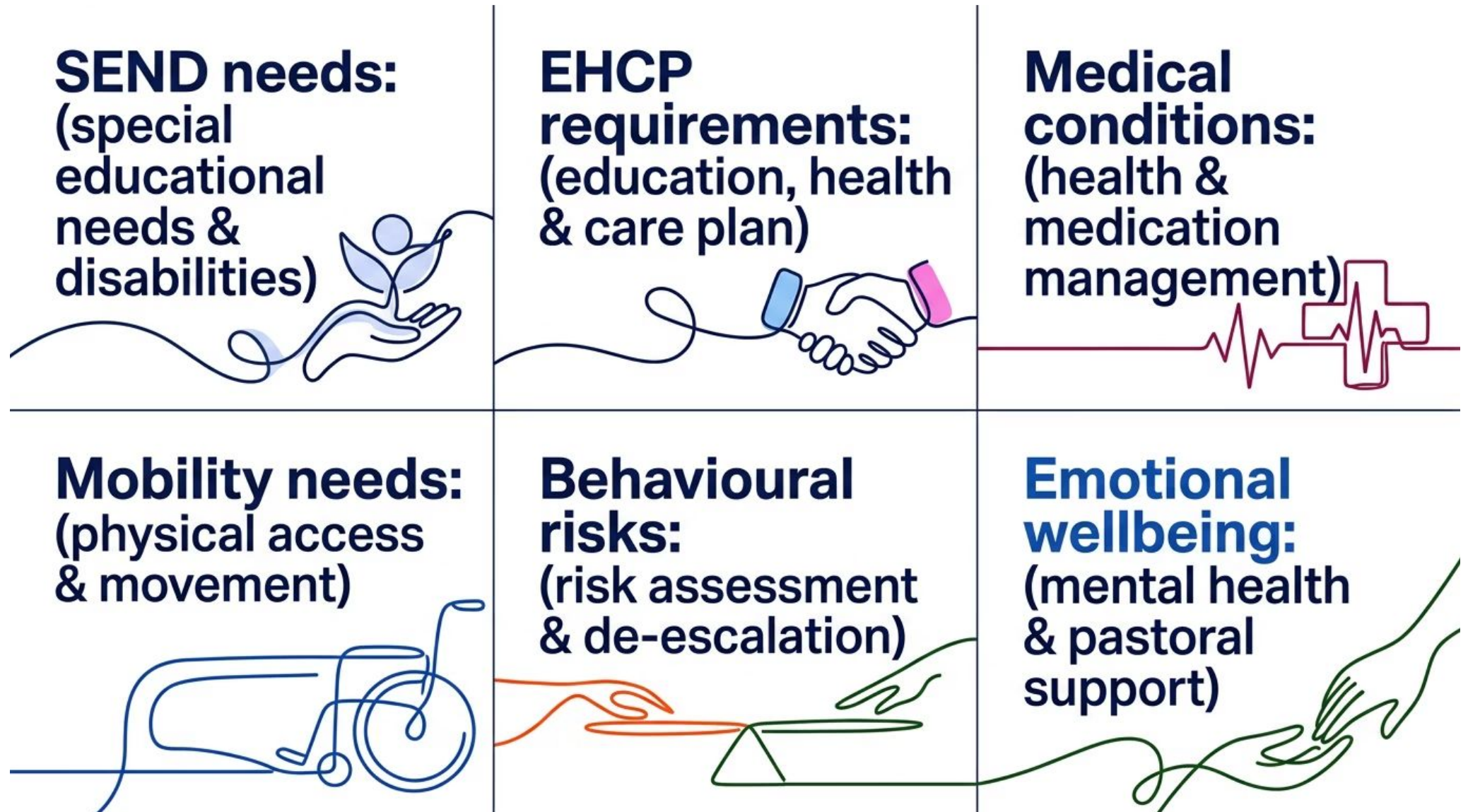
Consider workload and welfare when planning activities and managing staff responsibilities.

Signpost Support

Signpost appropriate support services where individuals may be experiencing difficulties.

Learners with Additional Needs

Health and safety arrangements will take full account of the individual needs of all learners. Reasonable adjustments will be implemented where appropriate to ensure every learner can participate safely.



- ✓ Reasonable adjustments will be implemented where appropriate to ensure inclusive and safe participation for all learners.

Safeguarding & Health and Safety

Reconnect Learning recognises that safeguarding and health and safety are closely and inextricably linked. Where incidents raise safeguarding concerns, safeguarding procedures will always take priority.

When Safeguarding Concerns Arise

- Safeguarding procedures will take priority over all other considerations.
- The DSL will be informed immediately.
- Appropriate referrals will be made without delay.

Read Alongside

This policy must be read alongside the **Safeguarding and Child Protection Policy**, which sets out the full safeguarding framework for Reconnect Learning.



Safeguarding always takes priority. Any incident with a safeguarding dimension must be escalated to the DSL immediately.

See also: Safeguarding & Child Protection Policy | Online Safety Policy | Behaviour Policy | Accident Reporting Procedure

Training

Reconnect Learning ensures that all staff receive training appropriate to their role before commencing delivery. Training records are maintained securely and monitored through the organisation's compliance systems to ensure all qualifications remain current and refresher training is completed on time.

		
Health & Safety Awareness	Safeguarding	Prevent Duty
		
First Aid (where required)	Fire Safety (where required)	Lone Working Procedures
		
Risk Assessment Training	Food Hygiene (where food is provided as part of delivery)	Positive Behaviour Support
		
De-escalation Techniques	Manual Handling (where applicable)	Emergency Procedures

Refresher training requirements are identified through the annual monitoring review and addressed promptly. Training needs are also reviewed following any significant incident or change in delivery.

Monitoring & Review

The Managing Director will ensure that health and safety arrangements are actively monitored and reviewed on an ongoing basis.

Accidents, Incidents & Near Misses

All accidents, incidents and near misses are recorded, analysed and reviewed to identify patterns and prevent recurrence.

Learner Welfare & Staff Concerns

Concerns raised by learners, staff or external partners are reviewed and acted upon promptly, with outcomes recorded.

First Aid & Venue Inspections

First aid equipment checks and venue inspection records are reviewed to confirm ongoing compliance with safety standards.



Trend Analysis

Data from incident reports is reviewed regularly to identify emerging trends and inform improvements to practice and risk assessments.

Risk Assessment Review

All risk assessments are reviewed following incidents, changes in delivery or at least annually to ensure they remain current and effective.

Training Compliance

Records of staff training are monitored to ensure all staff hold current, appropriate qualifications and that refresher training is completed on time.

This policy will be reviewed annually and without unnecessary delay following changes to legislation, statutory guidance, health and safety requirements, safeguarding practice, organisational arrangements or learning identified through incidents, audits, inspections, complaints, monitoring or service reviews.

Monitoring findings are used to drive continuous improvement across all aspects of Reconnect Learning's operations. Specifically, findings are used to: improve staff training and identify refresher needs; update and strengthen risk assessments; revise policies and procedures where gaps are identified; improve quality assurance processes; reduce the likelihood of future incidents; and improve learner safety and staff wellbeing across all delivery settings.

Statutory Guidance Compliance

Reconnect Learning will review this policy annually and immediately following significant changes to any relevant legislation or statutory guidance.

Health & Safety Legislation

Policy reviewed immediately following any changes to health and safety law.

Keeping Children Safe in Education (KCSIE) 2026

This policy is aligned with Keeping Children Safe in Education 2026 and will be reviewed immediately following any future updates.

Working Together to Safeguard Children 2026

This policy reflects Working Together to Safeguard Children 2026 and will be updated without delay following any revisions.

RIDDOR Requirements

Any changes to RIDDOR reporting requirements are incorporated promptly.

Local Safeguarding Partnership Procedures

Local procedures are monitored and reflected in Reconnect Learning's arrangements.

This policy has been developed with regard to the relevant legislation, statutory guidance and governance expectations applicable at the date of approval and will be reviewed following significant legislative or regulatory changes.

Related Policies

This policy does not stand alone. It must be read alongside the following related policies and procedures, which together form Reconnect Learning's comprehensive health, safety and safeguarding framework.

Safeguarding & Child Protection Policy

Online Safety Policy

Behaviour Policy

Lone Working Policy

Educational Visits Policy

First Aid Policy

Risk Assessment Procedure

Accident Reporting Procedure

Fire Safety Procedure

Prevent Duty Policy

Staff Code of Conduct

Data Protection Policy

Use of Reasonable Force Policy

Whistleblowing Policy

Low-Level Concerns Policy

Reconnect Learning Commitment

Reconnect Learning is committed to maintaining safe environments, promoting wellbeing and protecting learners, staff and visitors from harm. Through effective risk management, safeguarding integration and continuous improvement, Reconnect Learning is committed to creating a culture where health, safety and welfare are embedded throughout all aspects of our provision.

1.2

Policy Version

Current approved version of this policy.

2026

Date Approved

September 2026 – approved by Ellen Kerr, MD & DSL.

2027

Review Date

Next scheduled review: September 2027.

Compliance Assessment

This policy has been developed with regard to the relevant legislation, statutory guidance and governance expectations applicable at the date of approval. The following confirms the frameworks against which this policy has been assessed.

Health & Safety at Work Act 1974 Compliant		KCSIE 2026 Aligned
Working Together to Safeguard Children 2026 Aligned		Education Legislation & Recognised Good Practice Developed in line with current education legislation and recognised good practice
Alternative Provision Suitable		Home Tuition Suitable
Online Tuition Suitable		Local Authority Commissioning Designed to support Local Authority commissioning requirements
HAF Programmes Written with reference to current statutory guidance		