INCLUSIVE LEARNING SUPPORT (ILS)

HEALTH & SAFETY POLICY & PUBLIC STATEMENT

Version: 1.0

Organisation: Inclusive Learning Support (ILS)
Registered Office: Aylesham, Kent
Email: Info@ils-kent.co.uk

Approved By: Director
Effective Date: September 2026
Review: Annually
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1. Our Commitment

Inclusive Learning Support (ILS) is committed to providing a safe, healthy and supportive environment for children, young people, families, staff, tutors, contractors and other people who may come into contact with our services.

As an organisation providing SEND support, tuition, outreach and educational activities in homes, schools and community settings, ILS recognises that health and safety responsibilities apply across a range of different environments.

We are committed to:

- Protecting children, young people, staff and visitors from avoidable harm.
- Identifying and managing health and safety risks.
- Maintaining safe working practices.
- Providing appropriate information, guidance and supervision.
- Taking account of individual SEND, medical, communication and accessibility needs.
- Responding appropriately to accidents, emergencies and safeguarding concerns.
- Reviewing our arrangements regularly and making improvements where necessary.

Health and safety is regarded as a shared responsibility across ILS.

2. Scope of the Policy

This policy applies to ILS activities delivered:

- In children's and young people's homes.
- In schools and educational settings.
- In community venues.
- In libraries and other agreed public settings.
- During outreach and alternative provision activities.
- During educational and enrichment activities.
- During staff and tutor travel associated with ILS work.
- During online or remote learning where relevant health, safety or wellbeing considerations apply.

The policy applies to all individuals working on behalf of ILS, including employees, freelance tutors, contractors, volunteers and temporary workers.

3. Responsibilities

3.1 ILS Management

ILS management is responsible for ensuring that appropriate health and safety arrangements are established and maintained.

This includes:

- Providing appropriate policies and procedures.
- Identifying significant risks associated with our services.
- Ensuring appropriate risk assessments are undertaken.
- Ensuring staff and tutors understand their responsibilities.
- Taking reasonable steps to provide safe working environments.
- Reviewing accidents, incidents and concerns.
- Taking appropriate action where health and safety standards are not being met.
- Reviewing this policy regularly.

3.2 Staff, Tutors and Contractors

Everyone working for or on behalf of ILS is expected to:

- Take reasonable care of their own health and safety.

- Take reasonable care of the safety of children, young people and others.
- Follow ILS policies, procedures and reasonable instructions.
- Report hazards, accidents, incidents and concerns promptly.
- Use equipment and resources safely.
- Maintain appropriate professional boundaries.
- Never knowingly undertake an activity for which they are not appropriately trained or competent.
- Cooperate with risk assessments and safety arrangements.

Failure to follow reasonable health and safety requirements may result in appropriate management action.

4. Risk Assessment and Risk Management

ILS uses a risk-based approach to health and safety.

Where appropriate, risks associated with activities, locations, individuals and delivery arrangements will be considered before services are provided.

Risk assessments may consider:

- The physical environment.
- Access and egress.
- Fire safety.
- Slips, trips and falls.
- Equipment and furniture.
- Lone working.
- Home visits.
- Community venues.
- Travel arrangements.
- Behavioural or environmental risks.
- Medical and individual needs.
- Allergies and dietary considerations where relevant.
- Accessibility requirements.
- Emergency arrangements.
- Online learning environments.
- Any other significant foreseeable risks.

Where risks are identified, reasonable control measures will be implemented.

Risk assessments will be reviewed where circumstances change or following a significant incident or concern.

5. Home Visits and Outreach

Where ILS staff or tutors work in a child's or young person's home, appropriate consideration will be given to the safety of the environment and the circumstances of the visit.

Staff and tutors are expected to:

- Follow ILS lone-working and home-visit procedures.
- Follow agreed arrival and departure arrangements.
- Report significant environmental hazards.
- Maintain professional boundaries.
- Follow safeguarding procedures at all times.
- Take appropriate action if they believe the environment presents an immediate and serious risk.
- Report accidents, incidents and concerns to ILS management.

ILS may review or suspend a home-based service where there are significant health, safety or safeguarding concerns.

6. School and Community-Based Delivery

When delivering services within schools or community venues, ILS will work with the host organisation to understand relevant local arrangements where appropriate.

This may include:

- Emergency procedures.
- Fire evacuation arrangements.
- First-aid arrangements.
- Building access and exit arrangements.
- Venue-specific safeguarding requirements.
- Appropriate supervision arrangements.
- Known environmental hazards.
- Accessibility considerations.

ILS staff and tutors are expected to comply with reasonable site-specific safety requirements.

7. Children and Young People with SEND

ILS recognises that children and young people may have individual needs that affect health and safety.

These may include:

- Physical disabilities.
- Sensory needs.
- Communication difficulties.
- Autism.
- ADHD.
- SEMH needs.
- Learning difficulties.
- Medical conditions.
- Mobility needs.
- Anxiety or distress.
- Individual behavioural or communication needs.

Where relevant information is appropriately shared with ILS, reasonable adjustments and suitable risk-management arrangements will be considered.

ILS aims to ensure that health and safety arrangements do not unnecessarily restrict a child's access to learning, participation or inclusion.

8. First Aid and Medical Emergencies

ILS will maintain appropriate arrangements for responding to accidents and medical emergencies.

Where an accident or medical emergency occurs, staff and tutors should:

1. Ensure immediate safety.
2. Obtain appropriate first aid or emergency assistance.
3. Contact emergency services where necessary.
4. Inform the appropriate parent/carer or responsible professional in accordance with agreed arrangements.
5. Report the incident to ILS management.
6. Complete the appropriate incident or accident record.

Emergency services should always be contacted where there is an immediate or serious risk to life or health.

9. Fire and Emergency Procedures

ILS will take reasonable steps to ensure that staff understand relevant emergency procedures for the location in which they are working.

When working in schools, community venues or other premises, staff should follow the emergency procedures of the host organisation.

During home visits, staff should familiarise themselves with appropriate emergency arrangements where reasonably practicable.

Children and young people must never be placed at unnecessary risk during an emergency.

10. Lone Working

Some ILS services may involve staff or freelance tutors working alone with a child, young person or within a community setting.

ILS recognises the additional risks associated with lone working.

Appropriate measures may include:

- Pre-visit information.
- Check-in and check-out arrangements.
- Communication procedures.
- Emergency contact arrangements.
- Dynamic risk assessment.
- Appropriate escalation procedures.
- Restrictions on working in environments considered unsafe.

Further requirements are contained within the ILS Lone Working, Home Visits & Community Outreach Policy.

11. Safeguarding and Health & Safety

Health and safety is closely connected to safeguarding.

Any concern involving the safety, welfare or protection of a child or young person must be dealt with in accordance with the ILS Safeguarding and Child Protection Policy.

Health and safety concerns must not be treated separately from safeguarding where a child or young person's welfare may be affected.

Where appropriate, concerns will be reported to the Designated Safeguarding Lead or another appropriate person in accordance with ILS procedures.

12. Accidents, Incidents and Near Misses

All significant accidents, incidents and near misses should be reported promptly.

ILS will consider whether:

- Further medical attention is required.
- Parents/carers or relevant professionals need to be informed.
- A safeguarding referral or escalation is required.
- The activity should be paused.
- Additional control measures are necessary.
- A risk assessment needs to be reviewed.
- Further staff guidance or training is required.

ILS aims to learn from incidents and use them to improve safety.

13. Equipment and Resources

Equipment and learning resources used by ILS should be appropriate for their intended purpose and used safely.

Staff and tutors should:

- Check equipment before use where appropriate.
- Follow manufacturer's instructions where relevant.
- Remove damaged or unsafe equipment from use.
- Report significant defects.
- Ensure resources are suitable for the age and needs of the child or young person.

Children and young people should be appropriately supervised when using equipment or resources that could present a foreseeable risk.

14. Infection Prevention and Hygiene

ILS promotes appropriate hygiene and infection-prevention practices.

Depending on the setting and circumstances, this may include:

- Regular hand hygiene.
- Appropriate cleaning of shared resources.
- Safe handling and disposal of waste.
- Appropriate response to infectious illness.
- Following relevant public-health guidance.
- Considering additional precautions where a child or young person has specific needs.

Where an individual is unwell, appropriate consideration will be given to whether a session should proceed.

15. Online Learning and Digital Safety

Where ILS provides online learning or support, reasonable steps will be taken to promote a safe digital learning environment.

This includes consideration of:

- Appropriate platforms.
- Privacy and data protection.
- Appropriate adult supervision.
- Online safeguarding.
- Professional boundaries.
- Reporting inappropriate online behaviour.
- Technical and environmental safety.

Online safeguarding requirements are also covered within the ILS Online Safety Policy.

16. Training and Competence

ILS aims to ensure that staff and tutors have appropriate knowledge, skills and information to undertake their responsibilities safely.

Training and guidance may include:

- Health and safety responsibilities.
- Safeguarding.
- Lone working.
- Emergency procedures.
- SEND awareness.
- First aid where appropriate to the role.
- Risk assessment and dynamic risk management.
- Online safety.
- Professional boundaries.

Additional training may be identified where risks, incidents or individual service requirements indicate a need.

17. Reporting Concerns

Anyone working with or receiving services from ILS is encouraged to raise health and safety concerns.

Concerns can be reported to ILS management using the organisation's published contact details.

Where a concern also relates to the welfare or protection of a child or young person, it should be reported in accordance with ILS safeguarding procedures.

ILS will take concerns seriously and will not tolerate inappropriate retaliation against anyone who raises a genuine health and safety or safeguarding concern.

18. Equality and Accessibility

ILS is committed to providing health and safety arrangements that recognise individual needs and promote inclusion.

Reasonable adjustments will be considered where appropriate to support children, young people, staff and others with disabilities or additional needs.

Health and safety measures will be implemented proportionately and should, wherever reasonably practicable, support rather than unnecessarily restrict participation.

19. Contractors, Freelancers and Other Workers

Freelance tutors, contractors and other individuals working on behalf of ILS are expected to comply with relevant ILS health and safety requirements.

ILS will communicate relevant safety expectations and may request appropriate evidence of competence, insurance, training or other requirements depending on the nature of the work.

Individuals working on behalf of ILS remain responsible for taking reasonable care of their own safety and the safety of others.

20. Policy Monitoring and Review

ILS will monitor the effectiveness of its health and safety arrangements through appropriate means, which may include:

- Incident and accident reporting.
- Risk-assessment reviews.
- Staff and tutor feedback.
- Complaints and concerns.
- Service reviews.
- Management checks.
- Lessons learned from incidents.
- Changes to legislation or official guidance.

This policy will be reviewed at least annually and sooner where significant changes occur.

21. Public Statement

Inclusive Learning Support (ILS) is committed to delivering safe, inclusive and high-quality learning and support services.

We recognise that children and young people may receive support in a variety of environments, including homes, schools and community settings. We therefore take a proactive and risk-based approach to health and safety.

Our approach is designed to:

Protect – Prevent – Respond – Review – Improve.

We expect everyone working with ILS to contribute to a culture where safety is taken seriously and concerns are reported promptly.

The safety and wellbeing of children, young people, families, staff and partners is central to the way ILS operates.

22. Related ILS Policies

This policy should be read alongside relevant ILS policies and procedures, including:

- Safeguarding & Child Protection Policy
- Lone Working, Home Visits & Community Outreach Policy
- Online Safety Policy
- Safer Recruitment Policy
- Staff Code of Conduct
- Complaints Handling Policy
- Equality, Diversity & Inclusion Policy
- GDPR & Privacy Policies
- Whistleblowing Policy
- Prevent Duty Policy
- Emergency and Incident Procedures

APPROVAL

Approved by: Neo Matsoso-Ndlovu

Position: Director

Signature: NMN

Date: 09/09/2026

Next Review Date: September 2027

ILS Commitment

Inclusive Learning Support – Supporting learning. Promoting inclusion. Protecting wellbeing.