Meadow Pathways Wellbeing and Education Cornwall (MPWEC)

Health and Safety Policy

Education other than at School (EOTAS)

Responsibility to update: Zoe Waitz and Michelle Pascoe
Applies to: All staff, contractors, volunteers and visiting professionals working with children and young people (CYP) engaged in Meadow Pathways EOTAS packages (including tuition in homes, community venues and online).

Version No: 3
Date: September 2026
Review Date: September 2027

Summary of Changes – September 2026 Review

This policy has been reviewed and updated in September 2026. The legal framework reference had not been updated since KCSIE/Working Together 2023; it now reflects Keeping Children Safe in Education (KCSIE) 2026 (in force from 1 September 2026) and Working Together to Safeguard Children 2026 (in force from 18 March 2026). Key changes made at this review:

- Legal framework updated from Keeping Children Safe in Education (2023) and Working Together to Safeguard Children (2023) to the 2026 editions.
- Added reference to the DfE's voluntary national standards for non-school alternative provision (health & safety, premises, first aid and fire safety expectations for non-school AP settings).
- Added a brief note on the risk assessment expectations for home/community-based delivery, in line with those voluntary standards.
- **Version 3 (September 2026):** added sections on community venues (including obtaining each venue's own fire and health and safety risk assessments), fire and emergency procedures, first aid, medication, accident reporting and RIDDOR, outdoor learning and water safety, online sessions, and insurance. Related policies updated to match current policy names.

This summary is provided for ease of reference; the changes are reflected throughout the policy below.

Introduction

Meadow Pathways Wellbeing and Education Cornwall Ltd is committed to ensuring the health, safety, and welfare of all staff, children, and young people engaged in our EOTAS provision. As our work is delivered in homes, community settings, outdoors and online, without a fixed base of our own, we recognise the need for robust, flexible safety practices.

This policy is informed by:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Regulatory Reform (Fire Safety) Order 2005
- Keeping Children Safe in Education (2026)
- Working Together to Safeguard Children (2026)
- SEND Code of Practice (2015)
- DfE Voluntary National Standards for Non-School Alternative Provision (2025)

Responsibilities

Directors and Leadership:

- Ensure compliance with legislation and statutory guidance.
- Provide training, supervision, and resources.
- Maintain oversight of safeguarding and health & safety.
- Keep insurance, venue information and risk assessments up to date.

Staff:

- Follow all procedures and safeguarding protocols.
- Conduct dynamic risk assessments before each session.
- Report hazards, incidents, or concerns promptly.

Premises and Community Venues

Meadow Pathways does not have its own premises. Sessions take place in community venues (such as village halls and hired spaces), outdoor locations, young people's homes, and online.

- Before a community venue is first used, the Directors obtain a copy of the venue's own fire risk assessment, emergency and evacuation procedures, and relevant health and safety information, and check it is suitable for the young people attending.
- Venue information is reviewed at least annually, or sooner if the venue or its arrangements change.
- On arrival at any venue, staff check the fire exits, assembly point, first aid arrangements and any hazards before the session begins.
- Meadow Pathways completes its own session risk assessment for each venue and activity, including site security and the suitability of the space for the young person's needs.
- Home-based sessions follow the Lone Working Policy and Safer Working Practice Guidance.

Risk Assessments

- Staff must complete a dynamic risk assessment prior to each session.
- Assess location, child needs, lone working risks, and environmental factors.
- High-risk scenarios must be escalated to the Designated Safeguarding Lead (DSL).
- Risk assessments should be recorded and reviewed regularly.
- For home and community-based sessions, risk assessments consider the individual child's needs, the environment, first aid provision and emergency arrangements, in line with the DfE's voluntary national standards for non-school alternative provision.
- Each young person has an individual risk assessment, reviewed with their family and commissioning school or local authority.

Fire and Emergency Procedures

- Staff follow the fire and evacuation procedure of the venue they are using, and know the location of exits and the assembly point.
- In an emergency, staff make sure young people are safe, call 999 where needed, and then inform the young person's parent or carer and a Director.
- Staff always carry a charged mobile phone, the young person's emergency contact details and any relevant medical information.

First Aid

- Staff delivering sessions are trained in first aid appropriate to the setting and the young people they work with.
- A stocked first aid kit is taken to every community and outdoor session and checked regularly.

- First aid given is recorded on the First Aid Reporting Form and the parent or carer is informed on the same day.

Medication and Health Needs

- Medication is only given with written consent from a parent or carer, in line with the young person's Individual Healthcare Plan, and is recorded each time.
- Staff are made aware of any young person's medical needs, allergies and emergency medication before sessions begin.
- Where a young person carries their own emergency medication (for example an inhaler or adrenaline auto-injector), staff make sure it is brought to every session.

Outdoor Learning and Water Safety

Much of our learning takes place outdoors, including at beaches, woodland and other natural spaces.

- Outdoor activities are risk assessed in advance, taking account of weather, tide times, terrain and the young person's needs.
- Young people do not enter the sea or other open water unless the activity has been specifically risk assessed and is supervised by an appropriately qualified person.
- Staff keep young people away from cliff edges, unstable ground and other hazards, and carry appropriate kit, clothing and water.
- Activities involving tools or fire (for example bushcraft or outdoor cooking) are only carried out with a specific risk assessment and close supervision.

Lone Working

Staff must follow the Lone Working Policy:

- Share location and schedule with a Director.
- Maintain regular check-ins.
- Carry a charged mobile phone.
- Avoid entering premises alone if safety is uncertain.

Online Sessions

Online sessions follow the Online Safety Policy. Staff consider the young person's environment and wellbeing, including screen time and breaks, and know the young person's address and emergency contacts in case urgent help is needed.

Safeguarding

All staff must adhere to Keeping Children Safe in Education and Working Together to Safeguard Children.

- Complete safeguarding and child protection training.
- Report concerns to the DSL immediately.
- Maintain professional boundaries and confidentiality.

Incident Reporting

- Log all accidents, near misses, and safeguarding concerns.
- Use the Accident & Emergency Form or First Aid Reporting Form as appropriate.

- Escalate serious incidents to the DSL and a Director within 24 hours.
- The Directors report any incident that meets the RIDDOR criteria to the Health and Safety Executive (HSE) within the required timescales.
- Incidents are shared with parents/carers and the commissioning school or local authority as appropriate.

Insurance

Meadow Pathways holds public liability insurance and, where it has employees, employer's liability insurance. Staff who use their own vehicle for work must hold business-use car insurance. Certificates are available on request.

Training

Mandatory training includes:

- Safeguarding and child protection
- Lone working and personal safety
- First aid
- Health & safety awareness

Review and Monitoring

- This policy will be reviewed annually or following any significant incident or legislative change.
- Staff feedback and incident data will inform updates.

Related Policies

- Safeguarding and Child Protection Policy
- Lone Working Policy
- Safer Working Practice Guidance
- Transport Policy
- Safe Touch Policy
- Online Safety Policy
- Data Protection Policy