



GUIDING SEND FAMILIES

Special educational needs & disabilities

Supporting children, young people and families through advocacy, mentoring, SEND guidance and preparation for adulthood.

Health & Safety Policy

Organisation: Guiding SEND Families

Policy Owner: Nicola Palfreyman (Sole Trader)

Version: 2.0

Effective Date: 16 July 2026

Review Date: 16 July 2027

Review Frequency: Annually

1. Purpose

This policy sets out Guiding SEND Families' commitment to maintaining a safe and healthy environment for children, young people, adults, families and anyone accessing services.

It outlines the measures taken to minimise risks, promote wellbeing and ensure that activities are carried out safely, responsibly and in accordance with relevant health and safety legislation and good practice.

2. Statement

Guiding SEND Families is committed to providing a safe, healthy and supportive environment for everyone accessing services.

Reasonable steps will be taken to identify and minimise risks, promote wellbeing and ensure activities are delivered safely and in accordance with relevant health and safety legislation and good practice.

Health and safety is considered an integral part of planning and delivering all services.

3. Activities Covered

This policy applies to all services delivered by Guiding SEND Families, including:

- Face-to-face mentoring
- Community-based activities
- Work experience support
- Public space visits
- Preparation for adulthood activities





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- Meetings and consultations
- Travel undertaken as part of agreed support

4. Risk Management

Guiding SEND Families is committed to identifying and managing potential risks associated with the services provided.

Risk assessments will be completed where appropriate before activities take place and will be reviewed if circumstances change or new risks are identified.

Particular consideration will be given to:

- Community-based activities
- Transport arrangements
- Work experience placements
- Activities involving additional risks
- Individual needs, including medical conditions, disabilities or neurodivergence where relevant

5. Responsibilities

As the sole trader of Guiding SEND Families, Nicola Palfreyman is responsible for implementing this policy and maintaining safe working practices.

This includes:

- Identifying and managing foreseeable risks
- Maintaining appropriate insurance
- Ensuring equipment used is safe and suitable
- Keeping professional knowledge and training up to date
- Following safeguarding procedures where concerns arise
- Reviewing this policy regularly

6. Lone Working

Many services provided by Guiding SEND Families involve working independently with children, young people and families.





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Reasonable precautions will be taken to reduce risks associated with lone working. These may include:

- Meeting in appropriate public or agreed venues
- Carrying a charged mobile phone
- Informing a trusted person of appointments where appropriate
- Following safeguarding procedures at all times
- Ending or rearranging appointments if personal safety is compromised

7. Transport

Where transport forms part of an agreed service, Guiding SEND Families maintains appropriate business motor insurance.

Vehicles used for transporting children and young people will be roadworthy, appropriately maintained and operated in accordance with all legal requirements relating to vehicle safety, insurance and road traffic legislation.

Transport arrangements will always be discussed and agreed in advance with parents, carers or the relevant responsible adult.

8. First Aid

Guiding SEND Families will consider appropriate first aid arrangements for activities where required.

In the event of a medical emergency, emergency services will be contacted immediately and parents, carers or relevant professionals will be informed as soon as practicable.

9. Accident and Emergency Procedures

Any accident, incident, near miss or safeguarding concern will be recorded and managed appropriately.

Where necessary:

- Emergency services will be contacted immediately.
- Parents, carers or relevant professionals will be informed.
- Appropriate records will be maintained.





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- Any lessons learned will be considered to improve future practice.

10. Safeguarding

Health and safety is closely linked to safeguarding.

Any safeguarding concerns identified during activities will be managed in accordance with the Guiding SEND Families Safeguarding Policy and, where appropriate, reported to the relevant safeguarding authorities.

11. Policy Review

This policy will be reviewed annually, or sooner if there are changes to legislation, guidance or working practices that may affect its content.

