

# Health, Safety and Wellbeing Policy for Learners and Participants

## Policy Statement

Social Enterprise Kent CIC (SEK) is committed to providing safe, healthy and supportive learning environments for all learners and participants.

We recognise that health, safety and wellbeing are essential to positive participation, learning and progression. We aim to take all reasonable steps to ensure that individuals can participate safely in face-to-face, online and outreach activities.

SEK promotes a culture where everyone shares responsibility for maintaining safe, respectful and inclusive environments.

This policy outlines the expectations, responsibilities and arrangements in place to support learner and participant health, safety and wellbeing. It is informed by SEK's organisational Health and Safety Policy and associated procedures.

## Purpose

This policy explains:

- how SEK promotes safe learning environments,
- learner and participant responsibilities,
- how accidents, incidents and concerns should be reported,
- and the support available to promote wellbeing and safe participation.

## Who This Policy Applies to

This policy applies to all learners and participants attending SEK programmes, training, employability activities and support services, including:

- face-to-face sessions,
- online learning,
- workshops,
- outreach activities,
- coaching and mentoring,
- and employer-related activities where applicable.

## Our Commitment

SEK is committed to:

- providing safe and supportive learning environments,
- promoting physical and mental wellbeing,
- identifying and reducing health and safety risks,

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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- providing appropriate information and guidance,
- responding appropriately to accidents or incidents,
- and supporting safe participation across all activities.

We will make reasonable adjustments where appropriate to support accessibility and inclusion.

### **Learner and Participant Responsibilities**

Learners and participants are expected to:

- behave responsibly and safely,
- follow health and safety instructions,
- take reasonable care of themselves and others,
- report accidents, hazards or concerns promptly,
- use equipment and learning resources appropriately,
- follow emergency procedures where applicable,
- and participate in a respectful and safe manner.

Behaviour that places others at risk may result in action being taken in line with SEK procedures.

### **Safe Learning Environments**

SEK aims to provide learning environments that are:

- safe,
- inclusive,
- clean,
- accessible,
- and suitable for learning and participation.

This includes:

- appropriate facilities and equipment,
- fire and emergency arrangements,
- first aid arrangements,
- risk assessments where required,
- and support for learners or participants with additional needs.

### **Online and Remote Learning**

SEK recognises the importance of safe online participation.

Learners and participants are expected to:

- access sessions from a safe and suitable environment where possible,
- behave respectfully online,

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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- use digital platforms appropriately,
- protect personal information and privacy,
- and report any online safety concerns.

Learners should not:

- record sessions without permission,
- share inappropriate or offensive content,
- or engage in behaviour that disrupts or risks the safety of others.

SEK recognises that individual home or working environments may vary and will consider reasonable adjustments where appropriate.

### **Wellbeing and Mental Health**

SEK recognises that wellbeing and mental health are important aspects of health and safety.

We aim to create environments where learners and participants:

- feel safe and supported,
- can raise concerns,
- and are encouraged to seek help where needed.

Where appropriate, SEK may:

- provide support,
- discuss reasonable adjustments,
- or signpost individuals to specialist wellbeing or support services.

### **Reporting Accidents, Incidents or Concerns**

All accidents, incidents, hazards or health and safety concerns should be reported to a member of staff as soon as possible.

This may include:

- accidents or injuries,
- unsafe environments or equipment,
- wellbeing concerns,
- online safety concerns,
- or behaviour that may place others at risk.

SEK will:

- take concerns seriously,
- respond appropriately,
- record incidents where required,
- and take reasonable action to reduce risks.

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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Where necessary, incidents may be escalated in line with safeguarding or legal reporting requirements.

### **Emergency Procedures**

Learners and participants are expected to:

- follow fire and emergency instructions,
- familiarise themselves with evacuation arrangements where applicable,
- and cooperate with staff during emergencies or safety procedures.

Emergency information will be communicated during induction or at the start of activities where appropriate.

### **Additional Support and Accessibility**

SEK recognises that some learners and participants may require additional support to participate safely.

Where appropriate, SEK will:

- discuss individual support needs,
- consider reasonable adjustments,
- and work with individuals to support safe participation.
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Learners and participants are encouraged to inform SEK of any health, wellbeing or accessibility needs that may affect participation.

### **Related Policies**

This policy should be read alongside:

- Safeguarding and Prevent Policy
- Equality, Diversity, Inclusion and Belonging Policy
- Learner and Participant Charter
- Attendance and Participation Policy
- Online Safety Agreement
- Privacy Notices

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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## Policy Review

This policy will be reviewed regularly to ensure it remains effective, supportive and aligned with legislation and good practice

Signed:



Rebecca Smith (Chief Executive Officer)

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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