

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Moving and Handling Pupils Policy



Moving and Handling Pupils Policy

Aims

We aim to provide a safe, happy environment in which all pupils can develop and achieve. We also recognise our responsibility and aim to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice. Alderman Richard Hallam attaches great importance to the health and safety of all staff and pupils.

This policy refers to the moving and handling of pupils who have mobility or SEND needs and may require support with certain movements. Pupils with impaired movements can have difficulty in controlling voluntary movements, altering position, controlling body parts, or even making limbs move or bend at will. Their impaired movements, and the often accompanying neurological impairment, can also affect balance, head control, muscle tone and reaction to loud noise. The purpose of this document is to expand and explain the policy as well as guide staff in supporting pupils and themselves.

ARH's overall aim is to achieve 'no lifting' wherever reasonably practicable.

1. The primary intention of this policy on the moving and handling of pupils who have mobility/ SEND needs is to prevent all staff and pupils from getting hurt.
2. All staff in classes with pupils who need to be manually handled will receive training and support to promote and develop good, safe moving and handling practice.
3. Wherever reasonably practicable, moving and handling tasks must be avoided.
4. Where moving and handling tasks cannot be avoided, classes must ensure that suitable and sufficient moving and handling risk assessments are completed to ensure that appropriate steps, including training, are taken to reduce the risk of injury to the lowest level reasonably practicable.
5. We must use "clinical judgement" when working with the pupils.
6. Best practice and well-planned practice should result in safe movement.
7. REMEMBER – as in all aspects of life, we can only reduce risk: we cannot eliminate it.
8. A child with no additional needs should only be moved if they pose a danger to themselves, others or the school's property.

Of primary importance, staff should avoid manual handling as much as possible. If required and unavoidable, where reasonably practicable, staff should remember:

- Pupils should be encouraged to assist with their own mobility whenever possible.
- Lifting pupils is not the same as lifting an object, as children can move. Remember to consider that the child may struggle or wriggle whilst on the move. If this happens, stop, place the child back down and start again after using reassuring words to calm the child.
- Encourage the child to hold onto you where possible, this will support you and the child when lifting.
- A child should never be held away from the body or above shoulder height.
- A child should always be held close to the body when carrying and never at arm's length.
- All staff involved in manual handling of children are given briefing in the use of safe lifting techniques as part of the manual handling training and induction.

- Individual Assessments are carried out on any children requiring physical handling leading to a Handling Plan for the individual concerned.
- Children are never to be lifted by the arms or wrists. The correct procedure is to lift them under the armpits using both hands and pull them close into your body.
- All moving and handling of a child should be undertaken in a caring, sensitive manner, always respecting their dignity.

All handling should be documented, either via a pupil's positive handling plan, the local authority relevant paperwork being filled in (see the SENDCO for further guidance in this), an SO2 or via the school's moving and handling form found [here](#). Please speak to a member of SLT if you require further support.

Policy links:

- Health and Safety Policy
- Physical Intervention Policy
- SEND Policy