



Bentfield Primary School **Moving and Handling Policy**

Introduction

This policy reflects the values, ethos and philosophy of Bentfield Primary School in relation to our responsibilities for ensuring the safe moving and handling of pupils. The Moving and Handling Policy for pupils is a working document and as such it reflects both the practices that are carried out and those to which the school is striving.

The policy is agreed on by the whole staff and presented to the Governing Body. The document is available for interested parties. The co-ordinators for moving and handling are the Head of Learning Support and Assistant Head of Learning Support.

Rationale

The policy sets out guidelines to ensure that risks to pupils and staff are minimised with regard to the safe moving and handling of pupils, their transport and equipment. The policy aims to point the way to practical, workable solutions designed to improve both the safety and efficiency of our working practices.

We will not discriminate against pupils because of their gender, sexual orientation, ethnic background, religion, disability or social class and will ensure that all pupils' ability to achieve their potential is not limited by discrimination or prejudice – either directly or indirectly.

Aims

Bentfield Primary School aims to create an environment where:

- Potential problems and difficulties in moving pupils with physical disabilities will be assessed and solutions found to enable them to access a fully inclusive curriculum and range of experiences while giving them as much independence as possible
- The dignity of pupils will be considered and maintained at all times during moving and handling operations, resulting in respect for and protection of each pupil's individual rights
- Pupils are able to access a range of positions and use a variety of equipment under the guidance of therapists within a safe and supportive environment
- Every pupil is recognised as an individual and is not defined by his or her disability. This may result in the need for a specific individual method of manual handling or moving
- Pupils will be encouraged to actively participate and assist during moving and handling operations whenever possible so that their opinions are valued, their independence is fostered and their fears and anxieties are minimised.

Implementation

The pupils at Bentfield who have additional physical disabilities have an individual physiotherapy and occupational therapy programme which is prepared by the therapists and shared and demonstrated to school staff. As part of this programme a risk assessment is made regarding the moving and handling of the pupil by the therapists and recommendations are made regarding hoisting and transferring pupils. These are reviewed annually or sooner if individual needs change.

Some pupils do not have physical difficulties but the nature of the unpredictable behaviour may necessitate some moving and handling by staff. Individual Behaviour Support Plans will be created for these pupils to minimise risk to pupils and staff. Whenever possible there will be a policy of minimal moving, handling and lifting with the following hierarchy of intervention in place:

- Avoidance of moving and handling as far as reasonably practicable
- Staff will look at the environment to ensure that moving and handling pupils is kept to a practical minimum. Pupils will be encouraged to be as independent as possible reducing the need for staff to intervene until necessary.
- Wherever possible use will be made of mechanical equipment and aids to assist in the safer movement of pupils.
- Ceiling hoists and/or mobile hoists are available in different areas of the school as appropriate. Adjustable changing beds are available in toilet and changing areas.

Assessment of risks

Ongoing discussion and assessments between key staff around the pupil and therapists ensure that Physical Support Programmes and Behaviour Support Plans are reviewed annually, or sooner, if necessary and amended accordingly.

In some circumstances, because of the individual needs and severity of some learners disabilities, it may be necessary to move or reposition individuals by manual lifting. Under these circumstances special assessment will be made in order to reduce the risk to pupil and staff to the minimum.

Reduction of Risk

All staff working with pupils who require moving and handling as part of their personal care, exercise routines or classroom activities will receive a demonstration (from a therapist or qualified member of staff) as guidance to maintain continuity and to ensure the health, safety and welfare of all concerned.

It is the responsibility of staff to follow the guidelines and to report any concerns if there is reason to suspect that the assessment is no longer valid, or if there is a significant change to the ability of the pupil or the circumstances in which moving and handling is required.

This policy will also be applied for off-site activities. The school will make every effort possible to ensure the inclusion of pupils in all activities. However, if an activity cannot be carried out safely at the site identified, then it cannot go ahead and this may result in some pupils being offered an alternative activity.

This policy has been designed to comply with the requirements of the Manual Handling Operations Regulations 1992 revised 1998 and updated in 2004 (MHOR) and takes account of the Disability discrimination Act 1995.