

Netherton Junior and Infants School

**POLICY
FOR
Handling and
Moving Pupils
With Special Needs**

October 2025

(Including Close Personal Contact
Policy and Guidelines)

This policy focuses on pupils with special needs and is not a general manual handling policy although many of the principles are the same.

The authority recognises its responsibility to ensure the health, safety and welfare of its employees as far as is reasonably practicable.

Central to this policy is the avoidance of injury and minimisation of risk.

Acknowledgments:

Information taken from Centaur Training Limited

Netherton Junior & infant school has a responsibility to ensure the safety of employees and pupils when involved in handling and moving.

The school aims to:

- ❑ Avoid unnecessary handling tasks where ever possible
- ❑ Train and educate staff in correct methods of assessment, handling techniques and principles
- ❑ Design equipment and work places to make them ergonomic (user friendly)

School's provision:

- ❑ Staff are provided with education and training for handling and moving operations and in the use of aids and equipment as appropriate
- ❑ The school will ensure provision of appropriate equipment for handling and moving
- ❑ Suitably trained staff must assess all operations involving manual handling procedures judged to be potential hazardous, and reduce the risk to the lowest level which is reasonably practicable. (suitably trained staff may be LA trainers, Physio/OT staff.)
- ❑ A risk assessment will be completed where needed.
- ❑ All potentially hazardous handling and moving operations should be assessed on any annual basis

Staff responsibilities:

- ❑ It is the responsibility of staff involved in handling and moving operations to request assessment / reassessment
- ❑ It is the responsibility of staff to carry out safe systems of work that have been identified by the assessor
- ❑ It is essential that staff wear appropriate clothing and footwear for their own and others' safety
- ❑ It is the duty of all staff to report and record all accidents and injuries to themselves or to pupils see Appendix 3.

The accident / incident books for this school are located in the School Office

For further information refer to appendices.

INTIMATE CARE/CLOSE PERSONAL CONTACT POLICY

Rationale

Intimate care/assistance and activities requiring close personal contact can be identified as personal care/assistance that involves an individual's personal space.

In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, culture and physical and development needs.

Purpose

The purpose of the policy at Netherton Junior and Infant school is to:

- Uphold pupil's rights to privacy and dignity
- Identify situations which have elements of close personal/intimate contact
- Recognise the responsibilities of adults involved
- Safeguard pupils and adults from any misinterpretation of action
- Ensure consistency of action whilst being sensitive to individual need
- Dispose of waste safely

Guidelines

The guidelines cover a variety of activities and it must be accepted that there has to be a degree of flexibility and judgement within some situations. The guidelines must be followed in the context of Child Protection, Health & safety and Police Clearance Procedures.

Police Clearance

All adults participating in any activities including intimate/close personal contact will have undergone statutory police checks. All adults assisting with toileting should be employees of the school.

Child Protection

All child protection matters must be reported to the designated person in school responsible for child protection. Procedures should follow the Child Protection Policy. The designated person is Miss G Haley (Headteacher). Child Protection Training should be an ongoing part of staff training.

Health and Safety

All staff should be aware of and adhere to the general health and safety guidelines as documented by the LA. Appropriate risk assessments should be carried out. Any health and safety concerns or queries should be taken up with the Headteacher who will act upon the information.

The role of students/volunteer helpers

Students/volunteer helpers/parents:

- Should not assist with toileting pupils
- May assist in helping pupils change for PE if supervised by a member of school staff
- Must not assist with any feeding requiring medical training to give food or respond to an emergency situation
- May assist at the dining table in general situations
- Must be supervised and not put in a situation where they are alone with pupils except in extreme/emergency circumstances

GUIDELINES

Toileting/changing

The following must be taken into consideration:

1. The need for privacy whilst being aware of the need to protect staff from allegations and pupils from possible inappropriate touching
2. Consistency of approach with necessary information being communicated to all appropriate staff
3. Encourage as much independence as possible using the progression of skills
 - opportunity
 - dependence
 - co-operation
 - participation
 - supervised independent action
 - independence
 - where a pupil is physically able to dress/undress they should be allowed to do so
4. Be aware of assistants' own personal hygiene and use of appropriate aids: gloves, aprons etc
5. Be aware of general hygiene and disposal of waste (NB soiled nappies, catheters etc are not clinical waste - double bagging is sufficient)
6. Give sufficient time for the pupil to achieve/be aware of/be familiar with the type and frequency of prompts
7. Ensure females (and boys who catheterise) are cleaned front to back
8. Creams etc are only to be used with permission from parents
9. Appropriateness of male/female assistance with boy/girl pupils to be agreed on
10. Secure documented parental agreement to procedures. If necessary this could include space for names of support staff members who are willing/able to assist at toileting times, and could include names of lunchtime staff available
11. Before accompanying a pupil to the toilet, inform the relevant class teacher that you are accompanying the pupil
12. Report back immediately to the class teacher any concerns if a situation arises which causes support staff embarrassment

Feeding/Eating

1. All procedures to be kept up to date with information from health Professionals and parents
2. Account must be taken of pupil's likes/dislikes and normal routine
3. Hygiene procedures to be adhered to
4. Emergency procedures to be put in place if possible choking may be an issue
5. The importance of social interaction at snack/lunchtime should not be underestimated

Physical Assistance

1. Give verbal prompts/instructions before touching, moving or handling pupils
2. Have due regard for instructions given by therapists regarding individual pupil's movement/transfers etc
3. Always use equipment recommended to assist with moving/transfers

Pupils may have individual bathroom/feeding/physical assistance regimes, which will be reviewed and amended as required, following advice

This policy will be reviewed in accordance with school procedures for the review of all policies or sooner if national and/or local information impacts upon it.

APPENDIX 1

EMPLOYERS' RESPONSIBILITIES

General responsibilities for health safety and welfare

1. Responsibilities for Employees

The employer must ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees. This includes providing whatever information, instruction, training and supervision are needed to achieve this. The term 'reasonably practicable' involves balancing the cost of reducing risk, evaluated in terms of time, effort and money, against the likely benefits gained by risk reduction.

2. Responsibility for the Workplace Environment

Rooms where people work must have sufficient floor area, height and unoccupied space to allow them to work without risk to anyone's health, safety or welfare. They must have adequate and appropriate ventilation, temperature, lighting and cleanliness.

RESPONSIBILITIES RELATING SPECIFICALLY TO MANUAL HANDLING

1. Avoidance of Manual Handling

Each employer must, so far as is reasonably practicable, avoid the need for employees to undertake any manual operations at work which involves a risk of their being injured.

Where it is not reasonably practicable to avoid such a need, the employer must do each of the following:

2. Assessment of Risks

The employer must make a suitable and sufficient assessment of all manual handling operations which involve a risk of injury. This will include reference to four main elements:

- ❑ Task
- ❑ Load (pupil)
- ❑ Individual capability
- ❑ Working environment

3. Reduction of Risks

The employer must also take steps to reduce the risk of injury to employees, arising from undertaking such manual handling operations, to the lowest level reasonably practicable. As with assessment, a structured approach should be adopted, with reference to the same four elements:

- ❑ Task
- ❑ Load (pupil)
- ❑ Individual capability
- ❑ Working environment

4. Provision of Information on the Load (Pupil)

The employer must take appropriate steps to provide any of those employees who are undertaking manual handling operations, with general indications and (where it is reasonably practicable) precise information on:

- ❑ The weight of the load (pupil)
- ❑ The heaviest side of any load whose centre of gravity is not positioned centrally (this is rare in human beings)

5. Review of Risk Assessments

Any risk assessment must be reviewed by the employer who made it if

- ❑ There is reason to suspect that the assessment is no longer valid
- ❑ Or there has been significant change in manual handling operations at work to which the assessment relates

Where, as a result of a review, an assessment changes, the employer must document these changes and respond to them.

See Health & Safety at Work Act 1974 and Manual Handling Operations Regulations 1992 for more detailed legislation

APPENDIX 2

EMPLOYEES' RESPONSIBILITIES

General responsibilities for health, safety and welfare

1. Responsibility for people

Every employee has a duty whilst at work to take reasonable care of health and safety of himself and other people who may be affected by his actions or omissions - ie actions he chooses to do or not to do

2. Responsibility to co-operate with employer

Each employee must co-operate with the employer, to allow him to comply with his health and safety duties

3. Responsibility for using equipment appropriately

Each employee must use appropriate equipment supplied by the employer, in accordance with training and instructions provided. This clearly includes equipment and aids for manual handling.

RESPONSIBILITIES RELATING SPECIFICALLY TO MANUAL HANDLING

The Manual handling Operations 1992 specify only one key responsibility for employees:

Using safe systems of work

Every employee must use safe systems of work provided by the employer. In other words, by law you must comply with systems specified in policies and procedures relating to manual handling.

(See H & S at work Act 1974 and Manual Handling Operations Regulation 1992 for more detailed legislation)

APPENDIX 3

REPORTING OF INJURIES AND ACCIDENTS

1. Reporting

Employers must, by law, report to appropriate outside agencies:

- All fatal and specified major injuries to any person
- Any injury that results in the inability of an employee to work for more than three days
- Any injury which results in a person being admitted into hospital for more than 24 hours

Not only does this action ensure compliance with regulations, it also prompts remedial action to prevent a possible recurrence of the accident.

2. Recording

The employer must keep an accident book for any premises where ten or more people are employed at the same time. The book must be kept where an employee can easily get at it at all reasonable times. Additional arrangements may need to be made where staff may sustain accidents away from their employer's premises.

Employers and managers must investigate the cause of an accident and record anything which may be different from what has been stated in the accident report. When full, the book must be kept for 3 years from the date of the last entry. Safety representatives are entitled to inspect documents, and to be provided with information relating to accidents.

Employees' Responsibilities

1. Reporting

You must inform your employer as soon as possible after any incident at work.

2. Recording

Following any accident you must either make an entry in the accident book personally, or ask some one to do it on your behalf. If there is no obvious injury, but you believe there may be ill effects later on, you should still make an entry in the accident book and also inform the local Department of Social Security Office.

(See Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 for more detailed legislation)