



ASHGATE CROFT SCHOOL

MOVING & HANDLING POLICY

Approved by Resources Committee: 08.05.2019

Minute No.: 13.05/19 (R)

The Safer Assistance of Pupils with Complex Physical Needs

The purpose of this policy is to ensure that a common package of measures is established and implemented to protect the safety of pupils and staff, when carrying out moving and handling activities.

The Derbyshire Inter Agency Code of Practice for Moving and Handling (*Derbyshire Inter Agency Group*) is used at Ashgate Croft School.

Implementation of the Code of Practice ensures that:-

- The Headteacher is responsible, supported by the LA, for ensuring that the correct equipment is provided and that the school environment is one in which a pupil can be moved safely.
- Before admission an assessment of the pupil's needs will have been carried out by the therapists and/or the school.
- On admission of a pupil to school, a moving and handling risk assessment and handling plan will be written and made available to all staff responsible for the pupil's education and movement in school.

NOTE: Prior to return to school and as soon as possible following surgery, hospital stay or long period of absence, an assessment of needs will be carried out by the therapist and school.

- Where a strategy cannot be identified from within the Code of Practice because it falls outside the "Code of Practice" guidelines and is therefore a variance. One of the following will take place:

Where the activity is a one-off, only applicable to a particular pupil and is part of the pupil's care routine, the variance procedure will be followed by named staff.

Where the activity is not in the Code of Practice but is carried out frequently at school, a local procedure may be developed and training given to all staff.

Physiotherapists will be responsible for identifying therapeutic activities and instruct safe delegation of tasks to staff where appropriate.

School staff will not undertake the implementation of these activities unless they have been directed to do so.

- The Site Manager is responsible for arranging 6 monthly inspections and testing of all rise and fall equipment. Reports are kept in the Health and Safety folder. It is the responsibility of all staff to report equipment faults to the Site Manager.

Staff Personal Responsibilities

It is the responsibility of each member of staff to report any health condition which may make them unsafe or vulnerable to injury when assisting a pupil to move, eg pain, pregnancy, previous injury, disability or physical difficulty.

It is the responsibility of each member of staff to comply with the Dress Code as identified in the DIAG, ACS Code of Practice and Staff handbook.

- All staff should wear suitable clothing for the practical nature of their role including full flat shoes and it is recommended that hair should be tied back if longer than shoulders.
- To encourage good hand hygiene and reduce cross infection, natural looking fingernails are preferable and **all nails** should be clean, blunt edged, kept short (no longer than a 0.5cm beyond the end of the finger-tip) with minimal accessories or embellishments. **False nails should not be worn.**
- When carrying out moving and handling or personal care, loose jewellery and rings with stones should be removed to avoid scratches or abrasions to the skin occurring and snagging on equipment. Simple, plain watches are acceptable.

Staff Training

Through a systematic programme (every 2 years) of training all staff will receive training in the correct principles to use when assisting pupils with complex physical needs.

The basic moving and handling skills to be used at Ashgate Croft School will be based on a safe pattern of movement following the core principles as identified in the Code of Practice.

By adopting and training staff in this method, staff will be using professional techniques and reducing the risk of serious injury.

When applying the Principle of Safe and Effective Movement – Assisting People to Move it is important that:

Where there is any element of risk involved in a handling activity it is essential that consideration is given to whether the activity can be avoided altogether without detriment to the well being of the pupil.

Independent movement is encouraged. The moving and handling plan will have as its prime objective the promotion of independence, as far as is possible. For some pupils the moving and handling plan will be developed in collaboration with the therapists.

Staff who understand the pupil's individual complex needs work consistently with the pupil in order that the pupil can co-operate safely in the activity. When the member of staff is unsure or not familiar with the pupil or the activity then reference should be made to the handling plan.

Good communication will also be established between staff where two or more are required to work together for safer movement of a pupil to take place.

Everyone will be required to ensure they understand the activity (see personal Handling Plan), a clear leader will be identified to co-ordinate the transfer and an agreed prompt established so that everyone, both staff and pupils are prepared and clear on the task to be carried out.

At all times relevant methods of communication will be maintained between the members of staff and the pupil. The pupil will be encouraged to be as independent and actively involved in the activity as is possible according to ability.

Where possible regular class staff will be lead carer to ensure the safety of both staff and pupils and provide continuity of care

Non-school staff, supporting a pupil on a 1:1 basis are able to assist that particular pupil with M+H tasks as second carer only if they have received Moving and Handling training relevant to their role.

Supply staff can assist as second carer only during transfers, if they have received Moving and Handling training and the regular class team is to ensure they have read all relevant information prior to the pupil being moved i.e. personal handling plans (PHRA's)

Volunteers, students and persons doing work experience who do not have moving and handling training should not assist with helping pupils to transfer between equipment or carry out any therapeutic handling.

Moving and handling tasks such as moving wheelchair users or equipment by untrained school staff or non-school staff should be assessed on a competency led basis and carried out under instruction by the class teacher or by the moving and handling team.

Roles and Responsibilities

Governors

The Governing Body will ensure a Moving and Handling Policy is adopted and monitored.

Headteacher

The Headteacher will:

Ensure that a policy for safer handling is developed and implemented;
Identify personnel responsible for risk assessment and training;
Ensure resources are made available to allow implementation of the strategy.
Support and supervise link workers;
Ensure the appropriate training is developed;
Purchase appropriate equipment, seeking external funding where appropriate;
Ensure audits of handling in school are carried out.

Link Workers – Lesley Burton/ Lynsey Walshe

Link Workers will:

Carry out risk assessments – both establishment assessments and personal handling risk assessments and handling plans;

Support staff in implementing safer procedures;
Act as a specialist resource for moving and handling.
Plan, deliver and evaluate moving and handling training programmes.

This policy should be read in conjunction with Health & Safety/Child Protection/Safeguarding/Looked After Children/ Allegations of Abuse/Recruitment/PSHE/Sex Education/Careers/Work Experience/Confidential reporting Code/Governors Induction/Staff Induction/Touch Policy/Pupil Behaviour Support

Derbyshire Local Authority

Children and Younger Adults Department

Moving and Handling Policy: Assisting Children to Move

Statement of intent

The LA appreciates that the moving and handling involved in the delivery of services to young people who require assistance has the potential to cause injury both to the young person being assisted and to the staff providing support.

The LA will therefore work to promote safer handling procedures and environments in its schools and settings, in partnership with other relevant agencies and parents.

The Authority will work within the relevant legislative framework, guidance and professional standards of good practice as outlined within the Derbyshire Inter- Agency Group Code of Practice.

Responsibilities of schools and settings

It is the responsibility of the school/setting on a day-to-day basis to ensure that all young people who require assistance to move are moved safely. To this end the LA, in partnership with other agencies, has introduced detailed guidance to ensure this happens.

This guidance can be found in the DIAG document 'Care Handling of Children in Hospitals and Community Settings – a Code of Practice'. This is commonly known as the 'DIAG Code of Practice'. No handling of pupils/young people who require assistance to move should take place unless it is by trained and competent people in line with this guidance. Before any handling takes place a risk assessment based on the model in this guidance must be carried out. To ensure compliance with the DIAG Code of Practice schools/settings are also required to:

- Ensure staff who are recruited are physically capable of carrying out the work required without putting themselves or young people at risk.
- Ensure appropriate advice is sought where there are concerns about the health and fitness of staff before and during employment as necessary.
- Ensure there are sufficient staff available who are properly trained and are available for appropriate refresher training.
- Ensure specialist advice is sought as appropriate.
- Ensure equipment is made available and maintained.(equipment used for lifting people must be inspected by a competent person every 6 months in accordance with LOLER regulations and serviced in accordance with manufacturers guidelines).
- Ensure safe working environments are provided.
- Receive and act on feedback given by staff involved in the handling process.
- Ensure that risk assessments are reviewed at appropriate periods.
- Ensure handling practices are monitored.
- Identify a key trained member of staff to co-ordinate moving and handling within the school.
- Link with the LA and their specialist staff regarding the provision of appropriate equipment and so forth.