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Cromford Church of England Primary School Moving and Handling Policy. **(Assisting Children to Move)**

Moving & 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 (DIAG) 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.