



Penguin Preschool Safe Handling and Moving Policy

Introduction: At Penguin Preschool, the safety and well-being of all children in our care are of paramount importance. This policy outlines our approach to the safe handling and moving of children aged 2-4 years, ensuring that all practices adhere to current legal requirements, best practices, and our commitment to safeguarding the children in our care. The policy is designed to protect children and staff, ensuring that any handling or moving is done safely and appropriately.

Purpose of This Policy:

This policy is written to:

1. **Ensure the safety and well-being of children** during any physical handling or movement.
 2. **Comply with legal requirements** set out in UK legislation regarding child protection and health and safety.
 3. **Provide guidance to staff** on best practices for safe handling and moving of children to minimise risks of injury and discomfort.
 4. **Promote staff training and awareness**, ensuring staff are equipped with the knowledge to handle and move children appropriately.
 5. **Maintain a safe environment** where children can move freely and safely, with minimal risk of harm.
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Legal and Regulatory Framework:

Penguin Preschool ensures compliance with the following UK regulations and guidelines:

- **The Children Act 1989 & 2004:** Establishes the duty of care for children and safeguards their welfare.
 - **The Health and Safety at Work Act 1974:** Requires employers to ensure the safety of staff and children during all activities, including the safe handling and moving of children.
 - **The Manual Handling Operations Regulations 1992 (as amended 2002):** Outlines requirements for safe handling to reduce the risk of injury to both staff and children.
 - **The Early Years Foundation Stage (EYFS) 2021 Framework:** Sets out standards for the health, safety, and welfare of children in early years settings, including ensuring safe handling practices.
 - **The Health and Safety Executive (HSE) Guidelines:** Provides practical guidance on handling and moving children safely to avoid injury.
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Best Practices for Safe Handling and Moving of Children:

1. **Assessment and Planning:**
 - **Individual Needs:** Staff must assess any specific physical needs of each child before moving or handling them, such as health conditions, developmental stage, or mobility issues. If a child requires assistance with moving, it must be recorded in their individual care plan, and all staff should be informed.

- **Appropriate Support:** If a child has a physical disability or condition that impacts their mobility, we will ensure that there is appropriate support or equipment available to safely move the child.
 - 2. **Safe Handling Techniques:**
 - **Minimise Physical Strain:** Whenever possible, staff should avoid lifting children. Instead, children should be encouraged to move independently, with assistance provided as necessary.
 - **Correct Lifting Procedures:** If lifting a child is necessary, all safety aspects should be considered. Staff must assess the situation and use safe lifting techniques, such as bending the knees, not the back, and keeping the child as close to the body as possible. Where necessary, two staff should be involved to ensure safety.
 - **Carrying Children:** When carrying a child, staff should ensure the child's safety and comfort by holding them securely and in a position that does not strain the child or the staff member.
 - 3. **Moving Children in Group Settings:**
 - **Verbal Communication:** Staff should communicate clearly with the child before, during, and after any movement to ensure they understand and are comfortable with what is happening. Use a calm and reassuring tone.
 - **Use of Equipment:** Where necessary, appropriate equipment such as a pushchair, pram, or support harness should be used to move children. These should be in good working condition and suitable for the child's age and size.
 - **Staff Responsibility:** Staff should move children calmly and gently, ensuring there is no rushing. The child's physical and emotional needs should always be considered, ensuring they feel secure.
 - 4. **Emergency Situations:**
 - In cases where a child may need to be moved quickly (e.g, due to an accident), staff should ensure that they follow the procedures outlined in the school's Emergency Action Plan. Staff should only use lifting techniques in an emergency if absolutely necessary, and call for additional support if needed.
 - 5. **Respecting Children's Autonomy:**
 - Whenever possible, children should be encouraged to participate in their movement or handling, such as holding a hand or being supported to walk. This promotes independence and confidence.
 - 6. **Ensuring Comfort:**
 - Children should be comfortable at all times. When lifting or moving a child, staff should ensure that the child's body is properly supported to avoid any discomfort or distress. If a child is upset, they should be reassured and comforted promptly.
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Staff Training and Roles:

1. **Staff Training:**
 - All staff members are trained in first aid, with at least one member of staff having training in positive handling techniques to ensure they can respond appropriately to any situations requiring physical support or restraint.

- Specialised Training will be provided to staff who may need to move children with specific mobility needs or health conditions. This will include training on the use of specialist equipment, such as support harnesses or mobility aids.
 - 2. **Role of the Manager and Deputy:**
 - The Manager and Deputy Manager will be responsible for overseeing the implementation of this policy and ensuring that all staff members are adhering to safe handling and moving practices.
 - They will also ensure that any risk assessments or care plans for children requiring special handling are in place and reviewed regularly.
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Communication and Consent:

1. **Parental Consent:**
 - Parents or guardians will be informed of any special handling requirements for their child. Written consent will be obtained for any specific handling needs, such as the use of specialist equipment or additional physical support, as part of the child's care plan.
 2. **Ongoing Communication:**
 - Staff will communicate with parents regarding any issues related to their child's mobility, particularly if there are any concerns about how the child is being moved or handled. If a child's condition changes, their care plan and handling needs will be updated accordingly.
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Health and Safety Monitoring:

1. **Ongoing Risk Assessment:**
 - A risk assessment will be carried out before any handling of children takes place. This will assess the risks associated with lifting, carrying, or moving children in the preschool setting.
 2. **Incident Reporting:**
 - Any incidents or injuries relating to the handling or moving of children will be reported promptly through the preschool's Health and Safety Incident Reporting system. All incidents will be investigated to ensure procedures are being followed, and corrective actions will be taken if necessary.
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Review and Monitoring:

This policy will be reviewed annually, or sooner if needed, to ensure it remains up to date with best practices, new guidance, and changes to legal requirements. Feedback from staff, parents, and relevant authorities will be incorporated into the review process.

Conclusion: Penguin Preschool is committed to the safe handling and movement of children in our care. By following best practices, ensuring appropriate training for all staff, and complying with UK legal requirements, we can ensure that every child is handled safely and respectfully. The well-being of children and staff remains our priority, and this policy helps us create a safe, supportive, and comfortable environment for all.

Reviewed 17/8/2026 Sarah Fielding