



Safe Moving and Handling of Children

Approved by the Headteacher: October 2025

Review Date: October 2026

Introduction

The purpose of this procedure is for practitioners to be knowledgeable and understand the correct method to undertake manual handling procedures to safeguard both children and themselves. The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

3.51 - Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

3.4 - Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff and cover the use of mobile phones and cameras in the setting.

Whilst it is not possible to eliminate manual handling altogether correct handling techniques must be followed to minimize the risks of injury to both the child and practitioner. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's manual handling procedures.

Preventing Injuries

Together with other health and safety issues the most effective method of prevention is to eliminate the hazard – in this case to remove the need to carry out hazardous manual handling. Where

manual-handling tasks cannot be avoided, they must be assessed as part of a risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Carrying Children

In the rare occasion that a practitioner is to carry and/ or pick up children, practitioners must not lift them by one arm. This can cause a significant injury to children, such as pulling their arm out of socket. To eliminate significant harm and injury to children practitioners must pick up or hold them in the correct way by cupping children under the arm.

If the child is old enough, ask them to move to a position that is easy to pick up and ask them to hold onto you as this will support you and the child when lifting.

- Do not place the child on your hip; carry them directly in front of you in order to balance their weight equally.
- Wherever possible, avoid carrying the child a long distance.
- Where a child is young and is unable to hold onto you, ensure you support them fully within your arms and/ or close to your body.
- Avoid carrying anything else when carrying a child.
- Find a safe seated position as soon as possible.
- If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing.
- Pregnant staff members will be subject to their own risk assessment.
- Students and volunteers are prohibited from carrying children.
- In the instance of moving sleeping children to a safe sleep area, practitioners will support a child's body weight against their own, support the child's head and ensure they have a clear pathway to the designated sleep area.

Position

Stand in front of the child with your feet apart and your leading leg forward. Your weight should be even over both feet. Do not twist your body prior to lifting the child

Lifting

- Always lift using the correct posture.
- Bend your knees slowly, keeping your back straight.
- Position hands one under each of the child's armpit.
- Support the child's head if necessary.
- Lean slightly forward if necessary.
- Keep your shoulders level, without twisting or turning from the hips.
- Support the weight appropriately using both hands.
- Bring the child to waist height, keeping the lift as smooth as possible.
- Move your feet, keeping the child close to your body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the child by reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the child down.
- Make sure that the child is rested on a stable base and ensure their safety.

Assisting a Child Walking (Manoeuvring) if Needed

Hold a child's hand with your hand. If the child is independent to walk unassisted walk and/ or manoeuvre slowly showing the child, the direction (age/stage appropriate). If a child is learning to walk and can take a few steps and are able to control and balance their own body weight- hold both hands with yours and very slowly lead and support the child.

The Environment

Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable remove obstructions and ensure that the correct equipment is available.

The Individual

Never attempt manual handling unless you have been trained and given permission to do so by management or a room leader. Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.

I understand it is my responsibility to adhere to safe moving and handling procedures to ensure my personal safety and well-being. I also acknowledge it is my responsibility to adhere to all safeguarding procedures and inform management if I have any health matters that would require a risk assessment to ensure the safety others and myself.

I have completed the Manual Handling course (The Key Statutory eLearning)

Date of course completed.....