



Family Link



Our mission: The provision of leisure opportunities for children and young adults with disabilities.

Moving and Handling of Children and Young People

Policy Statement

Family Link is committed to ensuring the safety, dignity, and wellbeing of children and young people, as well as the health and safety of staff. This policy provides guidance for safe moving and handling practices when working with children and young people with disabilities or additional needs, in line with UK legislation, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998

The policy aims to minimise risks of injury, promote safe systems of work, and ensure that children and young people are moved with care, sensitivity, and dignity.

Scope

This policy applies to:

- All Family Link employees, volunteers, sessional staff, and temporary staff
- All children and young people receiving support from Family Link
- Any visitors or contractors involved in activities requiring manual handling

Principles

- Moving and handling must prioritise the safety and dignity of children and young people.
- Risks should be assessed and minimised through planning, equipment use, and staff training.
- Staff must work in partnership with parents/carers to agree safe handling practices.
- Children and young people should be encouraged to assist with their own mobility wherever possible.
- Safe handling procedures should be followed at all times, and any deviations reported immediately.



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Roles and Responsibilities

Family Link Management / Play Leaders are responsible for:

- Ensuring risk assessments are completed, documented, and regularly reviewed
- Ensuring staff training and competence in safe moving and handling
- Providing and maintaining appropriate equipment for safe handling
- Monitoring adherence to the policy and investigating incidents or unsafe practices
- Ensuring staff have access to policy, procedures, and records

Staff / Employees are responsible for:

- Following all risk assessments and safe handling procedures
- Using equipment correctly and reporting defects immediately
- Participating in training and refresher courses
- Reporting any incidents, injuries, or near-misses to management promptly
- Ensuring their own fitness to carry out moving and handling tasks

Risk Assessment and Planning

- All manual handling tasks must be assessed to identify risks before action is taken.
- Risk assessments must be recorded, accessible to staff and parents/carers, and reviewed at least every six months or when circumstances change (e.g., child's abilities, staffing, or equipment).

Assessments should include:

- Nature of the task
- Child's abilities and cooperation
- Equipment required
- Staff required to perform the task safely
- Parents/carers should be involved in agreeing safe handling strategies wherever possible.

Equipment

- All equipment must be suitable, maintained, and used according to manufacturer guidance.
- Staff must receive training before using any equipment.
- Equipment checks must be regularly performed, and defects reported immediately.



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- Risk assessments must consider equipment failure and identify alternative measures.

Training and Competence

- All staff must receive manual handling training prior to working with children or young people.

Training will cover:

- Safe handling techniques
- Risk assessment interpretation
- Use of equipment
- Recognising hazards and minimising injury risk

Competence will be monitored, assessed, and refreshed regularly.

Staff unable to demonstrate safe practice will receive additional training or supervision before continuing handling tasks.

Training records will be maintained centrally for all staff.

Incident Reporting and Monitoring

- Any injuries, near-misses, or unsafe occurrences must be reported immediately to the manager or Play Leader.
- Incidents will be investigated promptly, and appropriate action taken to prevent recurrence.
- Compliance with risk assessments, safe systems, and training will be monitored regularly.

Review

This policy will be reviewed annually, or sooner if legislation, best practice guidance, or operational changes require updates.



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Policy approved and adopted by the Family Link Board of Trustees

On the: 29 April 2015

Reviewed: 8th January 2026 by Trustee – Paula Hollywood

Current Play Leader – Kenzie / Megan / Reneé / Emma

Current Safeguarding Trustee – Julia James – 07894 672019

Policy due for review: 8th January 2027