



## From mountain to sea

# Guidance: Pupil Moving and Handling in Schools September 2022

Children and young people have their needs assessed on an individual basis and support will be provided as required in line with Getting It Right for Every Child [GIRFEC](#).

## Head Teacher / Senior Leadership Team Responsibility

Head Teachers / Senior Leadership Team ensure staff are aware of what risks are present in moving and handling of pupils and what reasonable control measures can be implemented to minimise risks.

When moving and handling of a pupil is required the following documents must be in place

- Managing Accessibility Plan
- Pupil Moving and Handling Plan
- Pupil Moving and Handling Risk Audit and Risk Assessment
- Personal Emergency Evacuation Plan

Guidance and examples of completed forms are on the ASN website under policies and guidance and should be read when Moving and Handling pupils is necessary. [Managing Accessibility Plan, Personal Emergency Evacuation Plan and Risk Assessment Guidance](#)

Health and safety law requires employers to carry out a suitable and sufficient risk assessment and put plans in place where moving and handling is necessary. [The People Handling Induction e-learning module](#) on ALDO includes a section on risk assessment to support staff in managing hazards and risks. The Pupil Moving and Handling Plan and the Pupil Moving and Handling Risk Assessment is to be completed and it must be shared with the Team Around the Child prior to its implementation. The templates for the Moving and Handling Plan and Moving and Handling Risk Assessment are available for staff to amend to suit the needs of the child/ young person. Once amended, these documents will detail a safe and consistent moving and handling approach. Once agreed by the Team Around the Child these documents are to be shared with all relevant staff involved with the pupil as they provide concise and easy to follow instructions on how to move the pupil and manage the risk. All Pupil Moving and Handling Plans, Pupil Moving and Handling Risk Assessments, Personal Emergency Evacuation and Managing Accessibility Plans should be monitored and reviewed at regular intervals (at a minimum annually) and always in response to the direct needs of the pupil.

## Moving and Handling Training for Staff

Moving and handling training must be undertaken by staff prior to involvement with provision of support for the child/young person. No Moving and Handling Procedure should be undertaken without training. The following courses are described and booked on ALDO.

- Pupil Handling Induction e-learning module: access directly on ALDO self-teach online course – duration 30 minutes – [link to People Handling e-learning Induction course on ALDO](#)
- Pupil Moving and Handling: enrol on ALDO. Face to face course with trainer – duration 3 hours 30 minutes – [link to Moving and handling of pupils course on ALDO](#)
- Hoist Awareness for staff: enrol on ALDO. Face to face course with trainer – duration 3 hours 30 minutes – [link to Hoist Awareness training for school staff course on ALDO](#)

All three courses must be refreshed every 2 years to make sure moving and handling skills and knowledge are kept up to date. Any further questions related to Moving and Handling can be sent to [ASNInclusionEquityWellbeing@aberdeenshire.gov.uk](mailto:ASNInclusionEquityWellbeing@aberdeenshire.gov.uk)

#### Specialist Moving and Handling Advice / Guidance

There is a Relief Moving and Handling Trainer who can be requested by completing this [form](#) and sending to: [ASNInclusionEquityWellbeing@aberdeenshire.gov.uk](mailto:ASNInclusionEquityWellbeing@aberdeenshire.gov.uk) Requests of this nature would include: advice sought regarding a specific pupil, sizing of slings, specific pupil advice sought on equipment, specific pupil advice on the Pupil Moving and Handling Plan and Pupil Moving and Handling Risk Assessment. This would not include providing training to a staff group which would be sought through ALDO.

#### Underpinning Legislation

A proportionate and sensible approach is required to planning and organising activities for children and young people with additional support needs for whom physical assistance is necessary from adult supporters. The following legislation relates to the fundamental rights of the child as enshrined in law and must be considered when planning for needs ([Getting It Right For Every Child - GIRFEC](#)) and balanced against risk:

- [United Nations Convention on the Rights of the Child](#)
- [United Nation Convention on the Rights of Persons with Disabilities.](#)
- [Children and Young People \(Scotland\) Act 2014](#)
- [The Equality Act 2010](#)

Employers must ensure that staff are not required to perform tasks that puts them and the child/young person whom they are caring for, at risk. This legislation is relevant for assessing moving and handling risks and account must be taken to ensure safety of employees:

- [Health and Safety at Work Act 1974](#)
- [Manual Handling Operations Regulations 1992 \(amended 2002\)](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Provision and Use of Work Equipment Regulations 1998](#)
- [Lifting Operations and Lifting Equipment Regulations 1998](#)

There is a statutory requirement for education authorities and their partners to work together to ensure the wellbeing needs of the child/young person as detailed in the [Children and Young People \(Scotland\) Act 2014](#). Allied Health Professional partners provide valuable support for children within school, to support their education, as relevant to their specific profession and expertise. The Scottish Government publication [Ready to Act 2016](#) supports

Allied Health Professionals in their duties in relation to the Children and Young People (Scotland) Act 2014, [Getting it Right for Every Child](#) ( GIRFEC), Raising Attainment for All and outcomes relating to the [Education \(Scotland\) Bill](#). Strong partnership-working and collaboration across services, with involvement of children, young people, their parents, carers and families, are necessary to achieve effective health and well-being outcomes.

Appendices:

[Form to Request Relief Moving and Handling Trainer](#)

[Moving and Handling Plan Template](#)

[Moving and Handling Risk assessment Template](#)

[Moving and Handling Risk Audit Template](#)

