



Safe Handling Policy

Little Ems

Policy Lead	Trevor Mulhare
Reviewed By	John McEnhill
Review Completed	10 June 2025
Date of Next Review	10 June 2026

1. Introduction

At Little Ems, the safety, dignity, and well-being of every child are our highest priorities. This policy outlines the principles and procedures for the safe handling of children, ensuring their physical and emotional security while maintaining a respectful and nurturing learning environment.

2. Scope

This policy applies to all staff members, including teachers, teaching assistants, support staff, and volunteers who interact with children within the school setting.

3. Guiding Principles

- Every child has the right to feel safe, respected, and supported.
- Physical handling of children should only occur when necessary for safety, comfort, or educational support.
- All interactions should be appropriate, professional, and in line with child protection standards.
- Staff must always seek to use the least intrusive methods possible to support a child's needs.

4. Appropriate Handling Situations

Safe handling may be required in the following situations:



- **Safety Interventions:** Preventing harm to the child or others, such as guiding a child away from danger (e.g., running towards traffic, falling in the playground).
- **Personal Care:** Assisting with hygiene, toileting, or medical needs, always maintaining the child's dignity and using protective measures (Please refer to Intimate Care policy).
- **Comfort and Reassurance:** Offering age-appropriate support, such as a gentle hand on the shoulder, if a child is distressed and seeks comfort.
- **Educational Support:** Assisting children in physical activities, such as helping with balance in movement-based learning activities.

5. Handling Techniques

- **Minimal Physical Contact:** Use verbal prompts first before any physical guidance.
- **Open and Transparent Actions:** Handling should occur in visible areas whenever possible to ensure transparency.
- **Non-Intrusive Touch:** Hand-over-hand guidance or a light touch on the shoulder is preferred over restrictive holds.
- **Immediate Release:** If a child resists, staff should release contact unless safety is at risk.

6. Prohibited Handling Practices

Under no circumstances should staff:

- Use force, except in cases where immediate safety is a concern.
- Restrain a child unless absolutely necessary for safety and only following trained intervention techniques.
- Use any form of physical punishment, including shaking, grabbing, or forcefully moving a child.
- Engage in prolonged physical contact beyond what is necessary.

7. Recording and Reporting

- Any incident requiring physical intervention must be documented in an Incident Report and reported to the school safeguarding committee.



- Parents should be informed promptly of any situation where significant handling was required.
- Staff should debrief with a supervisor to review the handling situation and discuss any necessary follow-ups.

8. Training and Awareness

- All staff members will receive training on appropriate handling techniques, child protection policies, and de-escalation strategies.
- Regular refresher courses will be provided to ensure compliance and best practices.

9. Review and Compliance

This policy will be reviewed annually to ensure it aligns with best practices and legal requirements. Any updates will be communicated to all staff members.

By following this policy, we ensure that our kindergarten remains a safe, respectful, and nurturing environment for all children under our care.