

10. Positive Handling Policy & Procedure

10.1 Statement

Wyke Community and Children's Centre place the safety of the children in our care as our highest priority to ensure the safety and well-being of all of the children in our care we will have a set of standards in place for managing the behaviour of the children in our care.

10.2 Implementation & Procedure

Staff should:

- Use an appropriate level of volume for the situation - staff should try not to raise their voices unnecessarily.
- Never handle children in an aggressive manner (pushing, pulling, grabbing etc.).
- Ask for assistance if staff feel that they cannot manage a situation.
- Use 'Time Out' appropriately - This will be different for Nursery & Fun-Care Children.
- Encourage children to calm down and talk about how they are feeling in a calm manner.
- Use the minimum amount of force necessary to make the situation safe.
- Only use physical intervention as a last resort.
- Ensure when physical intervention is used a Physical Intervention Log is completed, shared with the department manager and parents upon collection of the child.
- All staff will receive Manual Handling training and must refer to this at all times when handling children.

When a situation arises which necessitates the use of restraint, staff must:

- Calmly and repeatedly advise the child of the actions they are about to take and why.
- Call a second member of staff for support.
- Offer the child an alternative behaviour option which would prevent restraint.
- Move away other children within close vicinity.
- Ensure that the amount of force used to handle the restraint is appropriate to the age and size of the child.

10.3 Roles and Responsibilities

All childcare employees are responsible for ensuring that they understand and follow this policy and procedure.