



1.17 Manual handling & need to touch policy

Policy statement

The Bumblebee Children's Charity has adopted a minimal handling approach to assist with the needs of the children and their families ensuring handling is safe for all involved. This is in line with the Health and Safety Work Act (1974) and the Manual Handling Operations Regulations (1992) (amended 2007),

Definition

Manual Handling Operations means any transporting or supporting of a load. A load is defined as a person, inanimate object or animal.

Objectives

The organisation will comply with the requirements of the law as stated in:

- The Health & Safety at Work Act 1974
- The Manual Handling Operations Regulations 1992, updated in 1998 and 2004
- All other legislations, or parts thereof, relating to manual handling.
- The Minimal Manual Handling Policy.

Information and Training

The Bumblebee Children's Charity will ensure all employees receive information on manual handling.

Employees must:

- Be aware of their responsibilities under the Health & Safety At Work Act 1974, Manual Handling Operations Regulations 1992.(updated 1998 & 2004)
- Report all manual handling accidents, injuries or near misses using the accident/injury reporting system
- Attend manual handling training sessions provided by The Bumblebee Children's Charity
Be aware of their individual capability for manual handling and not exceed it.
- Dress appropriately by wearing unrestricted clothing.



Need to touch - Children

Touch is one of the most important senses in our early development and has a strong link with our emotional development. Being held and cuddled with warmth and interaction reinforces early attachment and bonding. Along with stroking, patting, squeezing and tickling, done with sensitivity and tuned into the child's stage of development and emotional state, this also helps develop strong neural pathways in the brain. Being mindful of safeguarding requirements staff at the Bumblebee's Children's Charity will use touch in the following ways:

- Physical contact to meet the needs of disabled children such as moving, guiding and manipulating the body.
- Leading children by the hand to help them feel safe when moving about the environment.
- Casual or incidental touch as part of a normal relationship when giving a child reassurance or celebrating success e.g high five or a cuddle.
- General reparative touch used with children having difficulties regulating their emotions to help them become calm and less anxious or upset.

Need to touch - Parents

Staff at the Bumblebee Children's charity are sensitive to the needs of the parents/carers who attend the sessions with their children. Staff may touch parents to model how to support their child during particular activities and interventions e.g. with hand over hand guidance.

Staff may also respond with touch if a parent/carer needs comforting and offer an appropriate level of touch such as a supporting hug.

Legal framework

- Health & Safety work Act (1974)
- Manual Handling Operations Regulations (1992) (Amended 2007)

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed yearly.

Date	July 2026	Name of signatory	Lindsay Warne
Role of signatory	Charity Administrator	Signed on behalf of the Trustees	