

Yeadon Westfield Infants Apparatus Handling Policy

2017-Review 2020

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

- Apparatus should be stored consistently and always returned to the same place.
- Apparatus needs to be easily accessible for all children.
- Children are taught how to lift apparatus correctly.
They should know:
 - Never to touch apparatus unless instructed to do so by the teacher
 - How many children should be holding it
 - Where they have to grip the apparatus
 - To carry apparatus - never drag it across the floor
 - To have knees bent, back straight and head up ready to lift. Walk when carrying the apparatus
 - Only to lift when everyone is ready. When ready lead child to say 'one, two, three lift' and when it is in place 'one, two, three down'
 - When the apparatus has been positioned, to sit on the floor to await instructions
- Use the apparatus cards to indicate where apparatus should be stored.
- Always have plenty of children lifting the apparatus.
- Avoid walking backwards when carrying the apparatus. The apparatus should be pointed in the direction of its destination and children should carry it facing in the same direction.
- Mats should be put out last and put away first; this will avoid children tripping over the mats as they carry the apparatus.
- As a general guideline, children should only use apparatus which they can move themselves.
- Finally when ready to use the apparatus, teachers should complete a risk management of the equipment with the children.

Note: Please use the 'Using Apparatus Safely' display in the hall for further support with the children and refer to the wall cards which shows how the apparatus is stored.

For reference, please see p114 - 119, Safe Practice in Physical Education and Sport