



Touch Policy

Formally adopted by the Governors of: -	Windmill Federation
On: -	December 2025
Chair of Governors: -	Louise Cousins
Last updated: -	December 2025
Next review date: -	March 2028

At our schools, we have a touch policy. This means that a member of staff is able to physically guide, touch or prompt children in appropriate ways at suitable times. It is extremely important that you have read and understood this policy to appreciate the reasons why we may choose to hold/touch children and the appropriate ways in which we do so.

Why Do We Use Touch?

We may choose to hold children for a variety of reasons, but in general we would normally do so for either comfort, reassurance or care. We may also need to physically touch, guide and prompt students if they require personal care, assistance with writing, eating, dressing etc.

How Do We Use Touch?

Hugging – At our schools, we use a “school hug”. This is a sideways on hug, with the adult putting their hands around the children’s shoulders and arms. This discourages “front on” hugging, and having the adult’s hands on the shoulder/arms limits the ability of the child to turn themselves into whoever is giving the hug. This can be done either standing and sitting.

Hand-Holding – We recognise that children sometimes enjoy being able to hold hands with adults around them. This is perfectly acceptable when the hand holding is compliant. However, if the handholding is being used by an adult as a method of control to move children, this can become a restraint. Therefore, we encourage the use of the “school hand-hold”. This can be done by the adult holding their arm out, and the child is encouraged to wrap their hand around the adult’s lower arm. The adult’s other hand can then be placed over the child’s for a little security if it is required.

In summary, it is generally deemed appropriate to touch others on the upper arm which would appear to be regarded as a neutral zone in most cultures.

Lap-Sitting – at our schools we actively discourage lap-sitting. Children should be taught to seek comfort/attention through other means, for example the school hand hold or hug. If a child attempts to sit on an adults’ lap, the adult should explain to them that this is not what we do here and suggest they sit next to the adult if it is appropriate.

Please note that although we have a touch policy and believe that contingent touch can be a positive experience for the children that we care for, this does not mean that members of staff have to touch children, and it should be realised that some children will not want to be touched. Please respect this.

We also have our Restraint Policy and follow Norfolk Steps. This is not intended to be used by any member of staff that has not attended training. Please ensure that you are familiar with both.

Staff have a “Duty of Care” towards the children in their care. Therefore, if a child is likely to be at risk from harm if you do not physically intervene in an emergency situation, you must take appropriate action. The action you take will be dependent on the dynamic risk assessment that you make at that moment in time. This should be documented on CPOMS.

Parents and Carers will be made aware of this policy when their child is admitted to the schools.

If you have any questions or would like a further discussion regarding this policy please speak to the Executive Headteacher or Head of School at the earliest available opportunity.