



## **Guidelines when working with pupils in wheelchairs**

- Introduce yourself and explain to the pupil what you are doing, why, and gain consent from the pupil where appropriate.
- Always speak from a position where you can make eye contact with the individual. Squat down if necessary. Check if the individual has a favoured line of vision and ensure you are in it.
- Tell the pupil when you are about to move their chair. If the pupil is able to, have them take off the brakes and signal when ready to start. Allow time for them to process the information.
- Explain to the pupil when you are turning, and try putting corresponding hand on shoulder i.e. left hand on pupil's left shoulder.
- Tell the pupil when you are about to stop, and again allow them time to process the information.
- Do not engage in conversations with other members of staff over the pupil's head.
- If the pupil is engaging in an orientation programme, ensure you are aware of correct trailing technique and appropriate language.
- Advise pupil of any change in surface or bumps e.g. moving through a doorway. Use prompt e.g. 'Ready, 1,2,3 over we go' to prepare the pupil. Remember what may seem like a small change in surface might feel uncomfortable to a pupil who is not prepared for it.

*Learning together in a changing world, creating success for all.*