

Safeguarding

Existing Injury Policy

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3.4

'Providers must be alert to any issues for concern in the child's life at home or elsewhere'

Purpose of the Policy

The purpose of the policy is to ensure that where injuries, bruises or marks are identified or disclosed, which have happened away from the Centre, they are recorded and actioned appropriately.

We aim to:

- Provide guidance on how to keep a child safe in the home for parents\carers
- Keep a record of any injury, bruise or mark which happens away from the centre.
- Provide a clear procedure for recording, reporting and monitoring existing Injuries.

What parents\carers should do

- Ensure their home and situations children are in, are safe.
- Be aware that all Family Centre employees, volunteers and students have a duty of care to ensure the safeguarding of all children accessing Centre services/activities.
- Share with Centre staff the details of any injuries, bruises or marks that your child has received whilst away from the Family Centre.
- Understand that the Family Centre has a duty to record any injuries, bruises or marks on your child that they experienced whilst away from the Centre, using an **Existing Injury Form**.

- Provide your account, including signature and date of the injury and agree for the injury, bruise or mark to be viewed by a member of staff to enable an accurate description to be recorded. The only exception to this would be that if discussing the injury, bruise or mark with you would result in putting your child at further risk of harm.
- If your child attends a Childminder, Out of school club or another nursery prior to attending the Family Centre the setting takes their completed existing injury form to the Family Centre when they drop your child off at the Family Centre a copy will be taken.

What we will do

- Provide guidance to parents on home and child safety (ROSPA.com)
- Ensure that any known injuries, bruises or marks are dealt with in accordance with this policy and procedure.
- Ensure that if the child's injury, bruise or mark happened on the Family Centre site, prior to entering nursery, record this as an accident using **BMBC's HS2 NE 2018 Form - Injury to a non-employee**
- Ensure that any explanation given for an existing injury is consistent with the injury, bruise or mark and the existing injury occurred whilst the child was engaged in a situation that is age appropriate.
- If the injury is to the head (neck or above) the Designated Safeguarding Lead\Deputy must be informed immediately and if the child is well enough to stay at nursery the **Head Injury Monitoring Form** will be completed during the nursery session. In the case of a head injury the description of the injury must include whether the head injury was with or without a fall and on what surface the head struck e.g concrete floor.
- Take a copy of an existing injury form from a childcarer if they are the one to drop the child off at the setting and log it on the safeguarding log, storing the copy in the safeguarding file.