



Pre-existing Injuries Policy

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Pre-existing Injuries

11.0 What is a pre-existing injury?

A pre-existing injury is an injury that occurred when the child was in the care of a parent / carer or an injury that has occurred when the child has been in the care of another care professional for example another Pre-school setting/or a childminder and arrives at the setting with this injury.

11.1 Pre-existing Injuries Policy

If a child arrives at Dorchester Pre school with an existing injury parents/carers must inform staff on their arrival and will be asked to complete an 'Pre-existing Injury' form, detailing how the injury occurred and ensuring staff members have current information about a child if they become unwell as a result of the injury. If staff members notice a pre-existing injury, however, and were not made aware by the parents, staff must complete a pre-existing Injury' form for parents to complete on their return.

The form contains the following information:

- Child's full name,
- Child's date of birth
- Date of injury,
- Description of injury, (Where and what is injury)
- How did the injury happen?
- Any treatment or medical aid sought,
- Parent/carers signature,
- Staff member signature and date.
- Management signature

Forms will be made available at the door opens at 9am for parents to complete.

Procedure

- The parent/carers accompanying the child will be asked what happened and be informed that a confidential record will need to be made of the injury. If there is any suspicion that speaking to the parent/carers about the injury may put the child at risk of harm, then the advice of the Designated Safeguarding Lead Person (DSL) will be sought.
- If staff members notice a pre-existing injury, however, were not made aware by the parents the staff member will note the injury, will then ask the child how it happened. This will be done in a friendly and non-demanding manner.
- Parents will be asked/telephoned about the injury and asked to sign the form when collecting their child.
- The injury will be recorded on the 'Pre-existing Injuries' form. The date, type of injury and what happened will be recorded, a body map may be used to record the location of the injury.
- The form will be signed by the member of staff recording the injury, then a management signature, and the parent/carers.
- A separate record sheet will be used for each child.
- The completed form will always be kept in the appropriate folder and remain confidential with our chronological forms in children's contract files.
- The records will be checked on a monthly basis, by the DSL to check for clusters of injuries. The Designated Safeguarding Lead is the Manager and Deputy DSL is the Deputy Manager. The Committee Safe Guarder is the



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Chair.

- All records must be completed in pen not pencil .

11.2 Storing pre-existing injury forms

All pre-existing forms are stored in a confidential file at the setting labelled 'pre-existing injuries file' (office filing cabinet) Stored confidentially and separately to the child's learning records, easily accessible to appropriate staff (these forms are archived every year and kept archived for 25 years).

Safeguarding procedures must be followed regarding any concern.

Copies of records may need to be sent to the child's social care team (in line with safeguarding children and data protection).

11.3 Why we record pre-existing injuries

- To safeguard children and the setting/staff by identifying suspected child abuse or neglect
- To ensure we are undertaking our duty - following our child protection responsibilities, policies and procedures effectively
- To consider whether the injury is non-accidental
- To consider whether there is likely to be child abuse or neglect taking place
- To help you to decide about whether an injury or concern should be reported
- To consider whether there is a pattern or several injuries that would give you cause to be concerned or doubtful about the explanation given by parents/carer, to prompt you to consider reporting it?

All staff members must have undertaken a minimum of level one safeguarding training and be appropriately trained in child development and in how to recognise and act on potential signs of child abuse and neglect. Training should also include associated vulnerability and risk factors and resilience and protective factors, identifying potential violent behaviour and assessing the capacity of the parent or carer to meet a child's needs considering their own needs/circumstances/history/illness/addiction. (Working Together to Safeguard Children).

As a setting, we must maintain records about the child's family looking at and being aware of any risk factors that may be present in the child's life such as drug/alcohol abuse, domestic violence – the key persons must work closely with the family and have heightened awareness of their impact of this behaviour on keeping the child safe.

11.4 What do we need to consider in determining if a pre-existing injury should be reported?

ALWAYS REPORT ANY CONCERNS TO THE DESIGNATED SAFEGUARDING LEAD – Helen Morris

FOLLOW SETTINGS SAFEGUARDING POLICY & PROCEDURES

- Does the explanation from parent/carer appear to be plausible?
- Consider the age and stage of development of the child, could the injury have been accidental based on your knowledge of the individual child.
- Consider whether there are particular risk factors, such as the child has additional needs.
- Has there been a change in the families/child's behaviour that has prompted you to have concerns.



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- Consider the background of the child and family if the child is involved with SOCIAL SERVICES (SS), you must inform the child's social worker immediately.
- Always consider the signs and symptoms of harm does the injury seem plausible based on your knowledge and understanding of the individual child and family circumstances

If the pre-existing incident/injury is reported to Social services then a record of this together with the pre-existing injury form must be stored together in the managers locked safeguarding incident confidential file.

Name	Position	Signature	Date
	Chair		
	Manager		
	Deputy Manager		
	Assistant		
	Assistant		