



Incoming Injuries Policy and Procedures

An incoming 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 a childminder and arrives at the setting with this injury.

All Saints Pre-school staff must record this injury on an incoming injury form and record on a 'body diagram' where the injury is positioned on the child's body. These forms must be signed by the parent and staff member and must always be dated. The voice of the child will also be recorded on this form after the parent has completed it.

Each section of the form must be completed and passed onto the setting manager to be checked and signed. The forms must be stored in the 'incoming injuries record' file. This is a confidential file.

All records must be completed in pen.

The procedure to follow when recording incoming injuries (how to report and who to report to)

The person who sees the injury should record the details (facts) as soon as possible, with the parent.

Describe the injury and record the details on the body map (for example, be specific about the size and colour of a bruise on the body) – use coins as a useful way to describe the size of a bruise for example; size of a 5p or 50p. Record how and when the injury happened, who was present with the child at the time, if medical assistance was sought/needed and any follow up treatment required.

The parent/carer and staff member must sign and date the form.

Inform the manager/DSL or named person in charge that day. If the child is involved with social care the injury must be reported to the child's social worker. In this case a copy of the incoming injury record must be sent to the child's social care team - (in line with safeguarding children and data protection).

Ask the parent the same day what happened and ask them to complete the form and sign/date. If the child is accessing 2 year old funding you must inform the 2 year old co-ordinator.

If a child has had an injury at their childminders the childminder must complete an incoming injury form when dropping the child at the setting - to be shared with the child's parent on collection. The expectation is that the childminder will have phoned the parent to explain what had happened - Ask the childminder if this has been done. If the child is returning to the childminder after their session - a copy of this form can be sent with the childminder to be completed and shared with parents.

What to consider when asking parents/carers for an explanation about how the injures/incident occurred.

- Are you placing the child at the centre?
- Do you understand the child's daily life experiences?
- Do you listen to the child; never lose sight of his or her needs. If the child is too young to communicate verbally, what do observations tell you about the child's relationship with the child's parent carer? Consider changes in behaviour
- Do you have a professional relationship with the child's parent/carer, friendly not friends?
- Is it safe to speak to the parents? Do you need two people present?
- Timing – you must speak to parents on the same day. You may need to speak to the parents on the telephone if someone different is collecting the child or may need to ask the parent to come into the setting if practitioners are concerned or if they need to determine if the child has received treatment.
- Consider tone - Not accusing. Not asking leading questions. Reminding parents of the policies and the duty of care.
- Consider whether the explanation is plausible?

- Consider behaviour and body language of the parent. Are the parent's reasons for the injury conflicting?
- If you are caring for children who are involved with children's social care or other agencies they have already been identified as being 'vulnerable' or in need of additional support, you must consider the issues that surround these children when speaking to parents or deciding whether you should report your concern. Remember if a child is involved with social care you must report the injury to the child's social worker.

Storing incoming injury forms.

All incoming forms are stored in a file at the setting labelled incoming injuries file.

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). The DSL monitors the completed forms before they are filed, in a planned and systematic way.

Why we record incoming 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 a number of 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 be appropriately trained in child development and in how to recognise and act on potential signs of child abuse and neglect.

- 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.

What do we need to consider to determine whether an incoming injury should be reported?

- ALWAYS REPORT ANY CONCERNS TO THE DSL – Mena Avery.

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.
- Consider the background of the child and family if the child is involved with social care, you must inform the child's social worker immediately
- If the child is accessing 2 year old funding you must inform the 2 year old coordinator
- 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 incoming incident/injury is reported to social care then a record of this together with the incoming injury form must be stored together in the locked safeguarding incident confidential file.

FOLLOW SAFEGUARDING PROCEDURES REGARDING REPORTING CONCERNS

The DSL role in the process.

- To oversee the process
- Speak to the parents if safe to do so or support the key person to do so.

