



Existing Injury Policy

At ABC Childcare Services Cheshire LTD/ ABC at The Mill Children's Day Nursery LTD we are committed to safeguarding and promoting the welfare of every child in our care. We recognise that children may arrive at nursery with injuries or marks that occurred outside the setting. Recording existing injuries accurately and promptly helps us to protect children, identify possible patterns of concern, support families appropriately, and safeguard staff and the nursery.

Early Years Foundation Stage (EYFS) 2025 states:

3.4 In every setting, a practitioner must be designated to take lead responsibility for safeguarding children. The designated safeguarding lead (DSL) is responsible for liaison with local statutory children's services agencies, and with the Local Safeguarding Partners (LSPs). All practitioners must be alert to any issues of concern in the child's life at home or elsewhere

The purpose of this policy is to ensure that all existing injuries are recorded consistently, factually and sensitively. It supports staff to respond appropriately when an injury is noticed, ensures parents and carers are involved in the recording process, and provides a clear route for raising safeguarding concerns where an injury or explanation causes concern. This policy is part of wider policies in place to ensure we meet our legal obligations within the EYFs.

This policy applies to all children attending the nursery and to all staff, students, volunteers, agency staff and managers working within the setting. It should be read alongside the nursery's Safeguarding and Child Protection Policy, First Aid Policy, Accident and Incident Policy, Confidentiality Policy and Data Protection Policy.

Definition of an existing injury

An existing injury is any mark, bruise, cut, burn, bite, bump, swelling, scratch, fracture, sprain or other visible or reported injury that a child has when they arrive at nursery, or that is noticed shortly after arrival, and which did not occur while the child was in the care of the nursery. Any permanent distinguishing marks, such as a birth mark, should be recorded on the child's 'This is Me document' and shared with the



3. The record will include the child's name, date, time, description of the injury, location of the injury, explanation provided, any treatment already given, and the names of the staff member and parent or carer involved.
4. A body map should be completed where appropriate to show the location, size and appearance of the injury.
5. The parent or carer will be asked to sign the record to confirm that the information recorded is accurate.
6. The completed form will be passed to the Setting Manager or Designated Safeguarding Lead for review.

Procedure When an Injury is Noticed After Arrival

1. If an injury is noticed after the parent or carer has left, staff will inform the team leader, Setting Manager or Designated Safeguarding Lead immediately.
2. The injury will be recorded factually, including when and by whom it was noticed.
3. The parent or carer will be contacted as soon as possible to ask for an explanation, usually via a phone call.
4. The explanation provided will be recorded in the parent or carer's own words where possible.
5. The parent or carer will be asked to sign the record when they collect the child.
6. If the injury appears serious, unexplained, inconsistent with the explanation given, or causes safeguarding concern, the Designated Safeguarding Lead will follow safeguarding procedures without delay. The **Existing Injuries Pack and Flowchart** can be used for reference by staff to help identify next steps.

Recording Requirements

All records must be factual, objective, clear and completed as soon as reasonably possible. Staff must not make assumptions, give opinions, or attempt to diagnose the cause of an injury. Records must include only relevant information and must be written in a professional manner. Any comments made by the child or parent should be recorded accurately, using their own words where possible. Further guidance for colleagues can be found within the **Existing Injuries Pack**



Information Sharing and External Reporting

Where there is a safeguarding concern, information will be shared only with those who need to know to protect the child. This may include the Designated Safeguarding Lead, Setting Manager, children's social care, health professionals, police or other relevant safeguarding agencies. If a child is already known to children's social care, the Designated Safeguarding Lead will consider whether the child's social worker should be informed.

Confidentiality and Storage of Records

Existing injury records contain sensitive personal information and will be stored securely in line with the nursery's confidentiality and data protection procedures. Records will be kept in the child's individual file or secure digital system and accessed only by authorised staff. Records will be retained in accordance with the nursery's record retention policy.

Staff Responsibilities

- All staff must be familiar with this policy and follow the procedure consistently.
- Staff must report existing injuries to the room leader, Setting Manager or Designated Safeguarding Lead without delay.
- The Designated Safeguarding Lead is responsible for reviewing records where there may be a safeguarding concern and for taking appropriate action.
- The Setting Manager is responsible for ensuring that staff receive appropriate induction, training and supervision relating to safeguarding and injury recording.
- Staff must use professional curiosity and remain alert to patterns or repeated injuries.
- Forms will be audited periodically to ensure the procedure is being adhered to.
- To ensure there are enough forms to hand at the start of each session

Monitoring and Review

Existing injury records will be reviewed periodically by the Setting M