



## 1.4 Existing Injuries

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

<b>Date of adoption</b>	November 2017
<b>Reviewed</b>	November 2019
<b>Signed (on behalf of the management committee)</b>	
<b>Name of signatory</b>	Kate Hilton
<b>Role of signatory</b>	Chair
<b>This policy will be reviewed</b>	Annually
<b>Date of next review</b>	November 2020

## 1.4 Existing Injuries

### **Safeguarding and Welfare Requirement: Health**

Providers must keep a written record of accidents or injuries and first aid treatment and take necessary steps to safeguard and promote the welfare of children

### **Policy Statement**

To enable us to work together and protect each child and the staff at Little Thetford Acorns, our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. We ask all parents and carers to be completely honest with members of staff and to make us aware of any accidents or incidents that have occurred to their child before they arrive at Little Thetford Acorns.

### **Procedures**

- We work together with parents and to the requirements of the EYFS.
- If a child has had an injury or accident outside of the setting, parents will be required at the beginning of each session to make a member of staff aware of any injuries or accidents that have occurred. The parent must complete the 'Existing Injuries Form' before leaving their child. We have every right to refuse to care for the child if the parent refuses to complete the form before leaving their child at drop off.
- If an injury is clearly visible on a child, and the parent has not previously informed a member of staff, then it is appropriate to ask the parents/carers about the injury, which may be accidental. Staff are not to be afraid to ask open questions or make observations, like: "What happened?" or "I noticed when they got changed they have a bruise under the arm".
- Similarly, changes in a child's behaviour causing concern will need to be discussed with the parents and carers using open questions such as "Has anything happened at home as I've noticed that they seem very quiet and not their normal self?"
- Parents/carers will be asked to record all details of the accident/incident on an 'Existing Injuries Form'. The parent's signature will also be required, to confirm the accident or incident happened outside the setting along with a staff member's signature when recording the details. We will also record anything that a child may share about their injury, however we will not instigate the questioning or probe the child for answers.
- We are within our rights to refuse care for a child, if the necessary steps that are explained above are not taken.