



Lilly Brook Childcare Ltd

Accidents and injuries on arrival

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Reviewed

This policy will be reviewed annually or sooner if legislation or best practice guidance

When	First Review	Approval
11/12/2015	J Lindow	T Wilson
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Accidents & Injuries on Arrival Policy and Procedure

(EYFS Safeguarding & Welfare Requirement – Recorded and Shared Accurately)

1. Policy Statement

At **Lilly Brook childcare** we are committed to safeguarding and promoting the welfare of all children in our care. We recognise children may arrive with existing injuries or visible marks. To protect children, families and staff, we ensure these are recorded, monitored and acted upon appropriately in line with:

- Statutory EYFS Safeguarding & Welfare requirements (recording accidents/injuries and informing parents)
- Ofsted notification duties for serious accidents or injuries
- Local safeguarding guidance of the **Bromley Safeguarding Children Partnership (BSCP)**

This policy supports early identification of possible safeguarding concerns and ensures accurate communication with parents/carers and relevant agencies.

2. Definitions

Accident/Injury on Arrival

Any visible injury (bruise, cut, swelling, mark) or reported incident occurred *before* the child started their session with us.

Serious Injury

An injury requiring hospitalisation, broken bones, loss of consciousness or other outcomes requiring medical follow-up (as per Ofsted requirements).

3. Scope

This procedure applies to:

- All children enrolled at the setting
- All staff who welcome children each day
- Any adults dropping off children (parents/carers)



4. Procedure: Logging Accidents & Injuries on Arrival

4.1 At Child Drop-Off

1. **Visual Observation:**
 - A member of staff greets each child at arrival and visually observes the child for any **visible injury or mark**.
 - Staff should look for injuries in places not easily visible (arms, legs, head).
 - If a child or parent reports an injury, note it as part of the record.
2. **Recording the Injury:**
 - Use the setting's **Pre-Existing Injury/Accident on Arrival Form**.
 - Record factual information only:
 - Child's name and date
 - Time of observation
 - Injury description and location (use a *body map diagram* if available)
 - How and when the injury occurred (per parent/carer information)
 - Any first aid or treatment already given
 - The staff member who records the information must sign and date the form.
 - Ask the **parent/carer to co-sign the record** to verify accuracy.
3. **Confirm Parent Explanation:**
 - Staff should gently ask parents/carers how the injury occurred outside of setting hours.
 - Document their explanation factually (avoid assumptions or opinions).
 - If the parent/carer *cannot* explain the injury or the explanation is unclear or inconsistent, alert the **Designated Safeguarding Lead (DSL)** immediately.
4. **Designated Safeguarding Lead (DSL):**
 - The DSL or Manager reviews the incident on the same day.
 - The DSL considers whether the pattern, frequency or explanation gives rise to a **safeguarding concern** and whether a referral to local children's services is needed.
 - The DSL will apply professional judgement and local safeguarding thresholds.

5. Recording & Monitoring Injuries



- All records are stored securely in the child's file and logged so patterns can be monitored over time.
 - Injuries are reviewed regularly (e.g., weekly/termly) by the Management Team to identify trends.
 - Where patterns emerge, the DSL discusses next steps with parents/carers and, if appropriate, **local children's services** (Bromley Children & Families Hub).
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6. Information Sharing

6.1 With Parents/Carers

- Parents/carers are informed of **any new injury or mark** on the same day or as soon as reasonably practicable.
- A copy of the Pre-Existing Injury record can be provided on request.

6.2 With Ofsted

- If an *accident/injury related to attendance* at the setting or a serious injury occurs while in our care (not injuries from home), we **notify Ofsted** as required by EYFS (usually within 14 days).

6.3 With Local Safeguarding Agencies

- If a safeguarding concern is identified through the injury or its explanation, the DSL will contact:
 - Bromley Children & Families Hub or Multi-Agency Safeguarding Hub (MASH)
 - Other relevant professionals (e.g., health visitor/social worker)
 - Parents/carers are informed about our intention to share details unless this would increase risk.
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7. Staff Training and Awareness

- All staff receive induction and regular updates on:
 - Safeguarding and child protection policy
 - Recognising hidden injuries and safeguarding concerns
 - Recording and reporting procedures
- Training is refreshed regularly (at least every two years).



Recording Injuries and Bruises in Detail

Accurate and objective recording of injuries or bruises observed on arrival is essential to meet the safeguarding and welfare requirements of the **Early Years Foundation Stage statutory framework** and guidance from the **Bromley Safeguarding Children Partnership**.

All records must be factual, clear, signed, dated and stored securely.

What Must Be Recorded

When documenting an injury or bruise, staff must include the following:

1. Child's Details

- Full name of the child
 - Date of birth
 - Room/group
 - Date of record
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2. Time and Context of Observation

- Exact time of arrival
 - Time the injury was noticed
 - Who observed the injury
 - Who was present during the discussion (e.g., parent/carer)
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3. Precise Description of the Injury

Use clear, factual, and non-judgemental language. Do **not** include opinions or assumptions.

Include:

- **Exact location** of the injury (e.g., "left upper forearm", not just "arm")
 - **Size** (estimate in cm if possible)
 - **Shape** (round, oval, linear, handprint-shaped, etc.)
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- **Colour** (red, purple, blue, yellowing, etc.)
- **Number of marks** (single bruise or multiple)
- **Type of injury** (bruise, cut, graze, swelling, burn, bite mark, etc.)
- Whether the injury appears fresh or healing (describe appearance only — do not state age unless medically qualified)

If available, a **body map diagram** must be completed and attached to the record.

Example of appropriate wording:

“A 2cm round purple bruise observed on the child’s right shin. No swelling noted.”

4. Child’s Presentation and Behaviour

Record observations such as:

- Did the child appear distressed, withdrawn, anxious or comfortable?
- Did the child comment on the injury? If so, record their words verbatim in quotation marks.

Example:

When asked what happened, child stated, “I fell off my bike.”

Do not lead the child with suggestive questioning.

5. Parent/Carer Explanation

- Record the explanation given by the parent/carers in their own words.
- Use quotation marks where appropriate.
- Record if no explanation was offered.

Example:

Parent stated, “She slipped in the bath last night.”

If the explanation is unclear, inconsistent, or absent, this must be noted factually and reported to the DSL.

6. Action Taken



- Name of staff member who completed the record
- Confirmation the parent/carer signed the record
- Whether the Designated Safeguarding Lead (DSL) was informed
- Any further action taken (e.g., monitoring, referral, discussion with manager)