



Nottinghamshire
Safeguarding
Children Partnership

Early Years Existing Injuries Pack

In Nottinghamshire and Nottingham City, we want all children to be safe and protected to the highest standards possible. The recording of injuries which children have sustained outside of a care or education setting, including the explanation given by the child, their parent or carer, plays a key role in identifying safeguarding concerns.

Each setting as part of their safeguarding policy should have a clear procedure detailing what happens when a child has an existing injury. This pack will support settings to review their practice, policy and procedure in this area to ensure that it is as robust as possible.

Contents included within this pack:

- Flow Chart- What to do when a child has an existing injury
- A checklist to review existing injuries forms / documents
- Body maps
- Existing injuries reflection tool
- Further information and useful links

Introduction

Purpose of this pack

All early years providers are required to safeguard children and be able to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. This pack provides early years settings with a suite of resources and tools to support you to consider the types of existing injuries that may be a cause for concern, the way in which injuries are recorded, the information you should be recording and when, and how you can reflect further when recording existing injuries.

Who is this pack for?

This pack can be used by all early years practitioners that come into contact with children in their everyday roles. This includes practitioners, apprentice staff and childminder assistants, designated safeguarding leads (DSL) including childminders who are the DSL, deputy designated safeguarding leads, and managers.

We would advise that the existing injuries flow chart within this pack is made available to all early years practitioners, used as part of your staff induction and where possible displayed clearly for practitioners to see when completing existing injuries recording documents.

General Advice

Existing injuries should be recorded in a timely manner and can help to provide an overview, you might see an emerging pattern or an accumulation of concern that reaches a threshold, at which point you decide that you need to liaise with another professional or make a referral.

It is good practice to support practitioners with their knowledge and understanding and encourage them to use professional curiosity as to whether they need to record an accident, incident or something that was said. Practitioners should consider how the information they are recording could be used in the future. For example, the recording may be needed in a child protection investigation; as evidence in care proceedings; as evidence for the police in a criminal prosecution, a multi- agency review; or during a Coroner's inquest.

The more detail the better, this pack will support practitioners with the detail that may be required when describing injuries. Safeguarding is everyone's responsibility: for services to be effective, each individual and organisation should play their full part. In addition, good recording practice including a full detailed chronology safeguards the child and can provide protection for you and your practitioners in yours/their professional role.

Consider how you ensure that early years practitioners within your settings recognise abuse and neglect in children and how this knowledge is refreshed. On the final page of this pack, you will find useful links and websites that practitioners can access to ensure that their knowledge and safeguarding practices are up to date. These should be accessed regularly to check for any updates and then shared accordingly.

Existing Injuries Flowchart

Parent/ Carer informs setting of an existing injury to their child.



Existing Injuries form is completed alongside the parent.
See footnote 1.



Think professional curiosity. **See footnote 2.** Do you have any concerns that need discussing with DSL or management of your setting?



No – No further action.



Yes – DSL/Manager and Practitioner to complete the existing injuries reflection tool.



Use Pathway to Provision/Threshold of Need and resources in **footnote 4** to consider if a referral to MASH is needed.



If unsure contact the MASH consultation line (**County only**)



Yes – Make a MASH referral.



No – Record reason for decision not to refer signpost parents to further support as needed.

All existing injuries should be monitored after each recorded injury to identify concerns or concerning patterns by DSL and setting management. See Existing Injuries Reflection Tool.

Your Designated Safeguarding Lead is:

DSL.....

An existing injury is observed during the time the child is in nursery (NOT REPORTED BY PARENT)



CHECK: Have other Practitioners in the setting been informed of existing injury already?



Yes – **CHECK:** Has existing injuries form been completed?



No – Identify the most appropriate person to contact parents.



Has parent confirmed the injury happened at home? If so, complete the existing injuries form. **Footnote 3**



Think professional curiosity **See footnote 2.** Do you have any concerns which need discussing with DSL or management of your setting?



No – No further action.



Yes – Practitioner & DSL to complete the existing injuries reflection tool.



Use Pathway to Provision/Threshold of Need and resources in **footnote 4** to consider if a referral to MASH is needed.



If unsure contact the MASH consultation line (**County only**)



Yes – Make a MASH referral.



No – Record reason for decision not to refer signpost parents to further support as needed.

See footnote 4



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Supporting Notes for Existing Injuries Flowchart

In order to capture the details of the incident, all recordings should be completed as soon as possible with the date and time noted.

Footnote 1

Consider what you will do if the parent or carer reporting the injury wasn't there at the time the injury was sustained and the child was in the care of another adult.

Footnote 2

Professional curiosity is the capacity and communication skill to explore and understand what is happening within a family rather than making assumptions or accepting things at face value. It is the need for practitioners to practice 'respectful uncertainty'. It is a combination of looking, listening, asking direct questions, checking out and reflection on information received.

Footnote 3

Consider what you will do if the parent/carer states the injury to the best of their knowledge didn't happen at home. Consult with the DSL and management of your setting regarding any actions e.g. contact the MASH consultation line (County) or refer to MASH, that need to be taken.

Footnote 4

https://nottinghamshirescb.proceduresonline.com/p_bruising_babies.html NSCP and NCSCP guidance, assists practitioners to understand the importance of bruising in babies and young children

<https://learning.nspcc.org.uk/research-resources/pre-2013/bruises-children-core-info-leaflet> (website) – How to identify bruises that may be a result of child abuse. [Download PDF](#)

It is important to maintain records in chronological order, to ensure an overview of existing and escalating concerns, and ensure a timeline of all injuries and incidents is maintained and used to support referral and manage evidence.

MASH Consultation Line Tel: 0115 977 4247 (County)

MASH – Nottingham City – 0115 8764800 8.30-4.30pm

(Outside these hours, the telephone number should be used for emergency safeguarding enquiries only)

Nottinghamshire Multi Agency Safeguarding Hub [Report a new concern about a child](#)

Nottingham City Multi Agency Referral Form: [Online completion](#)



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Existing Injuries Form Checklist

The recording of injuries which children have sustained outside of a care or education setting, including the explanation given by the child, their parent or carer, plays a key role in identifying safeguarding concerns.

Please use the checklist below to ensure that your existing injuries form contains all the information needed to safeguard children.

- ☐ Name of child
- ☐ Date and time of notification of injury
- ☐ Date injury occurred
- ☐ Name of person reporting the injury and their relationship to child
- ☐ Name of staff member being informed.
- ☐ How did the injury happen? Who was present at the time of the injury? The description of the person reporting the injury should be recorded as well as the voice of the child if applicable.
- ☐ Are there any visible marks, bruises, or injuries (describe size, shape, colour and location (Record on a body map and attach to the form)
- ☐ Was first aid treatment given?
- ☐ Was medical advice sought? (Include GP surgery or hospital details)
- ☐ Signatures gained from parents/carers reporting the injury
- ☐ Signature of practitioner completing the form and management team (should include DSL where appropriate) this should include date and time
- ☐ Reminder to consider if the existing injuries reflection tool is needed.
- ☐ Consider how to record injuries that aren't reported on arrival but seen by a practitioner during the day. Include time injury was observed, details of injury and whether parents were contacted.

Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

***At no time should an individual member of staff be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures, the body map below should be used in accordance with recording guidance. Any concerns should be reported and recorded without delay to the appropriate safeguarding services,**

e.g. MASH or the child's social worker if already an open case to social care.

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
 - Size of injury - in appropriate centimetres or inches.
 - Approximate shape of injury, e.g. round/square or straight line.
 - Colour of injury - if more than one colour, say so.
 - Is the skin broken?
 - Is there any swelling at the site of the injury, or elsewhere?
 - Is there a scab/any blistering/any bleeding?
 - Is the injury clean or is there grit/fluff etc.?
 - Is mobility restricted as a result of the injury?
 - Does the site of the injury feel hot?
 - Does the child feel hot?
 - Does the child feel pain?
 - Has the child's body shape changed/are they holding themselves differently?
- Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record

A copy of the body map should be kept on the child's concern/confidential file



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BODYMAP

(This must be completed at time of observation)

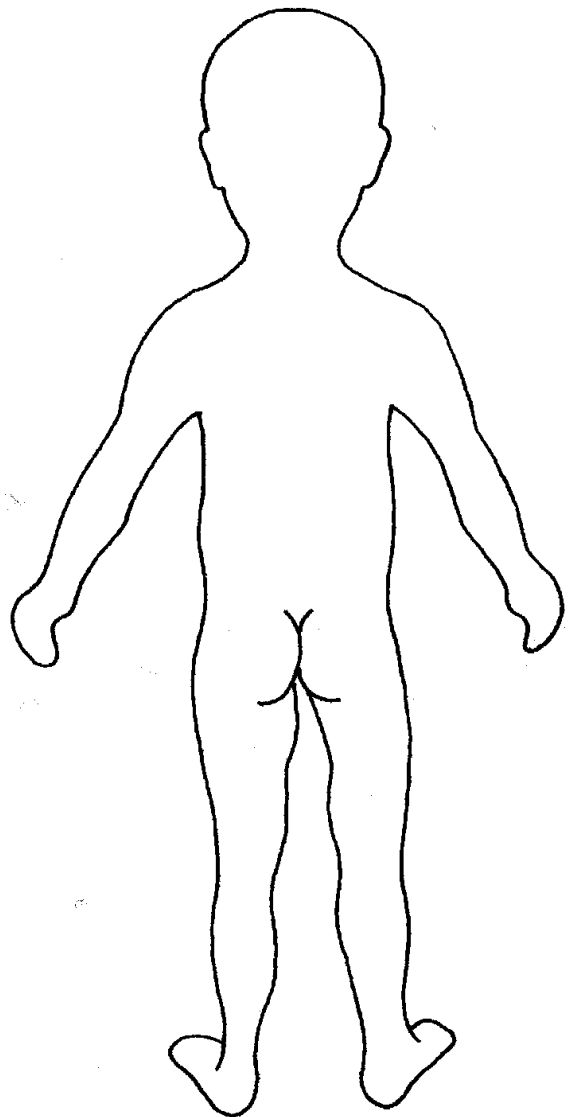
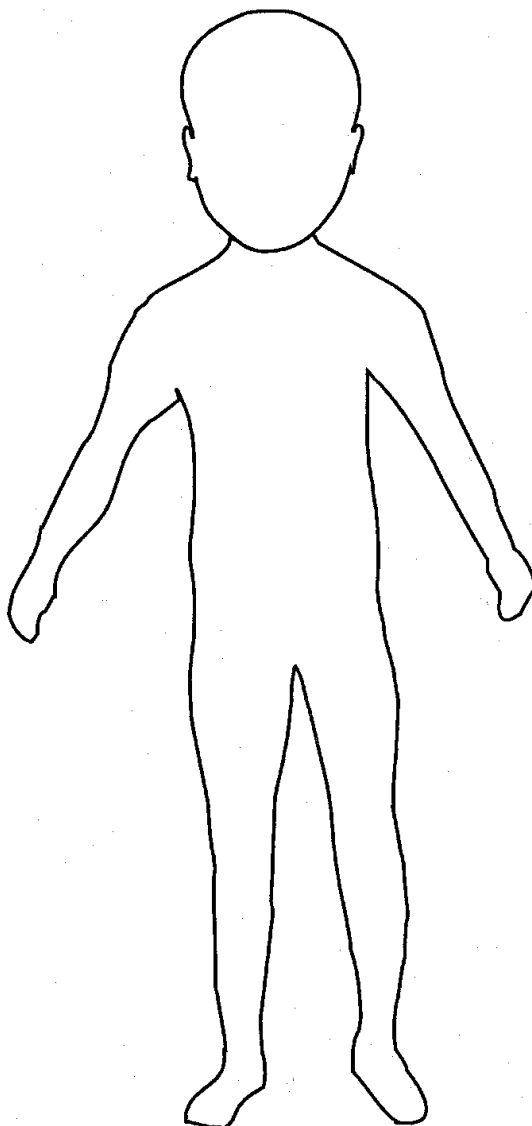
Names for Child:

Date of
Birth:

Name of
Practitioner:

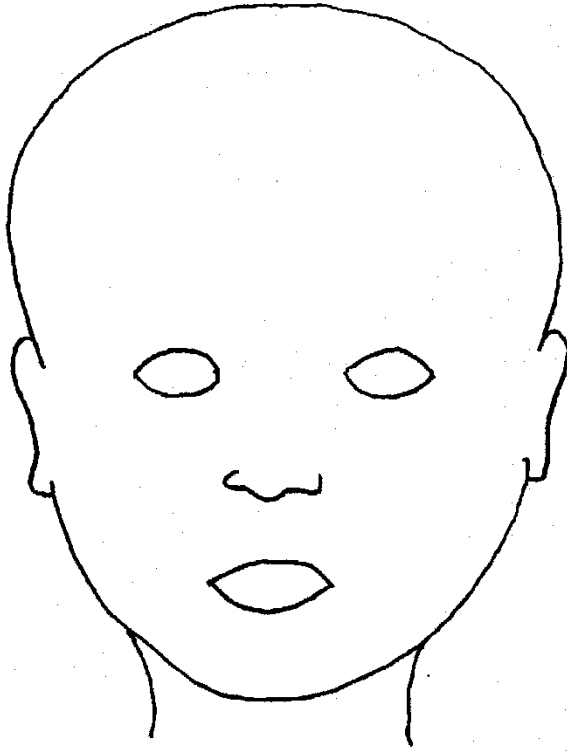
Role of
Practitioner:

Date and time of
observation:

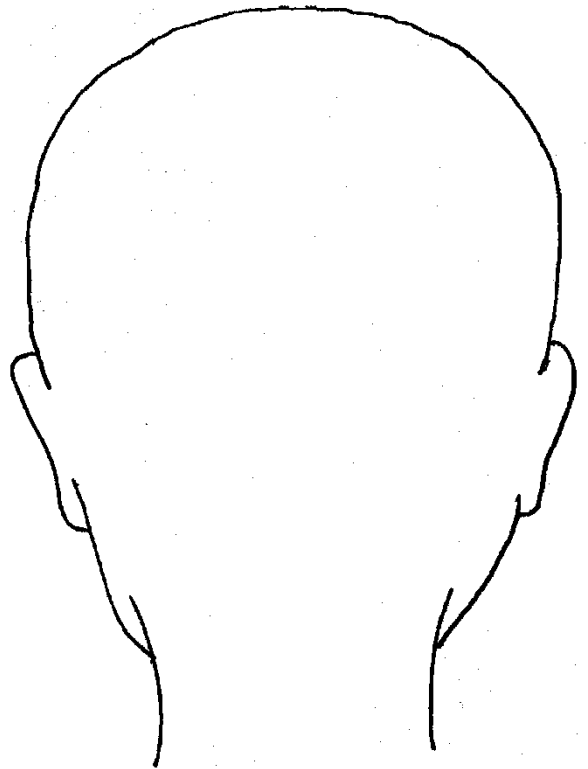


Name of
Child: _____

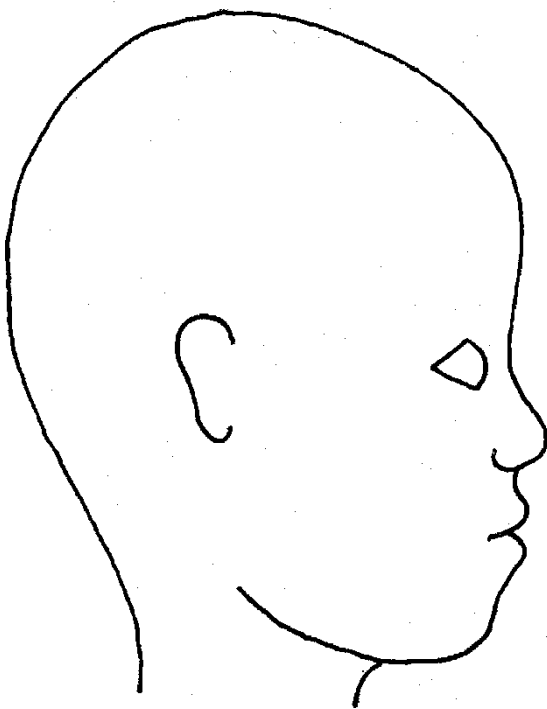
Date and time of
observation: _____



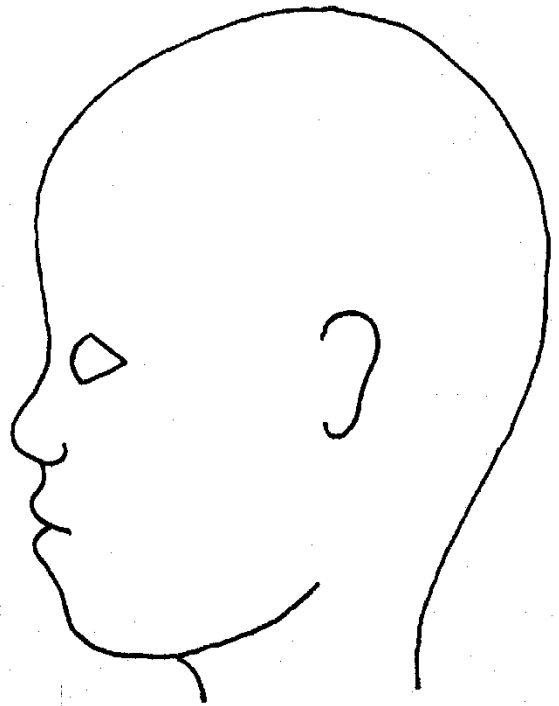
FRONT



BACK



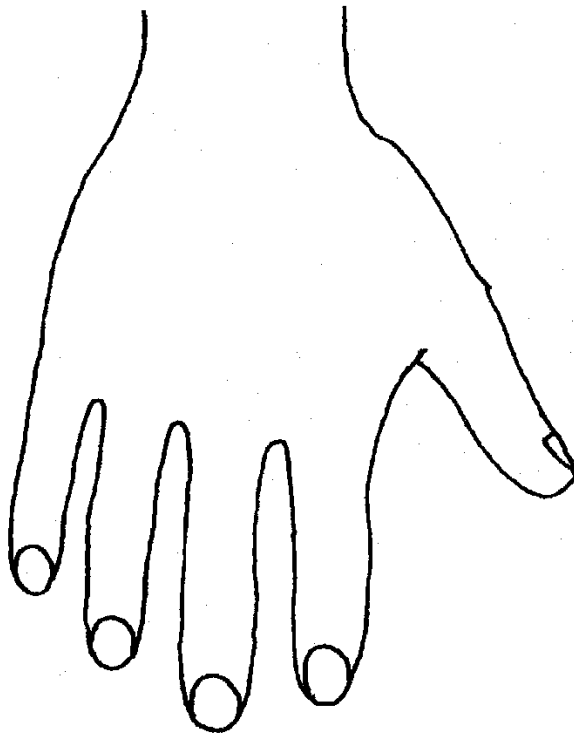
RIGHT



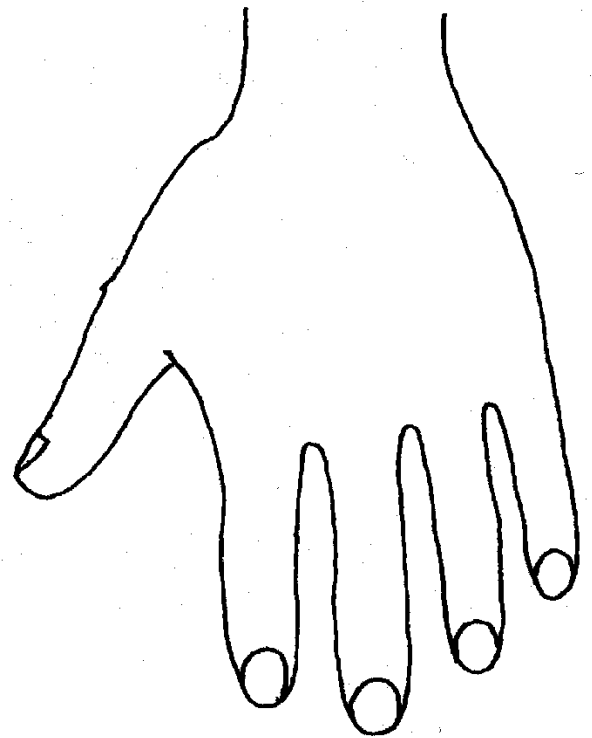
LEFT

Name of
Child: _____

Date and time
of observation _____



R

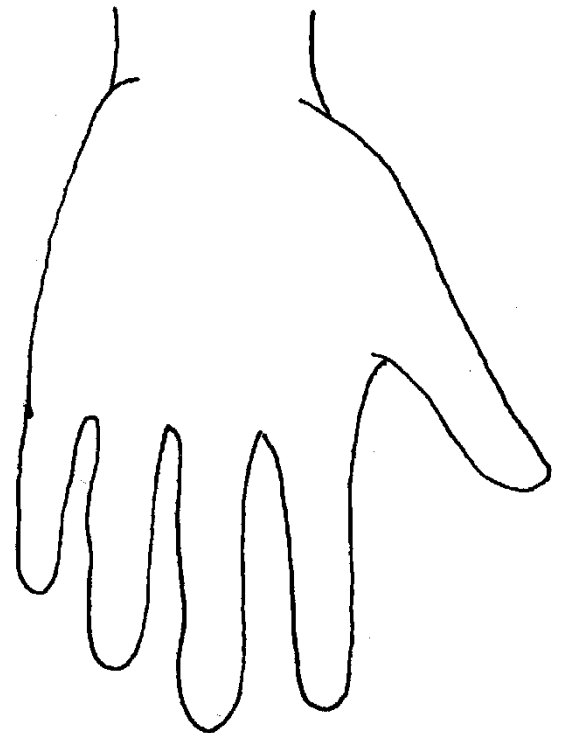


L

BACK



R

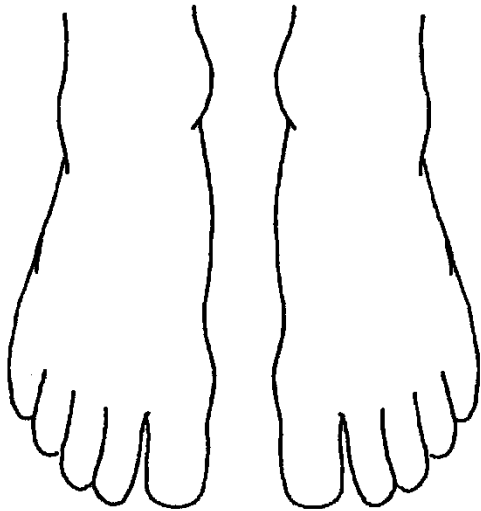


L

PALM

Name of
Child: _____

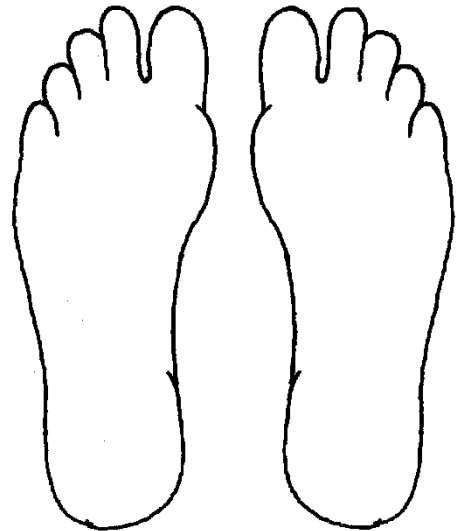
Date and time
of observation: _____



R

TOP

L



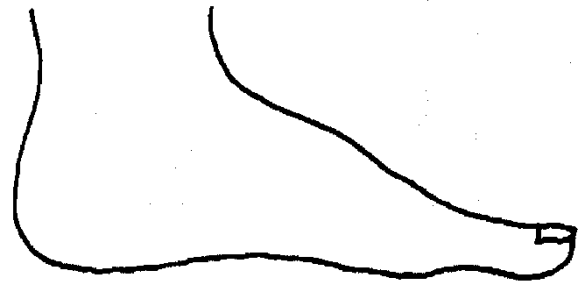
R

BOTTOM

L



R



L

INNER



R



L

OUTER

Printed name
and signature
of practitioner: _____

Date: _____

Time: _____

Reviewed by
(e.g. DSL)
printed name
and signature _____

Date: _____

Time: _____

Existing Injuries Form – Tool to support reflection

The recording of injuries which children have sustained outside of a care or education setting, including the explanation given by the child, their parent or carer, plays a key role in identifying safeguarding concerns. Lessons from Child Safeguarding Practice Reviews tell us that the reflection which takes place alongside the recording is also key, particularly in identifying patterns to injuries. This reflection tool is to be completed by practitioners/DSL's in settings. The tool shouldn't be completed alongside parents/carers.

<p>Are there existing safeguarding concerns or Children's Social Care current or past involvement?</p>	<p>Comments:</p>
<p>When was the last injury(ies)?</p>	<p>Date(s) and injury(ies)</p>
<p>Document previous incidents/injuries of concern</p> <p>Having reviewed your Chronology – Are you worried?</p>	<p>Comments:</p>
<p>What is the explanation for the injury?</p> <p>Who gave the explanation of the injury (child or parent)?</p> <p>Bruising in Babies and Young Children (proceduresonline.com) NSCP and NCSCP guidance, assists practitioners to understand the importance of bruising in babies and young children</p> <p>Bruises on Children: Core info leaflet (NSPCC) (website) – How to identify bruises that may be a result of child abuse.</p>	<p>Comments:</p>

What do you need to do about this?

Actions to be taken in response to the injury

What, By who, By when

Have you shared/gathered information from Healthy Families Teams, Schools and Families Specialist Services (SFSS), Children's Centre Service, Early Help, other settings that the child attends or any other professionals or services working with the child/family?

Referral to MASH Y / N

Ensure you have updated the child's chronology?

Signed by....

Role....

Date....

Reviewed by (e.g. DSL)

Signed by....

Date....

This tool has been co-designed by practitioners who are dealing with these issues on a day-to-day basis. Whilst it is for each setting to determine how they discharge their safeguarding responsibilities, this tool is being made available to support you in the difficult work you do, with the aim of keeping our children safe.

Further Information and Useful Links

If you have hard copies of any of the documents included below, please regularly check back here to ensure that you are using the most up to date and current

[NSCP and NCSCP Indicators of possible abuse \(Green card\)](#) – provides indicators of physical abuse, sexual abuse, neglect and emotional abuse.

[Pathway to Provision](#) (NSCP) - guidance to use when you are concerned about a child. It identifies different levels of need and your responsibilities in addressing these (**Nottinghamshire**).

[Threshold Of Need](#) (NCSCP) -- guidance to use when you are concerned about a child. It identifies different levels of need and your responsibilities in addressing these (**Nottingham City**).

https://nottinghamshirescb.proceduresonline.com/p_bruising_babies.html NSCP and NCSCP guidance, assists practitioners to understand the importance of bruising in babies and young children

[Bruises on Children: Core info leaflet \(NSPCC\)](#) (website) – How to identify bruises that may be a result of child abuse. [Download PDF](#)

[Concerns regarding children guidance \(NSCP cycle\)](#) – will help you to refer to the right place and get the right support for the child and family

[Are you worried about a child's well-being?](#)(NCSCP) - will help you to refer to the right place and get the right support for the child and family

[MASH consultation line](#) – a guide for professionals – **Nottinghamshire only**

[What to do if you're worried a child is being abused](#) – advice for practitioners (HM Government) (2015)

Pathway for non-mobile baby with bruising or a suspicious mark – [Download PDF](#)

KEEPING YOUR SAFEGUARDING KNOWLEDGE UP TO DATE:

[Nottingham City Early Years CPD Offer](#) [Nottinghamshire Safeguarding Children Partnership \(NSCP\) Training](#)

Further safeguarding information can be found [here](#) and [here](#)- **Nottingham City Only**

[Nottinghamshire Early Years education and childcare training](#)

Nottinghamshire only: Please also refer to the NCC Safeguarding Training Pathway to ensure you are accessing the relevant localised safeguarding training. For a copy of the latest version of the pathway then please ask your Early Years Specialist Teacher/Advisor from the Quality and Attainment Team.