

Record of general (non-verifiable) CPD

Learning activity:	Child Protection and the Dental Team: an introduction to safeguarding children in dental practice
Provider:	An expert group commissioned by the Department of Health in association with COPDEND
Format used: (delete as applicable)	Web-based resource / handbook / web-based and handbook
Date/s of use and time spent (hours)*:	<p>_____</p> <p>_____</p>
Reflective notes:	Note anything new you have learned (responsibilities, recognising, responding, reorganising); reflect on and relate it to previous experience.
Action plan:	For example: Discuss at next practice meeting; adopt a child protection policy; organise team training session.
Further learning needs identified:	
Relationship to PDP#:	

*The General Dental Council requires dentists to carry out an average of 35 hours per year of general (non-verifiable) CPD activity.

#All clinicians working in the NHS are required to have and use a Personal Development Plan (PDP).

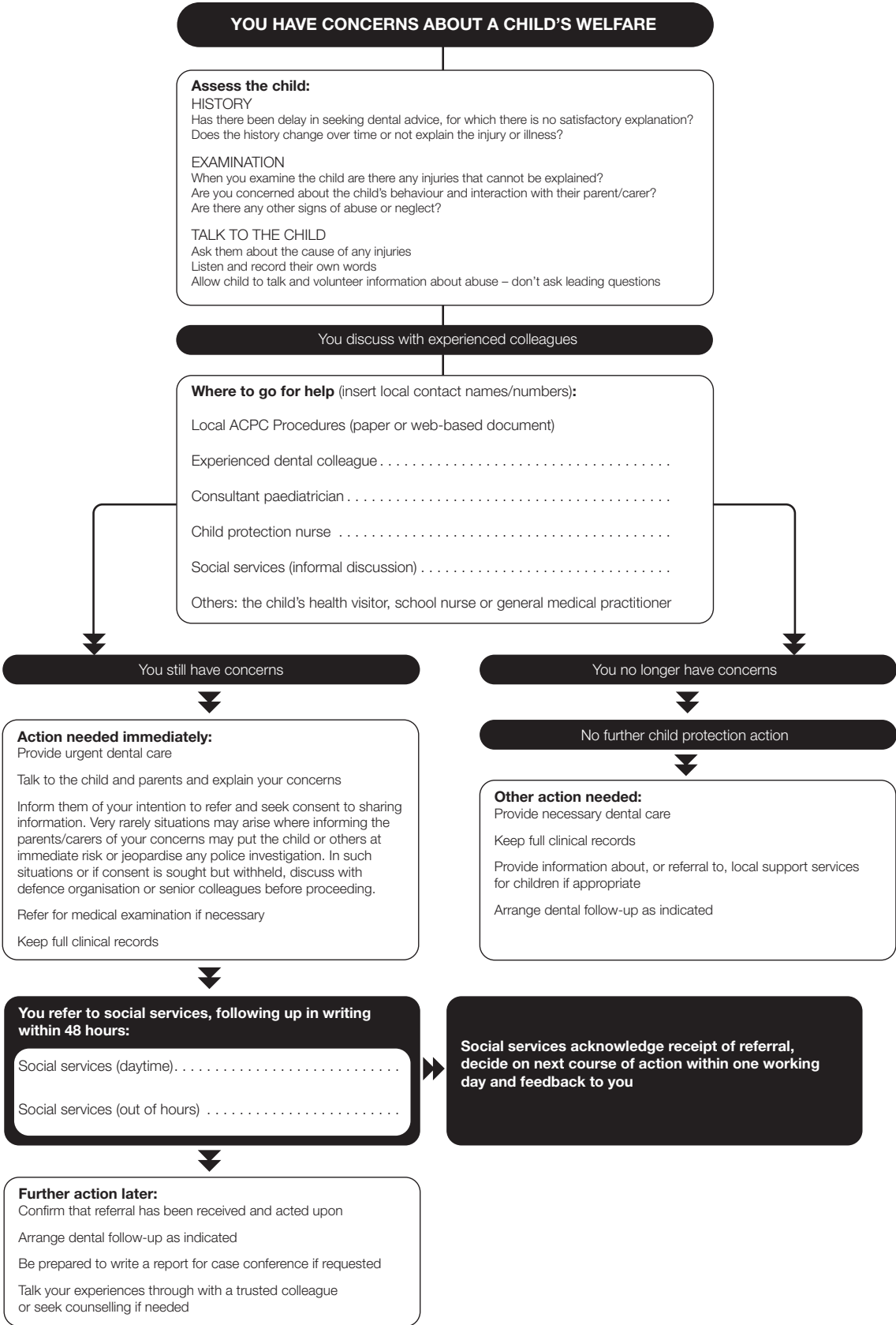
Record of child protection significant events

REFLECTION AND ACTION	<p>A significant event can be anything that happens in your dental practice related to child protection or safeguarding children. It could be a description of an incident when you made a child protection referral or when you decided not to refer. It could be an event when record keeping, practice administration or security worked well to help you protect a child, or when these were found to be inadequate.</p>
Description of event (Continue on a separate sheet if necessary)	
Issues raised by event	
What went well?	
What went badly?	
What changes have you made to clinical or administrative practices?	
Have you identified any staff training needs?	
What would you ask an expert?	

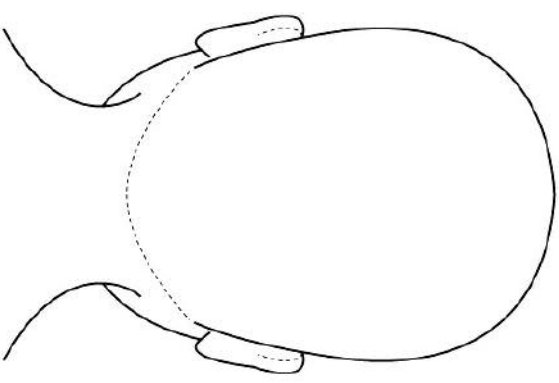
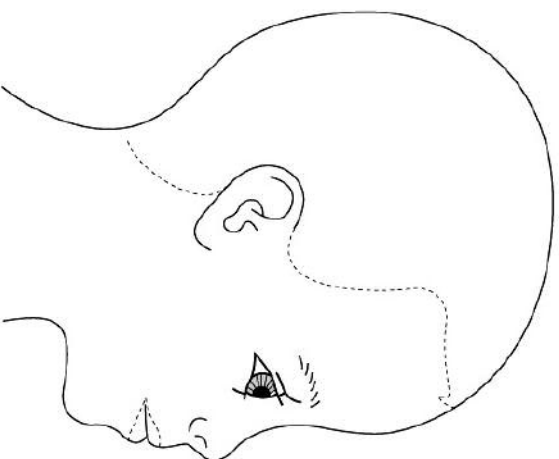
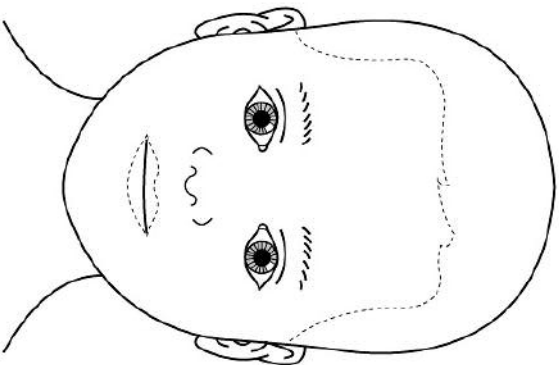
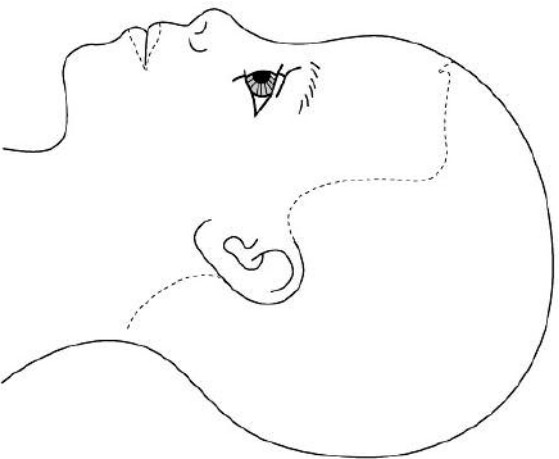
Why not share your experiences and what you have learned with colleagues by submitting these records anonymously to the project team? A significant events library will be compiled with selected expert commentary on reported events, with a view to publication and circulation in due course.

Copy/print and send to: Child Protection and the Dental Team Project, c/o Regional Postgraduate Dental Office, Don Valley House, Savile Street East, Sheffield S4 7UQ

Child Protection and the Dental Team: Flowchart for action



Record of Facial Injury



Description of findings:

Signature:

Date: ___/___/___ Time: ___:___

Name:

Ref. no.:

(or affix patient label)

To:

Practice name

Address

Telephone

Date:

Dear Health Visitor,

Re:

D.O.B.:

Address:

To improve sharing of information between health professionals for the benefit of children, we are informing health visitors of children under 5 who fail to attend dental appointments.

This child was referred to us for dental treatment by _____

Unfortunately he/she missed a dental appointment on _____

The child _____ has not yet attended our service for dental examination.

Delete as applicable _____ has attended previously and is known to require dental treatment or follow up.

The family have since failed to respond to our letter. It may be that they have chosen to seek dental care elsewhere. However, we would be happy to arrange another appointment at their request.

If this family is known to you, we would welcome working together to promote their oral health. Thank you for any assistance you are able to give.

Yours sincerely,

Dental Nurse

Safeguarding Children in Dental Practice: a check list

Tick box when achieved

Policy

- Staff member to lead on child protection (insert name) _____
- Child protection policy in place
- Other relevant policies and procedures in place (e.g. complaints procedures, public interest disclosure policy etc)

Information available

- LSCB/ACPC procedures: hard copy or website saved as a 'favourite'
- Step-by-step guide of what to do if concerned about a child
- Up-to-date list of local contacts for child protection advice and referral
- List of local services and sources of help to support children and families
- List of local sources of confidential emotional support for staff

Record keeping

- Basic information is recorded for every child and checked for changes at every visit
- Face maps/mouth maps are available to make diagrams of injuries
- Records are accessible only to those who 'need to know' and are stored securely in one place

Training

- All staff know what information and guidance is available and where it is kept
- Child protection training is arranged for new staff at induction (insert method e.g. NSPCC/Educare distance learning programme) _____
- Child protection issues are discussed regularly and training is repeated at intervals
- Local contact to arrange training (insert name/number) _____

Safe staff recruitment

- Recruitment processes take account of the need to safeguard children
- CRB checks are carried out according to current guidance
- We know how to check for changes in legislation

Signature: _____ Date: _____ / _____ / _____

Name/Designation: _____ Due for review: _____ / _____ / _____

Child Protection Policy Statement

We are committed to protect children from harm. Our dental team accept and recognise our responsibilities to develop awareness of the issues which cause children harm.

We will endeavour to safeguard children by:

- adopting child protection guidelines through procedures and a code of conduct for the dental team;
- making staff and patients aware that we take child protection seriously and respond to concerns about the welfare of children;
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately;
- following carefully the procedures for staff recruitment and selection;
- providing effective management for staff by ensuring access to supervision, support and training.

We are also committed to reviewing our policy and good practice at regular intervals.

Dental practice name:

Date policy adopted:

Date due for review: