

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: _____ / _____ / _____