



**ORTHODONTIC
TEAM TRAINING**

Safeguarding Policy

We are committed to safeguarding any individual at risk. Our team accepts and recognises our responsibilities to develop an awareness of the issues which may cause harm to students, apprentices and patients with whom they are associated. This includes not only paying “due regard” to the need to prevent people being drawn into any form of terrorism, but recognising we have a legal responsibility to fulfil the prevent duty statement when we consider all the factors relevant to how we carry out our usual functions. We do this by a combination of leadership in OTT, working in partnership with external organisations, ensuring the capabilities of all staff and students/apprentices to recognise safeguarding issues, carrying out regular risk assessment, forming an action plan where necessary and regular staff training in implementation and promotion of our policy. The policy is subject to annual review, or sooner if required.

We promote this policy throughout the team at induction, by regular staff meetings and training and making it a part of performance review criteria. Training includes use of scenarios to recognise those at risk and implementation of appropriate safeguarding actions. We also ensure that employers, apprentices and learners are aware of safeguarding requirements by including them in our service contract with employers and learners.

We endeavour to safeguard anyone and everyone at risk by:

- Being aware of safeguarding guidelines and adopting these in our centre and teaching procedures and policies

- Having and following a code of conduct for the OTT team, students and apprentices
- Making staff, students, apprentices and patients aware that we take safeguarding matters seriously, ensuring that apprentices and employees are resilient to extreme narratives by open engagement and discussion, identifying any changes in their behaviour and responding in a timely fashion to all concerns raised by apprentices or employees
- Protecting learners, apprentices and employees from radicalising influences
- Gaining specialist advice from NHS safeguarding agencies
- Sharing information about concerns with agencies who need to know about adults at risk and involving parents and children appropriately
- Following company procedures for staff recruitment and selection and, where appropriate, requesting enhanced criminal records checks
- Effective management of staff, students and apprentices ensuring access to supervision, support and safeguarding training
- Use of firewalls on internet and IT systems, together with monitoring of access to sites and usage by all staff, students and apprentices.

The following principles reinforce this policy:

- Patients, students and apprentices have access to information and knowledge to allow them to make an informed choice about their treatment and training respectively
- Information held about patients, students and learners is managed in accordance with data protection legislation and all members of the team understand the need for confidentiality
- The individual needs of each patient, student and apprentice are respected
 - The background and culture of all individuals is respected
 - Company procedures ensure the safety of all individuals at all times
 - Safe recruitment and company selection procedures are followed routinely and all required checks are carried out, including CRB checks
 - Students and apprentices are given confidential access to independent student tutors and/or external safeguarding agencies for advice and

support

Other centre policies relevant to this safeguarding policy include:

- Confidentiality policy
- Consent policy
- Equality policy
- Adverse incidents (duty of candour) protocol
- Recruitment policy

Donna Campbell, the centre safeguarding lead, is responsible for ensuring our procedures for safeguarding any individuals at risk are kept up to date and are our point of contact for raising concerns.

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

Supporting guidance

Staff, students, apprentices and patients should be kept safe from harm and danger. All members of the team should know what to do to keep students, apprentices and patients safe and what action to take if they think that someone is being harmed.

Definitions

- A child is anyone who has not yet reached their 18th birthday
- An adult at risk is any person aged 18 years or over and at risk of abuse, harm or neglect because of their needs for care and/or support and are unable to safeguard themselves. Signs of abuse

Members of the orthodontic team may observe the signs of abuse or neglect or hear something that causes them concern about a child or vulnerable adult. Team members are not responsible for diagnosing abuse or neglect but must share concerns appropriately. All team members should be aware of the local procedures for safeguarding.

Abuse or neglect may be suspected as a result of:

- A direct allegation ('disclosure') made by the child, adult at risk, a parent or some other person
- Signs and symptoms suggestive of physical abuse or neglect
- Observations of child behaviour or parent-child interaction, or observation of the adult at risk and the relationship they have with their carer or other individuals. If abuse or neglect is suspected

It is uncommon for dentists and dental teams to see patients with signs of abuse. If you have concerns about a patient or student/apprentice who may have been abused and there is no satisfactory explanation, you should:

- Discuss your concerns with a colleague **Donna Campbell** (Safeguarding Lead)
- If you remain concerned, you should seek informal advice from the local social services department – Warwickshire Multi-Agency Safeguarding Hub (MASH) on 01926 414144 without disclosing the child's name to help you decide whether a formal referral is needed
- Seek permission from the individual to refer, unless
 - doing so would put the individual at greater risk
 - the parents or carers are being abusive or violent and discussion would put others at risk
 - you suspect sexual abuse by a family member

Make a referral by completing and returning a Multi-Agency Referral Form (MARF) and send to mash@warwickshire.gcsx.gov.uk

Where there is serious physical injury arising from suspected abuse, you should:

- Refer the individual to the nearest hospital A&E department, with the consent of the individual or person having parental responsibility or care of the child
- Advise the A&E department in advance that the individual is being sent.

- If consent is not obtained, contact the duty social worker at the local Social Services Department or the police, so that action can be taken to safeguard the welfare of the individual

Records

Records of the incident should be maintained and be restricted to:

- The nature of the injury
- Facts to support the possibility that the injuries are suspicious.

Date: April 2026

Review date: April 2027