

NEBDN Safeguarding statement

NEBDN is committed to:

- protecting our students, employees, volunteers and all others who come into contact with us from all forms of abuse, including physical, emotional, psychological and sexual harm. Everybody has the right to be safe, no matter who they are or what their circumstances are.
- ensuring that we have adequate safeguarding policies, procedures and measures to protect people.
- setting an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance they will be handled sensitively and properly.

As part of our approach to protecting people, NEBDN will work to the following 5 principles:

1. promote and prioritise the safety and welfare of individuals
2. ensure everyone understands their roles and responsibilities in respect of protecting people
3. ensure appropriate action is taken in the event of incidents/concerns relating to protection and provide support to the individual/s who raise or disclose the concern
4. ensure that confidential, detailed and accurate records of all protection concerns are maintained and securely stored
5. report incidents and allegations to the appropriate authorities – this may include law enforcement, the employers of individuals against whom allegations are made, the Charity Commission.

NEBDN has an ongoing periodic review of its policies and procedures, overseen by the Governance Committee. The Governance Committee will include in its scrutiny of new and revised policies a check that these 5 principles are appropriately reflected. The Governance committee will also keep under review whether all of NEBDN's policies are sufficient to safeguard individuals who work for, use our services or volunteer with us.

NEBDN already has a number of policies which contribute to protecting individuals from harm and to promote a culture in which concerns can be raised and be dealt with appropriately. The table below sets out the specific circumstances which are dealt with in each of the policies and how they contribute to safeguarding individuals.

<i>Policy</i>	<i>Relevant to circumstances:</i>
Bullying and harassment policy	If there are concerns about bullying or harassment by or of a member of staff, NEBDN will investigate and deal with them. This includes: <ul style="list-style-type: none">▪ If an employee witnesses behaviour they believe to be bullying and harassment▪ If an employee is being bullied or harassed by someone with whom they come into contact at work.

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<i>Policy</i>	<i>Relevant to circumstances:</i>
Candidate conduct policy	Sets out the standards of professional conduct and behaviour expected of candidates <u>at NEBDN examination centres</u> , and the steps that NEBDN will take to deal with any candidate breaching them. Includes standards of behaviour that candidates are expected to meet in their interactions with other candidates, volunteers or examiners.
Complaints policy	The grounds, and process, for anyone who wants to make a complaint to NEBDN about any aspect of our service, procedures or policies.
Confidentiality policy	Incorporated into revised Information management policy April 2018
Data protection	Incorporated into revised Information management policy April 2018
Disciplinary policy	If there are concerns about an employee's behaviour and actions, NEBDN will investigate and deal with them. Includes the protections for those making allegations and those who are accused.
Equality and diversity policy	Written to prevent, reduce and stop unlawful discrimination in NEBDN's delivery of its services or in the recruitment, selection, training, appraisal, development and promotion of employees, trustees and volunteers.
Grievance policy	If employees have concerns and complaints - which might be about working practices, the physical working environment, terms and conditions, health and safety, discrimination, working relationships or general treatment at work – they can use the Grievance procedure to raise them with NEBDN management or Board. Includes the protections for those raising grievances and any individuals about whose actions they are raised.
Health and safety policy	Sets out the steps that NEBDN and each individual will take to promote and protect the health, safety and wellbeing of everyone who works for the organisation. This policy applies to everyone who works for NEBDN on a paid or unpaid basis, and to any location where an individual is carrying out work on behalf of the organisation.
Homeworking policy	The particular steps that NEBDN will take to protect the health, safety and welfare of homeworker staff.
Information management policy	How NEBDN will ensure the confidentiality, security and integrity of personal data we hold, this includes the data of candidates, course providers, examiners, committee members, suppliers, staff and trustees.
Standards of performance and conduct	Sets out the standards of performance and conduct that are expected of employees, volunteers and Board members, what is not acceptable, and how they can expect to be treated by the organisation. These sit alongside the Disciplinary and Grievance policies as breaches of the standards are likely to be the basis of disciplinary or grievance cases.
Student fitness to practice policy	How NEBDN will monitor fitness to practise of students through our network of accredited course providers and centrally record any reported issues and outcomes.

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<i>Policy</i>	<i>Relevant to circumstances:</i>
Supervision and appraisal policy	How NEBDN's employees will be supervised and appraised on an ongoing, monthly and annual basis. Supervision meetings are the forum where any issues that an employee is having can be discussed, and steps to resolve them agreed.
Whistleblowing policy	If staff, volunteers and trustees have concerns about a matter which involves a danger to candidates, course providers, colleagues or the public, professional misconduct or financial malpractice, they should use the Whistleblowing procedure to raise them with NEBDN management or Board.
Work-related stress policy	Sets out the steps NEBDN will take to minimise work-related stress, and support employees who are experiencing stress

If there is an allegation or incident, or if there are concerns about the welfare of a person at-risk or in a vulnerable situation, the matter should be raised as set out in the relevant policy (Complaints, Grievance, Whistleblowing), or by raising it with a NEBDN Manager or Board member. NEBDN will investigate and deal with the matter as set out in our policies.