

# Safeguarding Policy

**Eden Staffing Group**

**Last updated:** 03/08/2026

**Review date:** 03/08/2027

## 1. Policy statement

Eden Staffing Group is committed to safeguarding and promoting the welfare of children, young people and adults at risk.

As a dental staffing and recruitment business, Eden Staffing Group may place candidates and workers into dental practices where they may come into contact with children, young people, adults at risk, patients, families, carers and confidential patient information.

Eden Staffing Group takes safeguarding seriously and expects all candidates, workers, clients and business contacts to act in a way that protects people from harm, abuse, neglect and exploitation.

Eden Staffing Group will not knowingly place a candidate into a dental setting where there are safeguarding concerns that make the placement unsuitable or unsafe.

## 2. Purpose of this policy

The purpose of this policy is to:

- Set out Eden Staffing Group's commitment to safeguarding
- Help protect children, young people and adults at risk
- Explain safeguarding responsibilities for candidates, workers and clients
- Support safe recruitment and safer placement decisions
- Make clear how safeguarding concerns should be reported
- Reduce the risk of abuse, neglect, exploitation or harm
- Support compliance with relevant safeguarding duties, dental standards and good practice

## 3. Who this policy applies to

This policy applies to:

- Eden Staffing Group directors, employees and workers

- Temporary workers and agency workers
- Candidates registered with Eden Staffing Group
- Dental nurses
- Dentists
- Dental hygienists
- Dental therapists
- Dental receptionists
- Treatment coordinators
- Practice managers
- Locum dental professionals
- Contractors and suppliers
- Client dental practices
- Any person representing Eden Staffing Group

Everyone connected with Eden Staffing Group is expected to support safeguarding and act appropriately if a concern arises.

## **4. What safeguarding means**

Safeguarding means protecting people from abuse, neglect, exploitation and harm.

It includes taking action to protect:

- Children and young people under the age of 18
- Adults who may be at risk because of age, illness, disability, mental health, care needs, dependence on others, abuse, neglect or other vulnerabilities
- Patients who may be unable to protect themselves
- People who may be experiencing coercion, control, exploitation or unsafe circumstances

Safeguarding is everyone's responsibility.

## **5. Types of safeguarding concerns**

Safeguarding concerns may include, but are not limited to:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Self-neglect
- Domestic abuse
- Financial abuse
- Discriminatory abuse
- Organisational or institutional abuse

- Modern slavery or human trafficking
- Child sexual exploitation
- Child criminal exploitation
- Female genital mutilation
- Forced marriage
- Honour-based abuse
- Radicalisation or extremism concerns
- Online abuse
- Bullying or harassment
- Abuse by a professional, worker, family member, carer or other person

## **6. Safeguarding in dental settings**

Dental professionals and dental team members may notice signs of abuse or neglect during dental care, communication, attendance patterns, behaviour, injuries, oral health concerns or patient interactions.

Dental settings may involve contact with:

- Children
- Young people
- Adults at risk
- Parents and carers
- Patients with disabilities
- Patients with mental health difficulties
- Patients who may be experiencing domestic abuse or coercive control
- Patients who may be neglected or exploited

Eden Staffing Group expects candidates and workers to follow the safeguarding procedures of the client dental practice while on assignment.

## **7. Eden Staffing Group's responsibilities**

Eden Staffing Group will take reasonable steps to:

- Promote safeguarding awareness
- Carry out appropriate candidate compliance checks
- Request DBS checks where required and lawful
- Check references where appropriate
- Check GDC registration where applicable
- Check professional indemnity where applicable
- Provide candidates with safeguarding expectations
- Record safeguarding concerns appropriately
- Respond seriously to safeguarding concerns

- Escalate concerns where necessary
- Cooperate with client dental practices, safeguarding leads, regulators or authorities where appropriate
- Refuse or remove placements where safeguarding concerns make work unsuitable or unsafe

## **8. Candidate and worker responsibilities**

Candidates and workers must:

- Act in a professional, safe and respectful way
- Follow the safeguarding procedures of the client dental practice
- Report safeguarding concerns promptly
- Not ignore signs of abuse, neglect, exploitation or harm
- Cooperate with any safeguarding investigation
- Complete safeguarding training where required
- Tell Eden Staffing Group if they are subject to safeguarding concerns, restrictions or investigations
- Tell Eden Staffing Group if they are barred from working with children or adults at risk, where relevant
- Work within their professional role, competence and registration
- Maintain patient confidentiality unless disclosure is necessary to protect someone from harm
- Never act in a way that places a patient, child, young person or adult at risk

## **9. Client dental practice responsibilities**

Client dental practices are responsible for safeguarding arrangements within their own practice.

This includes:

- Having safeguarding policies and procedures in place
- Having a named safeguarding lead or appropriate safeguarding contact
- Providing induction or local safeguarding information to Eden workers where appropriate
- Explaining how to raise concerns within the practice
- Managing safeguarding concerns that arise within the practice
- Referring concerns to local safeguarding services where required
- Providing a safe working environment
- Reporting relevant concerns to Eden Staffing Group where appropriate and lawful

Eden Staffing Group workers must follow the client practice's safeguarding procedures while working on site.

## **10. Safer recruitment and compliance checks**

Eden Staffing Group will use safer recruitment principles to reduce safeguarding risk.

Depending on the role, this may include:

- Candidate registration checks
- Identity checks
- Right to work checks
- DBS checks where required and lawful
- Reference checks
- Employment history review
- Qualification checks
- GDC registration checks where applicable
- Professional indemnity checks where applicable
- Candidate declarations
- Policy acknowledgements
- Review of concerns, restrictions or suitability issues

Safer recruitment is a set of practices used to help ensure people are suitable to work with children and young people.

## **11. DBS checks and barred list checks**

Eden Staffing Group may request DBS checks where appropriate for the role and where legally permitted.

The level of DBS check will depend on:

- The role
- The duties involved
- Contact with children, young people or adults at risk
- Client dental practice requirements
- Legal eligibility
- Safeguarding risk

Eden Staffing Group will not request a higher-level DBS check unless the role is eligible.

Where a barred list check is legally required and appropriate, Eden Staffing Group will not knowingly place a candidate who is barred from carrying out the relevant regulated activity.

## **12. Training and awareness**

Candidates and workers may be required to provide evidence of safeguarding training where relevant to the role or client requirement.

This may include:

- Safeguarding children training
- Safeguarding adults training
- Combined safeguarding training
- Training required by a client dental practice
- Refresher training where required

Candidates and workers are responsible for keeping their safeguarding training up to date where required by their role, professional standards, client practice or regulatory obligations.

## **13. Recognising safeguarding concerns**

Signs of safeguarding concerns may include:

- Unexplained injuries
- Repeated missed appointments
- Poor hygiene or signs of neglect
- Fearful, withdrawn or anxious behaviour
- A patient appearing controlled by another person
- Inconsistent explanations for injuries
- Delay in seeking treatment
- A child appearing unusually quiet, distressed or fearful
- A carer refusing to allow a patient to speak
- Financial control or exploitation
- Signs of domestic abuse or coercive control
- Concerns about a worker's conduct towards patients
- Any behaviour that places someone at risk of harm

These signs do not automatically prove abuse or neglect, but they should not be ignored.

## **14. What to do if a safeguarding concern arises**

If a safeguarding concern arises during an assignment, the worker should:

1. Take immediate action if someone is in danger.
2. Follow the client dental practice's safeguarding procedure.
3. Report the concern to the practice safeguarding lead or senior person on site.
4. Contact Eden Staffing Group as soon as possible.
5. Record the concern clearly and factually.
6. Do not investigate the concern personally.

7. Do not promise confidentiality if someone may be at risk of harm.
8. Cooperate with any safeguarding process or referral.

If there is immediate danger, call **999**.

For non-emergency police concerns, call **101**.

## **15. Reporting safeguarding concerns to Eden Staffing Group**

Safeguarding concerns involving Eden candidates, workers, clients or placements should be reported to:

### **Eden Staffing Group**

Email: **[admin@edenstaffinggroup.co.uk](mailto:admin@edenstaffinggroup.co.uk)**

When reporting a safeguarding concern, include where possible:

- Name of person reporting
- Date and time of concern
- Practice name and location
- Person or people involved
- What was seen, heard or disclosed
- Exact words used where possible
- Action already taken
- Who has already been informed
- Whether anyone is in immediate danger

Reports should be factual and avoid assumptions or personal opinions.

## **16. If the concern is about an Eden worker**

If a safeguarding concern is raised about an Eden worker, Eden Staffing Group may:

- Pause the worker's registration
- Remove the worker from assignments
- Inform the client where appropriate
- Gather relevant information
- Cooperate with the client practice's safeguarding process
- Seek advice from an external HR, legal or safeguarding professional
- Report concerns to appropriate authorities or regulators where required
- Review whether the worker remains suitable for future placements

Eden Staffing Group will handle such matters carefully, fairly and seriously.

## **17. If the concern is about the Director**

If a safeguarding concern or complaint is about the Director of Eden Staffing Group, Eden Staffing Group will take steps to ensure the matter is handled as fairly and independently as possible.

Where appropriate, the matter may be referred to an independent person, such as:

- An external HR consultant
- A legal adviser
- A safeguarding adviser
- A professional business adviser
- A suitable independent professional
- A relevant authority or regulator, where required

If there is immediate risk of harm, the concern should be reported directly to emergency services, the police, the client dental practice safeguarding lead or the appropriate local safeguarding authority.

## **18. Confidentiality and information sharing**

Safeguarding information must be handled confidentially and shared only where necessary.

However, confidentiality must not prevent action being taken where someone may be at risk of harm.

Information may be shared with:

- Client dental practices
- Safeguarding leads
- Local authority safeguarding teams
- Police
- Regulators
- Legal advisers
- HR advisers
- DBS or relevant bodies where required
- Other appropriate authorities

Information will be handled in line with Eden Staffing Group's GDPR and Data Protection Policy, Candidate Privacy Notice and Client Privacy Notice.

## **19. Record keeping**

Eden Staffing Group will keep records of safeguarding concerns, decisions and actions taken.

Records should be:

- Clear
- Accurate
- Factual
- Dated
- Stored securely
- Limited to people who need access
- Retained only as long as necessary
- Managed in line with data protection requirements

Safeguarding records may need to be kept separately from general candidate records where appropriate.

## **20. Modern slavery and exploitation**

Safeguarding concerns may include modern slavery, labour exploitation, coercion, control or human trafficking.

Eden Staffing Group will take concerns about exploitation seriously and will act in line with its Modern Slavery and Human Trafficking Policy.

Warning signs may include:

- A worker appearing controlled by another person
- Someone else speaking for the worker
- A worker not having control over their documents or wages
- Fearful or anxious behaviour
- Unclear living or working arrangements
- Signs of coercion, intimidation or abuse

## **21. Whistleblowing and raising concerns**

Candidates, workers, clients and business contacts are encouraged to raise safeguarding concerns in good faith.

Eden Staffing Group will not tolerate victimisation or unfair treatment of anyone who raises a genuine safeguarding concern.

Concerns may also be raised under Eden Staffing Group's Whistleblowing Policy, Complaints Policy or Incident Reporting Policy where relevant.

## **22. Breach of this policy**

A breach of this policy may result in action being taken, including:

- Refusal to register a candidate
- Pausing or suspending a candidate profile
- Removal from an assignment
- Ending a client, worker or candidate relationship
- Reporting to a client dental practice
- Reporting to a regulator or authority where required
- Legal, safeguarding or compliance action where necessary

## 23. Review of this policy

This policy will be reviewed regularly and updated where necessary to reflect changes in law, safeguarding guidance, dental compliance requirements, client requirements or Eden Staffing Group's business operations.

## 24. Contact

Questions about this policy should be sent to:

**Eden Staffing Group**

Email: [admin@edenstaffinggroup.co.uk](mailto:admin@edenstaffinggroup.co.uk)

Website: [www.edenstaffgroup.co.uk](http://www.edenstaffgroup.co.uk)

## 25. Approval

This policy has been approved by:

**Name:** Michelle Green

**Position:** Founder / Director

**Business:** Eden Staffing Group

**Date:** 03/08/2026

**Review date:** 03/08/2027