**APPENDIX 1**

**Agreement between partners involved in toothbrushing club**

**This agreement sets out the roles and responsibilities of Doncaster Council and staff at settings carrying out toothbrushing clubs**

|  |
| --- |
| **Doncaster Council Public Health Improvement co-ordinator responsibilities** |
| 1. Provide every setting with the Doncaster Toothbrushing Club Toolkit for implementation.  2. Provide the supervised toothbrushing club starter training sessions and refresher sessions (for those who received initial training prior to September 2017); and provide training for all staff that supervise and deliver the toothbrushing club to ensure effectiveness and safe delivery of the scheme. Training includes infection prevention and control.  3. Have access to a dental professional for advice if needed.  4. Provide resources to support the toothbrushing club.  5. Ensure that parents are fully informed about the programme, through providing setting with appropriate information and consent letter.  6. Check the Doncaster Toothbrushing Club Toolkit is being followed at the setting, and that quality assurance checklists are being completed by the setting every term.  7. Check procedures at each establishment at least once in an academic year, through observation of a toothbrushing club session and completion of a quality assurance checklist.  8. Records kept of all the above.  9. Use information from the oral health needs assessment to identify areas where children are at high risk of poor oral health and appropriate for targeted supervised toothbrushing programmes.  10. Ensure appropriate governance and performance monitoring processes are in place. Facilitate co-ordination of programmes across the locality preventing duplication and maximising use of resources |
| **Child care (Family Hub/nursery/school) staff responsibilities** |
| 1. Ensure there is a named lead with overall responsibility for the toothbrushing club in the setting  2. Staff who implement and supervise the programme must attend a Doncaster Council starter supervised toothbrushing club training session or refresher session if they received initial training prior to September 2017; attend local on-site training, and must have read and retained a copy of the Doncaster Toothbrushing Club Toolkit.  3. Commitment to the toothbrushing club, providing supervised toothbrushing on a daily basis and following the Doncaster Toothbrushing Club Toolkit.  4. Ensure the programme follows infection prevention and control procedures as described in the Doncaster Toothbrushing Club Toolkit.  5. Send information letters and consent forms out to parents/carers and follow-up.  6. Consent forms – are kept by the nursery/school setting in the child’s personal file and all staff are aware of those children not taking part in the toothbrushing club.  7. Ensure staff are aware of any children not taking part (temporarily or permanently) in the toothbrushing club for medical reasons.  8. Check equipment on a regular basis and ensure the appropriate resources are used.  9. Ensure that the toothbrush storage units are stored carefully and looked after for continued use.  10. Contact the Public Health team for new staff to be trained.  11. Contact the Public Health team in advance when new supplies are required for the club.  12. Contact the Public Health team if there are any queries about the toothbrushing club.  13. Contact the Public Health team if any advice is needed.  14. Complete a quality assurance checklist once a term and send/email a copy to the Doncaster Public Health team |
|  |
|  |
| **Provision of equipment** |
| 1. Initial set-up equipment (toothbrushes, toothpaste and storage systems) will be provided by Doncaster Public Health  2. Ongoing resources (new toothbrushes, toothpaste and additional storage systems) will be purchased by Doncaster Council Public Health team.  3. It is the settings responsibility to inform Public Health when resources are required.  4. As the S-rack storage systems can be recycled if required, we ask that you don’t mark on them with any product that can’t be removed. Rack numbers, however, can be written on the racks in permanent marker if required.  As names are not written on the storage systems, wallcharts are required for identification purposes. |
| **Opting out of the programme** |
| If, at any time, the decision is made to stop running the toothbrushing club, the setting lead should inform all partners immediately including the council Public Health team so that arrangements can be made to **collect the storage systems and any surplus stock**. If a nursery/school stops running the toothbrushing club after parents have given permission/consent, the head teacher/manager is responsible for informing the parents of the decision to withdraw and for informing school governors. |

**Can we promote your setting as one of our toothbrushing clubs on our social media platforms? Y N**

**Approximate number of children taking part in toothbrushing club?………………….**

**Toothbrushing method being adapted? DRY WET (Please circle)**

|  |  |  |
| --- | --- | --- |
| Lead | Signature | Contact details: address, telephone number, email address |
| Doncaster Council Public Health Improvement co-ordinator |  |  |
| Family Hub/ Nursery/school setting toothbrushing club lead person |  |  |