



# Team meeting guidance

To make the most of your teams SCS, it is recommended that you hold a team meeting to discuss and reflect on your safety climate report. The meeting also provides an opportunity agree an action plan to improve the safety climate in your dental practice. Ideally, all members of your team should participate in the meeting, even those who did not complete the SCS.

This guidance summarises a process to facilitate a safety climate meeting in approximately one hour. It is completely flexible and you may choose to use all, part, or none of it. The guidance also provides an [action plan](#) template. It is recommended that no more than **three** action points are formulated.

Discussion point	Reflective questions/actions	Potential implications
Identify how many members of your team completed the SCS.  (5 minutes*)	What proportion of your team did not complete the survey?	The more people that complete the SCS the more likely it is that the results will reflect the perceptions of your whole team.
	Do non-participants have specific characteristics in common?	If non-participants have specific characteristics in common, it makes it more difficult to interpret the report with confidence.
	Why did they not complete the SCS?	Is there a need to address any barriers to completing the SCS?
Identify a maximum of three safety climate factors that your team perceived as positive. Consider how your team compares to the national aggregated results.  (15 minutes*)	Do you think these perceptions are a true reflection of the reality in your team?	Sometimes perceptions and reality do not quite 'match up'.
	What evidence is there to support this?	This helps your team identify their current strengths in these areas.

Identify a maximum of three safety climate factors that your team perceived as less positive. Consider how your team compares to national aggregated results. (15 minutes*)	Do you think these perceptions are a true reflection of the reality in your team?	
	What evidence is there to support this?	
	Explore actions (if any) to improve these areas further or ensure perceptions remain positive.	It may not always be possible or desirable to improve.
Compare the results of different staff groups in your team. (10 minutes*)	Are there differences between staff groups? If yes, does one staff group consistently perceive things more positively or negatively than the other? Is there a difference in one or more area?	Focus on differences in perceptions not on whether the perceptions of one group are 'right'.
	Explore why their perceptions may be different.	This may be a good opportunity to allow one person from every staff group to suggest a reason.
	Can perceptions be aligned?	
Summarise the main discussion points and agree action plans. (15 minutes*)	Are there specific actions that could be taken to improve your team's safety culture? (A <i>template is provided in <a href="#">Appendix 3</a> to help the practice or PDS to formulate action plans</i> )	

\* Suggested times for each point to ensure all sections are discussed. Aim to identify one or two important issues and resist being distracted by minor or insignificant differences in scores.