



Safeguarding & Child Protection Policy

Wales | Academic Year 2026–2027

Policy owner	DNA Education
Designated Safeguarding Person (DSP)	Dr Nicholas Jones / Director
Deputy DSP	John Hughes / Tutor
Senior safeguarding lead / proprietor	Dr Nicholas Jones
Effective from	1 September 2026
Approved by	Nicholas Jones
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Geographical scope	All 22 Welsh local authority areas

This policy is specifically designed for DNA Education as a Wales-based alternative education / alternative provision provider operating across all Welsh local authority areas. It is based on the Welsh safeguarding framework rather than the England-specific Keeping Children Safe in Education framework.

DNA Education will follow the Wales Safeguarding Procedures, the Social Services and Well-being (Wales) Act 2014, Welsh Government statutory safeguarding guidance including Keeping Learners Safe, relevant Working Together to Safeguard People guidance, local safeguarding procedures and the requirements of commissioning schools and local authorities.

The Welsh Government states that Keeping Learners Safe is directly applicable to specified education settings and is also effective practice for wider education settings and related agencies, including providers of education and training for under-18s. Contractual, commissioning and local-authority requirements must also be followed.

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1. Policy Statement

DNA Education is committed to safeguarding and promoting the welfare and well-being of every child and young person who accesses our provision. Safeguarding is central to the culture, leadership, recruitment, teaching, mentoring, behaviour management and daily operation of DNA Education.

Every child has the right to be protected from abuse, neglect and other kinds of harm. DNA Education will provide a safe, respectful and inclusive environment in which children can learn, develop, express their views and seek help.

Safeguarding is everyone's responsibility. Staff must remain alert to concerns, act promptly, record accurately and share information appropriately. No member of staff should assume that someone else will act.

DNA Education recognises that children accessing alternative provision may have complex educational, social, emotional, behavioural or family circumstances. These circumstances may increase vulnerability and require additional professional curiosity and coordinated support.

2. Legal and Guidance Framework

DNA Education will operate within the legal and safeguarding framework applicable in Wales. The principal sources underpinning this policy include:

- Social Services and Well-being (Wales) Act 2014, particularly Part 7 and the duty to report children at risk under section 130.
- Children Act 1989 and Children Act 2004, including duties relating to significant harm and safeguarding.
- Education Act 2002, where applicable to DNA Education's activities or commissioning arrangements.
- Welsh Government Keeping Learners Safe statutory safeguarding guidance.
- Wales Safeguarding Procedures for children and adults at risk of abuse and neglect.
- Working Together to Safeguard People: Volume 1 – Introduction and Overview.
- Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk.
- Working together to safeguard people: code of safeguarding practice.
- Welsh Government guidance on information sharing, online safety, child sexual exploitation, FGM, self-harm and other relevant safeguarding issues.
- Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the Additional Learning Needs Code, where applicable.
- Equality Act 2010 and Human Rights Act 1998.
- UK GDPR and Data Protection Act 2018, as amended.
- Safeguarding Vulnerable Groups Act 2006 and DBS requirements applicable to relevant roles.
- Relevant local authority safeguarding procedures and regional safeguarding board arrangements.

Welsh Government guidance confirms that the Social Services and Well-being (Wales) Act 2014 provides the statutory safeguarding framework and that the Wales Safeguarding Procedures are intended for practitioners across statutory, private and voluntary sectors, including education. [\[cite?turn1search8?turn1search4?\]](#)

3. Purpose and Scope

This policy applies to all DNA Education employees, tutors, teachers, mentors, coaches, volunteers, agency staff, contractors, subcontractors, visitors and other persons working on behalf of DNA Education where their role may bring them into contact with children.

It applies to face-to-face education, tuition, mentoring, sports and enrichment, home-based provision, community provision, school-based provision, online learning and any other activity delivered by DNA Education.

- Prevent abuse, neglect and other harm wherever reasonably possible.
- Identify safeguarding concerns at the earliest opportunity.
- Respond appropriately to children at risk and children in need of care and support.
- Maintain clear and effective reporting routes across all Welsh local authorities.
- Promote children's well-being, voice, rights and participation.
- Ensure safe recruitment and safe professional practice.
- Work effectively with commissioning schools, local authorities and safeguarding partners.
- Maintain appropriate records, confidentiality and information sharing.
- Respond appropriately to allegations and concerns about adults working with children.

4. Welsh Safeguarding Approach

DNA Education will use the Welsh safeguarding language and processes. Where staff have reasonable cause to suspect that a child is at risk of abuse, neglect or other kinds of harm and has needs for care and support, concerns must be reported through the appropriate safeguarding route without delay.

Section 130 of the Social Services and Well-being (Wales) Act 2014 places a duty on relevant partners to inform the relevant local authority where there is reasonable cause to suspect a child is at risk. Welsh Government guidance describes a child at risk as a child experiencing, or at risk of, abuse, neglect or other harm and having needs for care and support.

DNA Education will not rely solely on internal reporting where the child's safety requires direct referral. The priority is always to make the child safe.

5. Designated Safeguarding Person (DSP)

DNA Education will appoint a Designated Safeguarding Person (DSP) with sufficient authority, status, time, training and access to senior leadership to coordinate safeguarding arrangements.

5.1 DSP responsibilities

- Act as the central point of contact for safeguarding concerns.
- Maintain oversight of child protection and safeguarding arrangements.
- Ensure staff understand their safeguarding responsibilities and reporting routes.
- Receive, assess and record concerns and determine appropriate next steps.
- Make or support referrals to local authority social services, police and other agencies.
- Maintain secure safeguarding records and ensure appropriate transfer of information.
- Work with commissioning schools, local authorities, social services, police, health and other professionals.
- Maintain current knowledge of the Wales Safeguarding Procedures and local referral arrangements.
- Ensure safeguarding training is provided and refreshed.
- Monitor safeguarding themes, incidents, referrals and emerging risks.
- Support staff following safeguarding incidents and disclosures.
- Ensure concerns about practitioners and persons in positions of trust are managed under the Wales Safeguarding Procedures.

5.2 Deputy DSP

DNA Education will appoint a Deputy DSP where practicable. The Deputy DSP will have appropriate training and will be able to act when the DSP is unavailable.

6. Responsibilities of All Staff

- Safeguarding is part of every employee's role.
- Know who the DSP and Deputy DSP are and how to contact them.
- Recognise indicators of abuse, neglect, exploitation and other harm.
- Report concerns promptly and do not wait for certainty.
- Listen appropriately to children and take concerns seriously.
- Do not investigate allegations or conduct interviews.
- Do not promise confidentiality.
- Record concerns accurately, factually and promptly.
- Maintain professional boundaries at all times.
- Challenge unsafe practice and report concerns about adults.
- Complete required safeguarding training and updates.
- Follow local safeguarding procedures relevant to the child and placement.

7. Reporting a Concern About a Child

7.1 Immediate danger

If a child is in immediate danger, or there is an immediate risk of significant harm or a criminal offence requiring urgent intervention, staff must contact the emergency services on 999. The DSP should be informed as soon as practicable.

7.2 Child at risk / safeguarding concern

1. Listen calmly and allow the child to speak in their own words.
2. Reassure the child that they have done the right thing by speaking up.
3. Do not promise secrecy or confidentiality.
4. Do not investigate or ask leading questions.
5. Make a factual written record as soon as possible.
6. Report immediately to the DSP/Deputy DSP.
7. The DSP will determine the appropriate safeguarding response, including referral to the relevant local authority social services.
8. Record the decision, rationale, referral and follow-up actions.
9. If the response is inadequate or the risk remains, escalate through the Wales Safeguarding Procedures and relevant local authority arrangements.

Welsh Government guidance states that practitioners should contact local authority Children's Services when concerned about a child and that the Wales Safeguarding Procedures treat a report to social services as a referral.

8. Which Local Authority Should Receive the Referral?

DNA Education may work with children commissioned by different Welsh local authorities and schools. The referral route must therefore be determined for each child.

- Normally, report to the local authority social services department responsible for the child, following the local authority's current safeguarding referral arrangements.
- Where a child is physically located in another local authority area and there is an immediate or location-specific safeguarding concern, staff must consider the safeguarding arrangements of that authority and seek DSP advice.

- Where there is uncertainty about which authority should receive the report, do not delay action. Contact the relevant local authority social services team and/or seek advice from the DSP.
- Where the child is in immediate danger, contact 999 regardless of which local authority is responsible.
- Where a child moves between Welsh and English local authority areas, DNA Education will follow the relevant cross-border safeguarding arrangements.

Welsh law provides mechanisms for local authorities to share safeguarding information with another local authority where a child moves or is in another authority's area.

9. National Safeguarding Contact Route for Wales

DNA Education will maintain a live directory (appendix B) of local authority safeguarding contacts rather than relying on a single national telephone number, because referrals are made to the relevant local authority social services department.

The Welsh Government's national safeguarding page provides the current route to the relevant local authority/regional safeguarding arrangements for all 22 Welsh local authorities. Staff should use this resource when the local contact details are not already recorded in the child's safeguarding/placement information:

<https://www.gov.wales/report-suspected-abuse-neglect-or-harm-child-or-young-person>

Emergency: 999 | Police non-emergency: 101

The national GOV.WALES guidance states that if a child is in immediate danger, call 999; if it is not an emergency, contact the local social services department or 101.

10. Wales Local Authority Coverage

DNA Education may operate in any of the following 22 Welsh local authority areas:

- Isle of Anglesey County Council
- Gwynedd Council
- Conwy County Borough Council
- Denbighshire County Council
- Flintshire County Council
- Wrexham County Borough Council
- Powys County Council
- Ceredigion County Council
- Pembrokeshire County Council
- Carmarthenshire County Council
- City and County of Swansea
- Neath Port Talbot County Borough Council
- Bridgend County Borough Council
- Vale of Glamorgan Council
- Cardiff Council
- Rhondda Cynon Taf County Borough Council
- Merthyr Tydfil County Borough Council
- Caerphilly County Borough Council
- Blaenau Gwent County Borough Council
- Torfaen County Borough Council

- Monmouthshire County Council
- Newport City Council

The Welsh Government's current safeguarding contact page lists these 22 local authorities and their regional safeguarding board arrangements.

11. Regional Safeguarding Boards

DNA Education will work with the relevant regional safeguarding board where appropriate. The principal regional arrangements are:

- North Wales Safeguarding Board – Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham.
- Gwent Safeguarding Board – Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen.
- Cardiff and Vale of Glamorgan Regional Safeguarding Board – Cardiff and Vale of Glamorgan.
- Cwm Taf Morgannwg Safeguarding Board – Bridgend, Merthyr Tydfil and Rhondda Cynon Taf.
- Mid and West Wales Safeguarding Board – Carmarthenshire, Ceredigion, Pembrokeshire and Powys.
- West Glamorgan Safeguarding Board – Neath Port Talbot and Swansea.

Regional safeguarding boards bring together local authorities and partner agencies to improve safeguarding arrangements.

12. Responding to Disclosures

- Remain calm and listen.
- Give the child time to speak.
- Use the child's own words in the record.
- Do not interrogate or investigate.
- Do not ask 'why?' questions that imply blame.
- Do not promise secrecy.
- Explain that information may need to be shared to keep the child safe.
- Record the concern immediately after the conversation.
- Report to the DSP without delay.

13. Types of Abuse and Harm

Staff must be alert to all forms of abuse, neglect and harm, including:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Domestic abuse
- Child sexual exploitation
- Criminal exploitation and county lines
- Trafficking and modern slavery
- Serious violence and contextual safeguarding
- Bullying and cyberbullying
- Sexual harassment and sexual violence
- Child-on-child abuse and harmful sexual behaviour

- Online grooming and technology-facilitated abuse
- Self-generated sexual imagery and AI-generated sexual imagery
- FGM
- Forced marriage
- Radicalisation and extremist influence
- Self-harm and suicide risk
- Discriminatory or prejudice-based abuse
- Abuse connected to disability, communication needs or additional learning needs

The list is not exhaustive. Staff should report concerns where something does not feel right and seek DSP advice.

14. Child-on-Child Abuse

DNA Education recognises that children can abuse other children. Such behaviour must not be dismissed as 'banter', 'falling out' or an unavoidable part of childhood.

- Bullying and cyberbullying
- Physical violence and intimidation
- Sexual harassment
- Sexual violence
- Harmful sexual behaviour
- Sharing or requesting sexual images
- Upskirting
- Coercion, threats or exploitation
- Initiation or hazing
- Discriminatory abuse
- Abuse linked to criminal exploitation

DNA Education will consider the safety and welfare needs of all children involved, including those harmed and children displaying harmful behaviour.

15. Online Safety and Digital Safeguarding

Online safeguarding is part of safeguarding generally. DNA Education will assess risks arising from social media, messaging, gaming, livestreaming, image sharing, online grooming, pornography, cyberbullying, extremist content, scams, AI systems and other technology-enabled harms.

- Professional communication must use approved systems wherever practicable.
- Staff must maintain professional online boundaries.
- Personal social media contact with children is prohibited unless specifically authorised for a legitimate professional purpose.
- Staff must never request, create, save or share sexual images of children.
- Online incidents must be reported through the same safeguarding route as offline concerns.
- DNA Education will consider the safeguarding implications of generative AI and digitally altered sexual imagery.

Welsh Government/Hwb guidance states that online safeguarding concerns should be dealt with in the same way as face-to-face concerns and highlights the importance of risk assessment and appropriate reporting mechanisms.

16. Self-Generated Sexual Imagery and AI-Generated Images

Where staff become aware that a child has created, received, requested or shared a nude or semi-nude image, including an AI-generated or manipulated image, the concern must be reported to the DSP immediately.

- Do not forward, copy or distribute the image.
- Do not ask the child to show the image unnecessarily.
- Do not blame or shame the child.
- Consider whether coercion, grooming, blackmail, exploitation or adult involvement is present.
- Refer to police or social services where required.

17. Exploitation, County Lines and Contextual Safeguarding

DNA Education will consider risks beyond the immediate home and education environment, including peer groups, neighbourhoods, transport routes, online communities, sports settings and community locations.

Indicators may include missing episodes, unexplained money or possessions, changes in peer groups, unexplained injuries, secrecy, threats, criminal activity, coercion, substance misuse or significant changes in behaviour.

18. Domestic Abuse

Children can experience significant harm from domestic abuse even when they are not directly assaulted. Staff should report concerns about domestic abuse to the DSP. The DSP will consider the child's immediate safety and whether referral to social services or other services is required.

19. FGM and Forced Marriage

Any concern that a child may be at risk of FGM or forced marriage must be reported immediately to the DSP and managed under Welsh safeguarding procedures. Staff must not investigate or attempt to mediate the matter themselves.

20. Prevent, Radicalisation and Extremism

DNA Education will support children to develop resilience, critical thinking and safe decision-making. Concerns that a child may be vulnerable to radicalisation or extremist influence will be reported to the DSP and managed through appropriate safeguarding and Prevent arrangements.

21. Children with ALN, Disabilities or Communication Needs

DNA Education recognises that children with additional learning needs, disabilities or communication differences may experience additional barriers to reporting abuse and may be particularly vulnerable.

- Adapt communication to the child's needs.
- Do not assume distress or changes in behaviour are solely attributable to ALN or disability.
- Consider changes in presentation, behaviour and communication.
- Use appropriate communication aids and trusted adults.
- Seek specialist advice where necessary.
- Ensure safeguarding plans account for communication and accessibility needs.

22. Mental Health, Self-Harm and Suicide

Mental health concerns may be indicators of wider safeguarding risk and may also require urgent intervention in their own right. Staff must report significant concerns to the DSP.

Where a child is believed to be at immediate risk of serious harm, emergency services must be contacted.

23. Attendance, Absence and Children Missing from Education

Attendance is an important safeguarding indicator. DNA Education will maintain accurate attendance records and report unexplained, repeated or concerning absence promptly to the commissioning school/local authority and DSP.

- DNA Education must know where each learner is expected to be during scheduled provision.
- Unexplained absence must be followed up promptly.
- Patterns of absence, lateness or disengagement will be considered in the context of wider safeguarding risk.
- Where a child cannot be safely accounted for, the DSP will follow the relevant local procedures.
- Where provision is commissioned by a school, DNA Education will provide attendance and welfare information required by the commissioning arrangement.

24. Alternative Provision and Commissioning

DNA Education will recognise the safeguarding responsibilities of commissioning schools and local authorities while maintaining its own safeguarding responsibilities as a provider.

- Before accepting a placement, DNA Education will obtain sufficient safeguarding and welfare information to deliver the placement safely.
- DNA Education will identify the commissioning school/local authority and relevant safeguarding contacts.
- Placement information will include known safeguarding risks, relevant plans, emergency contacts and appropriate support information.
- Attendance and significant welfare concerns will be communicated promptly.
- Safeguarding incidents will be reported to the relevant statutory agency and commissioning organisation as appropriate.
- Any subcontracted or external provision will be subject to safeguarding due diligence.
- DNA Education will participate in placement reviews and safeguarding meetings where requested.

Where a child is placed in alternative provision, DNA Education will work in partnership with the commissioning organisation and will not treat the placement as transferring safeguarding responsibility away from the commissioning body.

25. Safer Recruitment

DNA Education will operate safer recruitment procedures proportionate to each role and consistent with Welsh requirements.

- Safeguarding responsibilities will be explicit in role descriptions.
- Application processes will obtain appropriate employment history and explanations for significant gaps.
- References will be obtained and verified as appropriate.
- Identity and qualification checks will be completed.
- Appropriate DBS and barred-list checks will be undertaken where legally required and eligible.

- Relevant professional restrictions or prohibitions will be checked where applicable.
- Interview processes will test safeguarding understanding and professional judgement.
- No individual will undertake regulated activity with children until the required checks are completed, unless a lawful exception applies.
- Safeguarding concerns arising after appointment will be managed promptly.

26. Allegations or Concerns About Practitioners

DNA Education will follow the Wales Safeguarding Procedures for allegations or concerns about practitioners and people in positions of trust.

A concern must be acted upon where an adult working with children may have harmed a child, may have committed an offence involving a child, may have behaved towards a child in a way indicating a risk of harm, or may otherwise be unsuitable to work with children.

- Report the concern immediately to the DSP/Deputy DSP.
- Where the concern meets the relevant threshold, use the local authority's Designated Officer / allegations-management arrangements in accordance with the Wales Safeguarding Procedures.
- Contact police immediately where a criminal offence or immediate danger is involved.
- Do not conduct an internal investigation that could prejudice statutory enquiries.
- Protect the child and manage confidentiality appropriately.
- Provide appropriate support to the person subject to the allegation.
- Consider DBS and professional/regulatory referrals where required.

The Wales Safeguarding Procedures Section 5 on allegations/concerns about practitioners was updated in June 2026 and sets out the current Welsh approach to such concerns.

27. Low-Level Concerns and Professional Boundaries

DNA Education will encourage staff to report low-level concerns about professional boundaries and conduct. Examples include unnecessary physical contact, inappropriate language, over-familiarity, favouritism, inappropriate gifts, private messaging or other behaviour inconsistent with professional expectations.

- Low-level concerns should be reported to the DSP/Deputy DSP.
- Concerns will be recorded and reviewed for patterns.
- A low-level concern does not automatically mean misconduct or abuse.
- Where information suggests the statutory safeguarding threshold may be met, the matter will be escalated immediately.

28. Whistleblowing and Escalation

Staff are expected to raise concerns about unsafe safeguarding practice. No person will be penalised for raising a genuine safeguarding concern in good faith.

- Raise concerns with the DSP or senior leader.
- If the concern relates to the DSP, who is also DNA Education's senior safeguarding lead / proprietor, report it to the Deputy DSP and, where appropriate, directly to the relevant local authority Designated Officer / allegations-management route or police. Internal reporting must never delay external safeguarding action.
- If DNA Education has failed to act, staff may contact the relevant statutory safeguarding agency directly.

- Where a child is at immediate risk, staff should contact emergency services without waiting for internal escalation.

29. Information Sharing and Confidentiality

Safeguarding information must be shared appropriately, securely and promptly. Confidentiality does not mean keeping safeguarding concerns secret.

- Share relevant information with people who need it to safeguard the child.
- Record significant decisions and information-sharing actions.
- Use secure communication methods.
- Do not allow data protection concerns to become a barrier to lawful safeguarding information sharing.
- Where appropriate, seek advice from the DSP or data protection lead.
- Information may be shared without consent where there is a lawful basis and safeguarding requires it.

Welsh safeguarding guidance identifies information sharing and clear recording as integral to effective multi-agency safeguarding.

30. Safeguarding Records

- Records must be factual, dated, attributable and secure.
- Separate fact, allegation, hearsay and professional opinion.
- Record the concern, action taken, decisions, rationale and referrals.
- Safeguarding records should be accessible only to those with a legitimate need.
- Records will be retained and transferred in accordance with legal, safeguarding and commissioning requirements.
- When a child changes provision, relevant safeguarding information will be shared securely and promptly where lawful and necessary.

31. Visitors, Contractors and Subcontractors

Visitors and contractors will be subject to proportionate safeguarding controls. DNA Education will undertake safeguarding due diligence before engaging external providers that work with children.

- Appropriate suitability checks.
- Clear safeguarding responsibilities.
- Evidence of safeguarding policy and training.
- Appropriate supervision.
- Incident and concern reporting routes.
- Risk assessment of premises and activities.
- Clear information-sharing arrangements.

32. Safeguarding Training

All staff will receive safeguarding induction before or at the commencement of work and regular refresher training appropriate to their role.

- Safeguarding awareness and child protection.
- Wales Safeguarding Procedures and reporting routes.

- Signs and indicators of abuse and neglect.
- Child-on-child abuse and harmful sexual behaviour.
- Online safety and emerging technology risks.
- Professional boundaries and allegations against practitioners.
- Information sharing and recording.
- Relevant local safeguarding procedures.
- Additional learning needs and communication barriers.

The DSP and Deputy DSP will receive appropriate specialist training and regular updates. Welsh Government guidance expects staff in education settings to receive safeguarding training appropriate to their roles and updated regularly.

33. Safeguarding Through Education

DNA Education will use education and mentoring to support children to understand safety, healthy relationships, boundaries, consent, online risks, exploitation, bullying, prejudice, help-seeking and resilience. Provision will be age-appropriate and accessible.

34. Safeguarding Risk Assessment

DNA Education will undertake proportionate safeguarding risk assessments for its activities, locations, placements and individual learners.

- Staffing and supervision.
- Location and physical environment.
- One-to-one working.
- Home visits and lone working.
- Online learning.
- Travel and transport.
- Known contextual risks.
- ALN/communication needs.
- Medical and emergency arrangements.
- Behaviour and restrictive practice risks.
- Subcontracted provision.

Risk assessments will be reviewed following incidents, new information, changes in circumstances or significant changes to the provision.

35. Physical Intervention and Restrictive Practice

DNA Education will use positive, preventative and proportionate approaches to behaviour. Physical intervention will only be used in accordance with applicable Welsh law, guidance, training and DNA Education procedures, and only where necessary and lawful to prevent harm.

Any use of restrictive practice or physical intervention must be recorded, reported and reviewed. Concerns about inappropriate restrictive practice will be treated as safeguarding concerns.

36. Complaints

Children, parents/carers, commissioning organisations, staff and other stakeholders may raise safeguarding concerns through the DSP or senior leadership. A safeguarding concern will be prioritised over ordinary complaint timescales where immediate action is required.

A complaint about a member of staff may constitute a safeguarding allegation and will be managed under the relevant safeguarding procedure.

37. Monitoring, Review and Quality Assurance

- The DSP will monitor safeguarding concerns, referrals, incidents, training and emerging risks.
- Senior leadership will review safeguarding arrangements at least annually.
- DNA Education will learn from incidents, complaints, safeguarding reviews and changes in guidance.
- The policy will be reviewed annually and sooner where legislation, guidance or local procedures change.
- Evidence of training, recruitment checks, safeguarding records and policy reviews will be maintained.
- DNA Education will cooperate with Estyn and other relevant oversight bodies where applicable.

Estyn identifies safeguarding as fundamental to high-quality education and evaluates whether education and training providers have effective safeguarding arrangements and comply with relevant Welsh legislation and guidance.

38. Related Policies

- Staff Code of Conduct / Professional Boundaries Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- Behaviour Policy
- Anti-Bullying Policy
- Online Safety / Acceptable Use Policy
- Attendance and Children Missing Education Procedure
- Health and Safety Policy
- Equality, Diversity and Inclusion Policy
- Complaints Policy
- Data Protection / Privacy Policy
- First Aid / Medical Needs Policy
- ALN / Additional Learning Needs Policy
- Lone Working Policy
- Risk Assessment Procedures
- Educational Visits / Off-Site Activities Policy
- Physical Intervention / Restrictive Practice Policy

Appendix A – DNA Education Safeguarding Contacts

Role / service	Name / organisation	Contact
Designated Safeguarding Person (DSP)	Dr Nicholas Jones	nick@dnaacademy.co.uk 07886483067
Deputy DSP	John Hughes	john@dnaacademy.co.uk 07878517349
Senior safeguarding lead / proprietor	Dr Nicholas Jones	nick@dnaacademy.co.uk 07886483067
Relevant local authority Children's Services	See Appendix B / current GOV.WALES route	Use current local authority contact
Police – emergency	Police	999
Police – non-emergency	Police	101
NSPCC Helpline	NSPCC	0808 800 5000

National Welsh safeguarding route: <https://www.gov.wales/report-suspected-abuse-neglect-or-harm-child-or-young-person>

This page provides the current local authority/regional safeguarding routes for all Welsh local authorities. DNA Education will check local contact details before making a referral rather than relying on an old static telephone directory.

Appendix B – Welsh Local Authority Safeguarding Directory

The following 22 local authorities are within DNA Education's operating scope. The DSP will maintain a live contact directory containing the current daytime and out-of-hours Children's Services referral details for each authority.

Local authority	Regional safeguarding arrangement	Children's Services referral	Out of hours
Isle of Anglesey County Council	North Wales Safeguarding Board	01248 725 888 – Teulu Môn	01248 353 551
Gwynedd Council	North Wales Safeguarding Board	01758 704 455 – Children's Services	01248 353 551
Conwy County Borough Council	North Wales Safeguarding Board	01492 575 111 – Social Services	0300 123 3079
Denbighshire County Council	North Wales Safeguarding Board	01824 712 200 – Children and Family Services	0345 053 3116
Flintshire County Council	North Wales Safeguarding Board	01352 701 000 – Children's Services	0345 053 3116

Wrexham County Borough Council	North Wales Safeguarding Board	01978 292 039 – Single Point of Access	0345 053 3116
Blaenau Gwent County Borough Council	Gwent Safeguarding Board	01495 315 700 ; DutyTeam@blaenau-gwent.gov.uk	0800 328 4432 – South East Wales Emergency Duty Team
Caerphilly County Borough Council	Gwent Safeguarding Board	0808 100 1727 ; contactandreferral@caerphilly.gov.uk	0800 328 4432 – South East Wales Emergency Duty Team
Monmouthshire County Council	Gwent Safeguarding Board	01291 635 669 ; ChildDuty@monmouthshire.gov.uk	0800 328 4432 – South East Wales Emergency Duty Team
Newport City Council	Gwent Safeguarding Board	01633 656 656 ; children.duty@newport.gov.uk	0800 328 4432 – South East Wales Emergency Duty Team
Torfaen County Borough Council	Gwent Safeguarding Board	01495 762 200 ; CS.Contact@torfaen.gov.uk	0800 328 4432 – South East Wales Emergency Duty Team
Cardiff Council	Cardiff and Vale Regional Safeguarding Board	03000 133 133 – Family Advice, Support and Protection Hub (FASPH); professionals should also submit the online referral form	029 2078 8570 – Emergency Duty Team
Vale of Glamorgan Council	Cardiff and Vale Regional Safeguarding Board	0808 281 6727 , option 3 – Vale Family Compass Intake Team	029 2078 8570 – Emergency Duty Team
Bridgend County Borough Council	Cwm Taf Morgannwg Safeguarding Board	01656 642 320 – Children's Services/MASH	01443 743 665 – Regional Emergency Duty Team

Merthyr Tydfil County Borough Council	Cwm Taf Morgannwg Safeguarding Board	01685 725 000 – Children’s Services	01443 743 665 – Regional Emergency Duty Team
Rhondda Cynon Taf County Borough Council	Cwm Taf Morgannwg Safeguarding Board	01443 425 006 – Children’s Services/MASH	01443 743 665 – Regional Emergency Duty Team
Carmarthenshire County Council	Mid and West Wales Safeguarding Board	01554 742 322 – Central Referral Team; CRTChildren@carmarthenshire.gov.uk	0300 333 2222
Ceredigion County Council	Mid and West Wales Safeguarding Board	01545 574 000 – Contact Centre; contactsocservs@ceredigion.gov.uk	0300 456 3554 – Emergency Duty Team
Pembrokeshire County Council	Mid and West Wales Safeguarding Board	01437 776 444 – Child Care Assessment Team; ccat@pembrokeshire.gov.uk	0300 333 2222 – Emergency Duty Team
Powys County Council	Mid and West Wales Safeguarding Board	01597 827 666 , option 1 then option 1 – Children’s Services Front Door; csfrontdoor@powys.gov.uk	0345 054 4847 – Emergency Duty Team
City and County of Swansea	West Glamorgan Safeguarding Board	01792 635 700 – Child and Family Services Single Point of Contact	01792 636 888 – Urgent Out-of- Hours Social Worker
Neath Port Talbot County Borough Council	West Glamorgan Safeguarding Board	01639 686 802 – Single Point of Contact; spoc@npt.gov.uk	01639 895 455 – Emergency Duty Team

The details are supported by the official [North Wales Safeguarding Board](#), [Gwent Safeguarding Board](#), [Cardiff and Vale Regional Safeguarding Board](#), [Cwm Taf Morgannwg Safeguarding Board](#), [Mid and West Wales Safeguarding Board](#), [Powys Council](#), [Swansea Council](#) and [Neath Port Talbot Council](#).

Emergency action: If a child is in immediate danger or requires urgent medical attention, call **999**. Contact details and referral arrangements can change. DNA Education’s Designated Safeguarding Person must verify the relevant local authority route before making a non-emergency referral and retain evidence of the referral.

Appendix C – Safeguarding Concern Record: Minimum Standard

- Child's name and relevant identifying details.
- Date, time and location.
- Who raised the concern and their role.
- What was seen, heard or disclosed, using the child's words where possible.
- Relevant context and known safeguarding information.
- Immediate action taken.
- Who the concern was reported to and when.
- DSP decision and rationale.
- Referrals or consultations made.
- Follow-up action and outcome, where known.

Appendix D – Quick Staff Response

IF YOU ARE WORRIED ABOUT A CHILD:

1. If there is immediate danger, call 999.
2. Listen calmly and take the concern seriously.
3. Do not investigate or ask leading questions.
4. Do not promise secrecy.
5. Record accurately and promptly.
6. Tell the DSP/Deputy DSP immediately.
7. Where required, report to the relevant local authority Children's Services directly.
8. Follow the Wales Safeguarding Procedures and any further instruction from safeguarding professionals.

Appendix E – Policy Review Record

Review date	Reviewed by	Key changes	Approved by