



**DPN SAFEGUARDING YOUNG PEOPLE,
VULNERABLE PEOPLE AND STAFF POLICY**

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1 POLICY

1.1 Digital Peninsula Network Ltd (DPN) has a duty of care in the safeguarding, safety and well-being of its learners and members of staff. Our staff and learners also have an important role to play in safeguarding, in particular, the welfare of children, young people and vulnerable adults and preventing their abuse. DPN also recognises that it has a responsibility to protect staff from unfounded allegations of abuse.

1.2 Further, DPN recognises its duty to ensure that relevant checks are carried out on individuals who work with children and/or vulnerable adults. It has a duty, as an employer, to refer any relevant information to the Disclosure and Barring Service (DBS) if it has moved or dismissed an individual because of harm or risk of harm to a child or vulnerable adult. The Local Authority Designated Officer (LADO) will also be informed and advice sought.

1.3 DPN is committed to increasing awareness of issues relating to young people and vulnerable people, promoting good practice and assisting members of staff in making informed and confident responses in relation to safeguarding issues for young people and vulnerable people. The policy is designed to safeguard young people and vulnerable people who come into contact with our community, and the staff working with young people and vulnerable people, to ensure that there are clear guidelines and procedures for identifying risk and reporting concerns.

1.4 This policy should be read with our Equality & Diversity Policy. DPN is committed to ensuring that young people and vulnerable people are safeguarded whilst enjoying opportunities to develop their full potential. This applies whatever their age, culture, disability, ethnic origin, gender, religious belief and/or sexual identity, for further details please see DPN's Equality & Diversity Policy.

1.5 The arrangements for safeguarding are premised on the basis that DPN will:

- take all reasonable measures to ensure that the risks of harm to children or vulnerable adults through DPN's actions or inactions are minimised;

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- take all appropriate actions to address concerns raised about the welfare of young people and vulnerable people in connection with DPN’s business.
- record contact with young people clearly and accurately in proportion to the activity undertaken. Store information securely in line with Data Protection recommendations.

1.6 DPN has a statutory duty under Section 175 of the Education Act, 2002, to have in place arrangements for carrying out its functions with a view to safeguarding and promoting the welfare of children, young people and vulnerable adults. This policy sets out a framework for those arrangements.

1.7 DPN is subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. DPN’s Prevent policy covers all members of the DPN community. To ensure that we adhere to and achieve the Prevent duty we will;

- Provide appropriate training for staff.
- Assess the risk, by means of a formal risk assessment, of board, staff, students, users, partners and consultants/subcontractors being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- Ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.
- Be alert to the online risk of radicalisation through the use of social media and the internet.
- Liaise with the LSCB as and when appropriate.
- We will follow the Prevent duty to promote British Values, which includes democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs through our behaviour and practice with students, colleagues and other people who we interact with through our work.
- DPN aims to balance its legal duties in terms of both ensuring freedom of speech and also protecting student and staff welfare.

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1.8 DPN will provide students with ongoing opportunity to voice any feelings they may have regarding safeguarding and will monitor any concerns that have been raised to ensure that appropriate action has been taken and issues resolved. DPN will regularly review this process at team meetings to ensure that the arrangements are working effectively and in line with the latest statutory guidance.

1.9 DPN holds learner records in line with the Data Protection Act 2018 (And UK GDPR 2018). Specific information is gathered as part of IAG. Health and dietary requirements are dealt with on an individual basis and, where relevant, adjustments made.

1.10 This policy takes into account, amongst others, the following publications and guidance:

- Keeping Children Safe in Education (2023 update)
- ‘Working Together to Safeguard Children’ (HM Government 2023)
- ‘The Prevent Duty Guidance for England and Wales’ (HM Government 2023 update)
- Disclosure and Barring Service <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- Child Protection system for England [Child protection system for England | NSPCC Learning](#)
- South West Child Protection Procedures [Welcome to the South West Child Protection Procedures \(trixonline.co.uk\)](#)
- Cornwall & Isles of Scilly Multi-agency Safeguarding Vulnerable Adults Policy
- www.cornwall.gov.uk/safeguardingadults and the guide “Say No to Abuse”
- ‘What to do if you are worried a child is being abused’ (DfE 2015)

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- ‘Inspecting Safeguarding in early years, education and skills settings’ (Ofsted, 1 Sept 2022)
- Counter-terrorism and Security Act 2015 www.legislation.gov.uk
- Equality Act 2010
- Data Protection Act (2018) <https://www.gov.uk/data-protection/the-data-protection-act>

2 PURPOSE AND KEY MESSAGES

2.1 Purpose

To ensure that DPN performs its duties and commitments in respect of safeguarding learners and staff fully and effectively and in accordance with statutory guidance.

DPN recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, know that safeguarding is everybody’s responsibility, know how to access safeguarding guidance information, know of any possible contribution they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services.

At the commencement of any training all learners are given clear guidance regarding DPN’s Safeguarding Policy. Learners are advised where they can locate the policy (website) and what to do if they have any safeguarding concerns and who to contact. On the first day of any training, learners are directed to view all policies. Where appropriate, parents/guardians will also be advised where to find the policies on our website. Students are informed at this point that information is stored securely and there are agreed protocols for sharing information with other agencies. See Learner Handbook for details.

Learners are specifically directed to the Online Conduct Policy which clearly sets out what DPN considers to be acceptable and not acceptable online behaviour.

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2.2 Key Messages

The April 2015 update to the Care Act 2014 includes the addition of statutory guidance that enshrines the six principles of safeguarding:

1. empowerment- presumption of person led decisions and informed consent
2. prevention- it is better to take action before harm occurs
3. proportionality- proportionate and least intrusive response appropriate to the risk prevented
4. protection- support and representation for those in greatest need
5. partnerships- local solutions through services working with their communities
6. accountability- accountability and transparency in delivering safeguarding.

3 SCOPE

The scope of adult safeguarding as defined in the April 2015 update to the Care Act is now:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there) –

(a) has needs for care and support (whether or not the authority is meeting any of those needs)

(b) is experiencing, or is at risk of, abuse or neglect, and

(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

4 ROLES AND RESPONSIBILITIES

DPN follows the procedures set out in the Southwest Child Protection Procedures (www.swcpp.trixonline.co.uk) and takes account of both national guidance

issued by the DfE, the main legislation in England - The Children Act 1989, the Children Act 2004, the Children and Social Work Act 2017 and local guidance such as the Safeguarding Children Partnership (OSCP) for Cornwall & the Isles of Scilly to ensure it complies with all requirements.

4.1 DPN Board of Directors is responsible for ensuring:

- The company has a safeguarding policy and procedures in place that are in accordance with statutory requirements and local authority guidance, are available on request, available on our website and is reviewed annually.
- That it receives and considers an annual safeguarding report.
- That the company operates safe recruitment procedures in accordance with statutory requirements.
- That the company has procedures for dealing with allegations of abuse against staff that comply with the Cornwall & Isles of Scilly Safeguarding Partnership and Safeguarding Adults Board (SAB) and Disclosure and Barring Service (DBS) guidance.
- The designated safeguarding lead is Janus Howard, Managing Director. The deputy safeguarding lead is Sioban Osborne, Lead Tutor.
- The Chairman of the Board (Nick Harpley) liaises with the Local Authority and / or partner agencies in the event of allegations of abuse being made against the Managing Director.
- That any deficiencies or weaknesses regarding safeguarding arrangements are remedied without delay.
- Ensure that recommendations following a Serious Case Review (SCR) are implemented.

4.2 The DSL (Janus Howard, Managing Director) is responsible for:

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- Overseeing the correct implementation of the policy and procedures and reviewing the effectiveness of them annually in a written report to the Board.
- Ensuring that appropriate safeguarding and Prevent training is in place for all staff and is delivered in line with guidance.
- Taking a lead role in referring cases through the Channel process; an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremist or terrorist behaviour.
- Taking a lead role in liaising with the OSCP and if there are any concerns about a child or young person by contacting the Multi Agency Referral Unit: 0300 1231 116, speaking with the Duty Manager and following with a written referral.
- Taking a lead role in liaising with the Cornwall SAB/Cornwall Council and if there are any concerns about a vulnerable adult by contacting Adult Social Care by calling: 0300 1234 131 or relevant SAB for relevant area.
- Taking the lead safeguarding role and dealing with all cases where allegations of abuse have been made against a member of staff and dealing with the DBS and LADO as appropriate. (Chair of Board if allegations concern the Managing Director).
- Contribute to the delivery and arranging of all staff safeguarding training.
- Attending Tier 3 Safeguarding training every 2 years.
- Maintain records confidentially and securely.
- Ensure that if a young person is placed by an agency e.g. school or moves that their Safeguarding/Child Protection Record/File is transferred to the named DSL in that new setting within 5 school days.
- The placing agency will also be kept informed of any concerns relating to the young person whilst studying at DPN.

In the event of Janus Howard not being available the Deputy Safeguarding Lead role will fall to Sioban Osborne (Lead Tutor) who has attended Tier 3 Safeguarding training.

4.3 Staff are responsible for:



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- Reporting to the DSL or DDSL any suspicion, allegation or disclosure of abuse to a child, young person or vulnerable adult immediately.
- Attending safeguarding training as required, in accordance with guidelines (on induction and at least once every 2 years)
- All staff who interact with young people and vulnerable people are in a position of trust and are expected to act accordingly.

5. STAFF INDUCTION AND TRAINING

- All DPN staff will be given an induction to safeguarding which will be appropriate to their role and function.
- All staff will be expected to sign to acknowledge they have accepted the company’s safeguarding policies and processes. Staff will be expected to familiarise themselves with existing, or revised policies at least annually.
- DPN recognises its responsibility for the wellbeing of staff. Any staff member who considers that they themselves may be a vulnerable adult can seek support from the Managing Director. Any staff member who considers that they may have been subject to inappropriate behaviour or abuse will also have access to the Board of Directors of DPN.
- DPN will ensure relevant and appropriate training and support is available for staff whose work involves contact with young people and vulnerable people and that this training equips them with the relevant knowledge and skills to undertake their work in accordance with the duty set out in this policy. This training will be regularly reviewed and updated as a minimum every two years and will form part of the annual appraisal process

6 HEALTH AND SAFETY

6.1 DPN has statutory duties in relation to negligence and health and safety, these being:

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- to take reasonable care to avoid acts or omissions which DPN could reasonably foresee would be likely to cause injury;
- to conduct DPN’s undertaking in such a way as to ensure, so far as is reasonably practicable, that there is not an exposure to risks to health and safety.

6.2 The DPN health & safety policy and procedures are adhered to by all staff.

6.3 In the case of contractors’ operating on DPN premises, they will be required to agree to and abide by safeguarding conditions set out by the company.

6.4 All DPN members of staff are advised to minimise physical contact with students.

6.5 Staff are advised to make sure they are not left alone with a young person or adult. For example, they should make sure that meetings are conducted with a third party present and doors are to be left open so that other members of staff are aware.

6.6 Risk Assessments – Overview

The Managing Director is responsible for ensuring that the appropriate mechanisms are in place to ensure that risk assessments are carried out and suitable and sufficient control measures are in place and operational. This applies to activities that are taking place both on and off the premises.

7 SAFER RECRUITMENT AND SELECTION

7.1 DPN adheres to the guidance set out in ‘Keeping Children Safe in Education’ (2023 update).

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7.2 DPN’s Safer Recruitment policy and procedures ensure that all appropriate measures are applied in relation to everyone who works for the organisation including temporary staff. It will also be applied to any external partners / contractors.

7.3 Implications of unsuitability from DBS check outcomes:

DPN obtains enhanced DBS disclosures for staff working in relevant positions. It will consider all information provided carefully and make fair and reasonable judgements regarding staff members.

DPN has a responsibility for providing a safe working and learning environment and therefore reserves the right to deny employment to individuals where DBS checks suggest they may pose a danger.

7.4 DPN reserves the right in accordance with its employment procedures, to suspend and/or dismiss staff members from employment or undertaking a specific role with respect to that employment. This may be undertaken in circumstances where the individual acquires a relevant criminal record, or where they have withheld relevant information about their criminal record at the point of employment. Action will be taken in line with the relevant policy or procedure and with due regard to the circumstances of each case.

8. ALLEGATIONS ABOUT A MEMBER OF DPN STAFF

8.1 Any suspicion, allegation or actual abuse of a child, young person or vulnerable adult by a member of staff must be reported to the Managing Director as soon as possible and in any case within 2 hours of the initial concern arising. If the Managing Director cannot be contacted, another member of the DPN Board should be contacted as it concerns a member of staff.

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8.2 The Managing Director will take such steps as he considers necessary to ensure the immediate safety of the child/young person/vulnerable adult in question or any other person who is considered at risk.

8.3 The Managing Director will rapidly consider the nature of the allegation and the evidence.

8.4 Where it is clear to the Managing Director that a child/young person/vulnerable adult appears to have been harmed or is at risk of significant harm or a criminal act appears to have been committed:

- An immediate referral will be made to social care or the police for investigation.
- The Managing Director will also inform the Multi Agency Referral Unit: 0300 1231 116 or the CIoS SAB: 0300 1234 131 within 2 hours and ensure a report has been completed within 24 hours.
- The Managing Director will inform the alleged perpetrator or person about whom there is a concern of the allegation or concern as soon as possible AFTER consulting with the agencies and in accordance with any restrictions on information sharing that may be imposed by the police or social care.
- The Managing Director will inform the alleged perpetrator/person against whom the concern has been raised how enquiries will be conducted and possible outcomes e.g. disciplinary action, dismissal etc. and inform them of sources of support e.g. professional organisations/trades union. The Managing Director will ensure that DPN operates within its Staff Disciplinary Procedure.

8.5 The Managing Director will not take any action that might undermine any future action or disciplinary procedure (e.g. interviewing the alleged victim, alleged perpetrator or possible witnesses) before agreeing this with the LADO, who will liaise with the police and social care.

8.6 The Managing Director will seek advice from the LADO about how, when and by whom parents or carers should be informed unless there is an emergency situation,

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such as when a child/young person/vulnerable adult has been injured and needs medical attention.

8.7 Any investigation conducted by the Managing Director after consultation with the LADO will follow the company procedures for investigations. Once the outcome is determined DPN will take a view on how to proceed in line with its disciplinary policies.

8.8 Where a member of staff is dismissed from DPN’s employment or internally disciplined because of abusive conduct relating to a child/young person/vulnerable adult, the Managing Director will notify the Disclosure and Barring Service (DBS). He will also bring to the attention of the LADO by ringing the Central Referral Unit.

8.9 Where it is subsequently found that an allegation has been made maliciously, the matter will be dealt with in line with its disciplinary policies for staff and students.

8.10 Where the allegation concerns the Managing Director the Chair of the Board will perform the duties described above accordingly.

9. WHISTLEBLOWING

9.1 DPN has a Whistleblowing Policy that is available for all staff, learners, casual staff and subcontractors and should be read in conjunction with this Policy. The policy can be found on the DPN website and on the staff shared drive.

10. COMPLAINTS

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10.1 DPN has a Complaints Grievance Procedure that is available for all staff, learners, casual staff and subcontractors and should be read in conjunction with this policy. The policy can be found on the DPN website and on the staff shared drive.

11 HARASSMENT, ANTI BULLYING AND PEER ON PEER ABUSE

11.1 DPN has a Harassment and Anti-bullying policy that is available for all staff, learners, and subcontractors and should be read in conjunction with this policy. The policy can be found on the DPN website, on the staff shared drive and on the notice board in the training centre.

11.2 In an adult education environment, safeguarding against peer-on-peer abuse is essential to maintaining a safe, respectful, and inclusive space for all learners. Peer-on-peer abuse refers to any form of abusive behavior that occurs between individuals within the educational setting, whether it is physical, emotional, sexual, or verbal. All reports of peer-on-peer abuse will be taken seriously, investigated promptly, and managed in accordance with this policy.

12 RECORDS

12.1 Clear and accurate records are kept of contact with young people proportionate to the activity undertaken.

12.2 A written agreement is made with individuals at the start of their involvement with DPN outlining the nature of the work to be carried out, the reasons for it, and the basis upon which information will be shared with other agencies.

12.3 When making a referral to an external authority, the DSL shall retain a copy of:

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- The referral form (and report, where appropriate)
- Any notes, or other correspondence dealing with the matter
- Any other relevant materials.

13 CONFIDENTIALITY

13.1 All suspicions, allegations and investigations will be kept confidential and shared only with those who need to know.

14 DEALING WITH A DISCLOSURE (TO BE READ IN CONJUNCTION WITH APPENDIX A)

- It is not DPN’s responsibility to investigate abuse. Nevertheless, it has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action. Any suspicion, allegation or incident of abuse must be reported to the Managing Director who is responsible for Safeguarding at DPN. This must be done as soon as possible and in any event within 2 hours.
- Allegations may be direct allegations from an individual, allegations from a third party (e.g. member of staff or student) or allegations from an external organisation e.g. police or social services.
- Further Guidelines are attached in Appendix A giving examples of categories of abuse and advice and procedures for raising concerns. These guidelines aim to increase awareness, promote good practice and to help members of staff make informed and confident responses in relation to safeguarding issues for children, young people and vulnerable adults.

14.1 All complaints, allegations or suspicions of abuse must be taken seriously.

14.2 Absolute promises of confidentiality should not be given as the matter may develop in such a way that these might not be able to be honoured.

14.3 If the complaint/allegation comes directly from the child/young person/vulnerable adult, questions should be kept to the minimum necessary to understand what is being alleged. Leading questions must always be avoided.

14.4 Procedure

It is recognised that any member of staff may come in contact with learners who make a safeguarding disclosure or who exhibit a safeguarding ‘cause for concern’. No member of staff should take any independent action themselves but must observe the protocol set out below, unless the individual is in crisis, in which case action should be taken to stabilise the situation first.

14.4.1 Any suspicion, allegation or incident of abuse must be reported to the DSL or DDSL as possible.

14.4.2 If the suspicion or allegation of abuse is against the Managing Director, it must be reported to the Chairman of the Board, as soon as possible.

14.4.3 A full record of any disclosure conversations must be made immediately after any conversations with the child/young person/vulnerable adult and must include, if known:

- The date and time of the alleged abuse
- The place where the alleged abuse happened
- The child/young person/vulnerable adult’s name

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- The name of the person making the disclosure
- The nature of the alleged abuse
- A description of any injuries observed (N.B. do not ask to see)
- The account which has been given of the allegation (if disclosed directly by the child/young person/vulnerable adult, the account should be in their words)
- The age of the child/young person/vulnerable adult
- The address of the child/young person/vulnerable adult
- The date and time of the observation/disclosure
- The names of any other persons present.

The record should be, as far as possible, verbatim rather than summarised and it should be factual in terms of what the child/young person/vulnerable adult or person making the disclosure (where not a direct disclosure) has reported and should not be based on opinion or assumptions.

NOTE Some children/young people/vulnerable adults with learning difficulties and/or disabilities may need additional support when making a disclosure. This may take the form of the child/young person/vulnerable adult’s nominated carer or teacher being present at any interview to act as a facilitator or in an advocacy role. It should NEVER be assumed that a child/young person/vulnerable adult with learning difficulties and/or disabilities is not capable of providing credible evidence.

14.4.4 The DSL or DDSL will record details of the suspected/alleged abuse (as per 11.4.3) and should refer the matter to the appropriate external agency (e.g. Children’s Social Care) where they feel that the child/young person/vulnerable adult may be in need and/or may be at risk of suffering significant harm.

14.4.5 The DSL or DDSL will confirm any telephone referral in writing, using the appropriate referral form within 1 working day. A record should be kept of the time of the referral and the name of the person (and agency) to whom the referral was made.

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14.4.6 The advice received from the referral agency on what action, if any, is to be taken, should be noted and kept on file.

14.4.7 Any further action to be taken by DPN agreed with the referral agency should be noted and the DSL or DDSL needs to confirm that this action is being/has been taken.

15 WORK PLACEMENTS

15.1 Employers and training organisations will be required to cooperate with DPN in putting in place and subscribing to appropriate safeguards. Failure to do this will result in DPN not using them as a Placement Provider. All checks and risk assessments should be carried out prior to the placement starting, to ensure that it will be a suitable environment for the learner.

16 DISCLOSURES/ALLEGATIONS BY EXTERNAL AGENCIES AND REQUESTS FOR INFORMATION

16.1 The Managing Director should be advised of any external allegations/police investigations relating to safeguarding issues in order to invoke relevant disciplinary/fitness to practice procedures as appropriate.

16.2 When an appropriate external organisation e.g. the police or social services contact DPN to ask for information about a member of staff or student in relation to a safeguarding allegation, or asks for the organisation to attend a case conference (or

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similar) to share information, any disclosures made to a multi-agency case conference must be accurate, relevant and not excessive.

17 APPROVAL, MONITORING AND REVIEW

17.1 Approval

The Safeguarding Young people and vulnerable people Policy has been approved by the DPN Board of Directors.

17.2 The DPN Board of Directors has the overall responsibility of overseeing the implementation of this policy.

17.3 Monitoring

The implementation of this policy will be monitored on an annual basis and a summary of any concerns reported provided to the Board.

17.4 Review

The Managing Director will ensure this Policy and the operation of associated protocols and guidance will be reviewed annually. Furthermore, the Policy may be subject to review in response to any legal or other developments in this area.

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