

Report of: Head of Engagement and Inclusion

Subject: Annual Safeguarding Report 2025-26

Decision Required: No

Recommendation:

The Authority is recommended to note the contents of the report.

1. Key Messages

The purpose of this report is to provide National Park Authority members and other stakeholders with continued assurance that the processes and systems that are in place for managing Safeguarding within Pembrokeshire Coast National Park Authority (hereafter referred to as the Authority) remain effective.

2. Background

The Safeguarding Policy is presented to the Authority for approval every three years with an Annual Report on the implementation of the policy is appended below.

3. Consultation

The Authority has drawn upon external support and advice in developing its policies and practices including the All-Wales Safeguarding Procedures and Pembrokeshire County Council, the lead agency in managing safeguarding locally.

4. Strategic Policy Context

The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic policy context.

Our Safeguarding Policy and Procedures enable us to deliver our wellbeing objectives in relation to Connection and Communities through working with residents and visitors and supporting people to engage with the Park in a safe way which promotes their wellbeing.

1. Financial Considerations

Cost to the Authority is mostly in respect of the staff time required to oversee and manage the delivery of our Safeguarding work. This includes a Safeguarding Group which has oversight of our work in this area and the management of the DBS checking process which is overseen by the HR Team. There are periodic

requirements for staff training including Safer Recruitment for all team leaders and Groups B and C training for practitioners and Safeguarding Group members.

2. Risk and Compliance Considerations

There are significant risks attached to not having a robust statement, policy, management and oversight of Safeguarding across the Authority's work areas. The Authority's approach to Safeguarding ensures that we are compliant with the Wales Safeguarding Procedures and the Social Services and Wellbeing (Wales) Action 2014.

7. Impact on our Public Sector Duties

7.1 Integrated Assessment Completed: No

7.2 Equality, Socio-Economic, Health and Human Rights Impacts

The Authority's Safeguarding Policy and procedures have a positive impact on people from protected groups, those experiencing socio-economic disadvantage or other inequalities of outcome and they support improved health and wellbeing. Human Rights are promoted by this approach.

7.3 Welsh Language Impacts

The Authority's Safeguarding statement and guidance are presented bilingually and do not have an impact on the Welsh Language.

7.4 Section 6 Biodiversity Duty and Carbon Emission Impacts

The Authority's Safeguarding statement and guidance do not have an impact on biodiversity or carbon emissions.

7.5 Well-being Goals for Wales and 5 Ways of Working (Sustainable Development Principles) Impacts

Our safeguarding approach ensures that the Authority is meeting the Wellbeing Goals for Wales whilst ensuring that the people who participate in our work and activities can do so safely and in a way that promotes their wellbeing.

8. Conclusion

Members are asked to note the Safeguarding Annual Report and support the Authority's work in this area.

9. Background Documentation:

Wales Safeguarding Procedures: [Safeguarding Wales](#)

For further information please contact Libby Taylor
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Pembrokeshire Coast National Park Authority Safeguarding Annual Report 2025/26

1. Purpose of Report
2. Authority Safeguarding Arrangements
3. Safeguarding Policy
4. Awareness Raising
5. Training
6. Recruitment
7. Safeguarding Incidents

1. Purpose

The purpose of this report is to provide Members and other stakeholders with continued assurance that the processes and systems that are in place for managing Safeguarding within Pembrokeshire Coast National Park Authority (hereafter referred to as the Authority) remain effective.

The Authority is committed to providing safe and enjoyable opportunities for children, young people and vulnerable/at-risk adults to participate and benefit from Authority-run activities, and to inform and enthuse them about the National Park and our work. The Authority will take all reasonable steps to ensure that they do this safely. They have the right to be protected from harm.

The Authority's policies and guidance in this area aim to ensure that working practices are in place that prioritise safeguarding and which are effective in managing risk for vulnerable groups, but which will also protect staff and volunteers against wrongful or malicious allegations.

2. Authority Safeguarding Arrangements

Safeguarding responsibilities within the Authority are overseen by an internal Safeguarding Group with the following membership:

Chief Executive – Tegryn Jones
Head of Engagement and Inclusion – Libby Taylor
Head of People Services – Joy Arkley
Learning and Inclusion Team Leader – Tom Bean

The Designated Safeguarding Person (DSP) is the Head of Engagement and Inclusion, Libby Taylor. The DSP is the first point of contact for incidents and issues, but the Safeguarding Group provides further points of contact for staff.

The group meets on a quarterly basis to review and deliver the Safeguarding Action Plan which covers policy, guidance, safeguarding practice and incident reporting across the Authority. The group will convene at short notice should the need arise.

3. Safeguarding Policy

The Authority's Safeguarding Policy applies to all Authority Members, staff and volunteers, but especially to those employees whose duties and roles bring them into regular contact with children, young people and vulnerable/at-risk adults.

Key Policy Messages:

- All Staff, Members and volunteers have responsibilities in terms of safeguarding and should have an awareness of the issues which may lead to children, young people and vulnerable/at risk adults being harmed.

- The Authority has in place employment processes to support safeguarding across recruitment and selection, Disclosure and Barring Service (DBS) checks, induction, training and support.
- There are safe working practices staff need to follow to support safeguarding.
- The policy sets out what to do if there is a suspicion of abuse or mistreatment.
- The Authority has processes in place for making and dealing with allegations of abuse against staff and volunteers.

The Safeguarding Policy includes the process for seeking advice or making a referral to Pembrokeshire County Council's Child Care Assessment Team (CCAT) or the Adult Safeguarding Team in the event of a concern, incident or accusation relating to safeguarding. Further information about the local authority safeguarding arrangements can be found here:

<https://www.pembrokeshire.gov.uk/safeguarding-adults-and-children>

The details of the Authority's processes are outlined in the Safeguarding Policy, but can be summarised:

Allegations may be dealt with in one of two ways

- (i) Internally (only for allegations that present no clear evidence of abuse).
- (ii) Through referral to the multi-agency CCAT or Adult Safeguarding Team.

If the allegation is referred, the process is as follows:

1. Initial discussion between PCNPA lead and local assessment team.
2. Telling the staff member(s) or volunteers concerned if appropriate.
3. Managing staff or volunteers and considering suspension if appropriate.
4. Strategy discussion.
5. Investigation and Outcome.

Policy review process

The Safeguarding Policy and guidance for staff are reviewed annually by the Safeguarding Group to ensure that both policy and guidance reflect current legislation and good practice in safeguarding.

The Safeguarding Policy is presented to the Authority every three years and was last approved in 2025.

4. Awareness Raising

A direct email from the Designated Safeguarding Person is sent to all new members of staff which includes a link to the Safeguarding Policy alongside a Safeguarding Checklist and a Briefing Poster, designed to inform employees of their responsibilities and to illustrate how safeguarding relates to the Authority's work. Easy read safeguarding information is included as part of the Volunteer Handbook, which is given to all registered volunteers at the start of their volunteering.

The Safeguarding Group make use of opportunities to raise and maintain awareness of the importance of safeguarding by including presentations and agenda items on relevant topics at staff meetings whenever possible.

During 2025-26 presentations have been given at two staff meetings and posters have been circulated to teams with reminders of safeguarding roles and responsibilities. The Wales Safeguarding Procedures App has been added to all Authority mobile phones so that staff have safeguarding advice and information available when working away from the office.

5. Training

The Authority's safeguarding training is carried out in line with the National Safeguarding Training Framework for Wales: [Social Care Wales national safeguarding standards](#)

All staff, Members and relevant volunteers are required to undertake Group A Training which they can access through the ELMS e-learning platform or directly through the Social Care Wales website linked above. This is a new Wales-specific course which has replaced the Tier 1 course previously used. New staff undertake this training as part of their induction programme and every three years thereafter. Existing staff are undertaking the Group A course on renewal. 99.5% of staff have up to date basic safeguarding training with 43% having now undertaken the Group A course.

Staff working directly with children or at-risk adults are required to undertake Group B training which is aimed at practitioners. 12 staff have undertaken this training and a further 4 staff will be trained this year.

The DSP and other members of the Safeguarding Group undertake Group C training as part of their lead role in managing the Authority's Safeguarding policies and practice.

All team leaders are required to undertake Safer Recruitment Training, with the aim of ensuring that all recruitment panels have a least one member who has received this training.

6. Recruitment

A safeguarding statement is prominent on the Authority's recruitment website and safeguarding responsibilities are included in all staff job descriptions. Team leaders are trained in safer recruitment, and this is a key component of the interview process for roles which will work with children and vulnerable/at-risk adults.

The appropriate level of DBS checking is carried out for all roles which undertake regulated activity such as teaching, instructing or supervising children or working with at risk adults. Changes to the definition of regulated activity with children which commence on 1st September 2026 will affect the level of DBS checking required for some staff and volunteer roles

7. Incident reporting

A new process for reporting safeguarding concerns was introduced in February 2026. Staff are encouraged to report any incidents or concerns on a simple form which captures relevant information which may be needed for investigation or referral. Since the process started four concerns have been raised, none of which required further investigation or referral. In each case advice was given and action undertaken to resolve the concern or prevent it from arising again.

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20 August 2026