

LEC EDUCATION

Safeguarding & Child Protection Policy

KCSIE 2026 Compliant

Effective: September 2026 | Next review: August 2027
Local Authority: Tower Hamlets Safeguarding Children Partnership / MASH

Policy control	
Review frequency	Annual (or sooner if statutory guidance changes)
Authors (base)	M Deria & M Ibrahim (Jan 2025 policy), updated Sept 2026
Effective date	September 2026
Next review	August 2027
Statutory references	KCSIE 2026 · Working Together 2023 · DPA 2018 / UK GDPR · Data (Use and Access) Act 2025
Centre	153 Commercial Road, Whitechapel, London E1 2DA

Key safeguarding contacts

Role	Name	Contact
Designated Safeguarding Lead (DSL) / Director	Mohammed Deria	info@leceducation.co.uk +44 7492 717471
Deputy DSL / Head of Compliance	Mohamed Ibrahim	info@leceducation.co.uk +44 7492 717471
Deputy DSL / Operations Manager	Ibrahim Mahad	info@leceducation.co.uk +44 7492 717471
Centre / general	LEC Education	info@leceducation.co.uk 0333 011 5556
LBTH LADO	Melanie Benzie	LADO@towerhamlets.gov.uk 020 7364 0677
Tower Hamlets MASH	Children's Social Care	020 7364 5006 (Option 3) 020 7364 5601 / 5606
MASH out of hours	Emergency Duty Team	020 7364 5606
Child Protection Advice Line	LBTH	020 7364 3444

NSPCC Whistleblowing	Helpline	0800 028 0285
Emergency	Police / Ambulance	999

Contents

- 1. Introduction, Ethos and Purpose
- 2. Key Roles and Safeguarding Governance
- 3. Identifying Abuse, Neglect, and Emerging Harms (KCSIE 2026 Focus)
- 4. Response Procedures & Local Authority Reporting
- 5. Online Safety, AI, and Mobile Device Policy
- 6. In-Person Premises Standards & Single-Sex Facilities
- 7. Safer Recruitment, Staff Conduct & Allegations
- 8. Data Protection, Confidentiality, and Information Sharing
- Appendix A — Tower Hamlets referral & LADO details
- Appendix B — Sources of support

1. Introduction, Ethos and Purpose

LEC Education ('Love Educating Children') is committed to providing a safe, supportive and secure environment for all students. Our motto — **Inspire, Educate and Motivate** — underpins how we protect every child entrusted to our care. Safeguarding and promoting the welfare of children (anyone under 18) is paramount across all our services, including small-group tuition, 1-to-1 sessions and any online learning.

This policy fulfils our duties under **Keeping Children Safe in Education (KCSIE) 2026**, Working Together to Safeguard Children (2023), the Education Act 2002, the Data Protection Act 2018 / UK GDPR, and the **Data (Use and Access) Act 2025**. We operate a child-centred approach and maintain an attitude of '**it could happen here**'.

CORE PRINCIPLE: CHILD-CENTRED SAFEGUARDING

All staff, tutors, contractors and volunteers must read and comply with Part 1 of KCSIE 2026. Safeguarding is the collective responsibility of every individual working within or on behalf of LEC Education.

Purpose of this policy

- Protect the safety, welfare and wellbeing of children attending LEC Education.
- Set out our principles, systems and procedures for child protection across centre life.
- Ensure staff know their statutory duties and how to recognise and report concerns.
- Promote an open listening culture where children and adults are believed, helped and supported.

Core safeguarding principles

- The welfare of the child is paramount and underpins all decisions and actions.
- All concerns shared by children are taken seriously.
- All children have equal rights to protection, including in digital environments, regardless of age, gender, ability, culture, race, language, religion or sexual identity.
- The child's wishes and feelings are considered when deciding what action and support to provide.
- All staff (including supply, contractors and volunteers) must act immediately on any suspicion or concern that a child may be at risk of harm or has been harmed.
- The DSL ensures that children and staff involved in safeguarding matters receive appropriate support.

2. Key Roles and Safeguarding Governance

Designated Safeguarding Lead (DSL) — Mohammed Deria (Director): Takes lead responsibility for safeguarding, child protection and online safety. The DSL is trained in accordance with KCSIE 2026 Annex B standards and is the primary contact for concerns.

Deputy DSLs — Mohamed Ibrahim (Head of Compliance) and Ibrahim Mahad (Operations Manager): Support the DSL and act in their absence to ensure seamless safeguarding coverage during all tuition hours.

Senior leadership & directors: Provide strategic oversight, resources, annual policy review, safer recruitment and ongoing training.

Tutors and operational staff: Maintain vigilance, identify concerns early, follow reporting procedures immediately, and complete annual safeguarding refreshers.

If the DSL and DDSs are unavailable and a child is at risk of significant harm, staff must not delay — make a direct referral to Tower Hamlets MASH / Children's Social Care (see Appendix A) and inform the DSL as soon as possible.

3. Identifying Abuse, Neglect, and Emerging Harms (KCSIE 2026 Focus)

Staff must be able to recognise indicators of Physical, Emotional and Sexual Abuse, and Neglect, as well as specific harms highlighted in KCSIE 2026. Extra-familial / contextual safeguarding applies: children can be at risk outside the home, including online.

Child-on-child abuse

Includes bullying, cyberbullying, sexual harassment, harmful sexual behaviour (HSB), upskirting and teenage relationship abuse. Such behaviour is never tolerated or dismissed as 'banter' or 'growing up'. Reports are handled with a victim-centred approach.

Prejudice-based and discriminatory harm

Staff maintain vigilance regarding racism, faith-targeted abuse, disability discrimination and gender-based harassment.

AI-generated harms & deepfakes

KCSIE 2026 addresses non-consensual creation and sharing of sexually explicit imagery, including images created, altered or manipulated using AI (deepfakes). Any such concern is reported immediately to the DSL.

Extra-familial harms & exploitation

- Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE / County Lines).
- Serious youth violence.
- Radicalisation and extremist influences (Prevent duty).
- Domestic abuse (including where a child is a victim through seeing, hearing or experiencing the effects of abuse).
- So-called honour-based abuse, Forced Marriage, and Female Genital Mutilation (FGM).
- Modern slavery and child abduction / community safety incidents.

Mental health indicators

Sudden changes in engagement, emotional withdrawal, self-harm or suicidal ideation are treated seriously. Staff act as early observers and refer to the DSL so appropriate support (including mental health pathways) can be considered. If a mental health concern is also a safeguarding concern, child-protection procedures are followed immediately.

Children who may be more at risk

Staff give particular attention to children with a social worker, looked-after / previously looked-after children, children with SEND, young carers, children absent from / missing education, children in the court system, and children with a family member in prison. Enhanced pastoral awareness applies; concerns still go to the DSL.

4. Response Procedures & Local Authority Reporting

When a concern, disclosure or suspicion arises, staff follow this escalation process immediately:

- 1. Immediate danger / emergency** — Dial **999** if a child is in immediate danger or needs emergency services.
- 2. Internal safeguarding notification** — Report to the DSL or a DDSL without delay. Make a clear written record as soon as possible (and within 24 hours), using the child's exact words where a disclosure is made. Do not investigate, ask leading questions, or promise confidentiality.
- 3. External referral pathways** — The DSL assesses whether referral is required to Tower Hamlets Children's Social Care (MASH) under early help / Family Help frameworks or statutory Section 17 (child in need) / Section 47 (child protection) processes. Where a child already has a social worker, the DSL liaises with that worker / team.
- 4. Mandatory FGM duty** — Staff who discover that an act of FGM appears to have been carried out on a girl under 18 must personally report this to the Police, and also inform the DSL.

Notifying parents and carers

Parents/carers are informed of child protection concerns unless doing so would put a child at risk or undermine a criminal investigation. Such discussions are led by the DSL or DDSL. Consent for referrals is sought where appropriate in line with Tower Hamlets guidance.

Escalation

If the DSL considers that a child's situation is not improving after referral, Tower Hamlets escalation routes are followed (team manager → service manager → divisional director), with concerns put in writing at each stage.

Voice of the child

Children are encouraged to speak out. Staff listen carefully, take concerns seriously, and keep the child's best interests at the centre of decision-making.

5. Online Safety, AI, and Mobile Device Policy

Approved educational platforms: Any online tuition must use authorised LEC business accounts only. Personal Zoom, Teams, Skype or similar accounts are strictly prohibited.

Filtering and monitoring: LEC Education maintains IT filtering and monitoring proportionate to our setting to reduce inappropriate content risk and to support DSL awareness of potential online risks. Arrangements are reviewed at least annually.

Generative AI prohibition: Staff and students must not generate, process or request synthetic sexual images, nudes or deepfake content using AI models.

Mobile-free default: In line with KCSIE 2026 expectations for focused learning environments, mobile phones and personal smart devices should be stored away during tuition sessions unless a DSL-approved exception applies (e.g. accessibility or emergency needs).

Youth-produced sexual imagery ('nudes'): Staff must not view or share such imagery. Inform the DSL immediately; the DSL follows UKCIS / DfE guidance on sharing nudes and semi-nudes.

6. In-Person Premises Standards & Single-Sex Facilities

In-person tuition is delivered at **153 Commercial Road, Whitechapel, London E1 2DA** (weekend teaching). Premises must uphold physical security and child safety.

Biological sex separation: Toilets and changing spaces for students aged 8 and above are strictly separated by biological sex, alongside accessible gender-neutral single-occupancy facilities where available on site.

Site security & visitors: All visitors and parents must follow reception / sign-in arrangements, wear identification as required, and be accompanied in non-public areas when appropriate. Access decisions are made by the Director / DSL using professional judgement. Visitors with confirmed DBS checks and those without are managed

under our site security arrangements (including supervised access where required).

Use of premises by other organisations: If an external organisation uses our premises for activities involving children, our safeguarding procedures apply to any allegation arising from that use, and the LADO is informed as required.

Use of reasonable force: Physical intervention is only used where necessary to prevent harm, in line with DfE guidance, and must be recorded and reported to the DSL / Director.

7. Safer Recruitment, Staff Conduct & Allegations

Vetting checks

All tutors and staff undergo pre-appointment checks appropriate to the role, including Enhanced DBS with Barred List checks where eligible, prohibition checks where applicable, identity and right-to-work checks, qualification verification where relevant, and a minimum of two written references.

Staff safeguarding training

Staff receive safeguarding induction (including online safety and code of conduct) and at least annual refreshers. Leaders and the DSL read KCSIE in full as required for their roles; all staff read Part 1 (and Annex B as directed).

Low-level concerns

Concerns about adult behaviour that do not meet the harm threshold are still important. Staff must report (and may self-report) low-level concerns under our Low-Level Concerns / Staff Code of Conduct framework so patterns can be addressed early. Advice may be sought from the LADO where appropriate.

Harm-threshold allegations

Allegations that a member of staff (including supply / contractors / volunteers) has harmed a child, may pose a risk, or may have committed a related criminal offence must be reported immediately to the Director. If the allegation concerns the DSL/Director, report to another director/senior lead and the LADO. The case manager contacts the **LBTH LADO within 24 hours** for an initial discussion. Allegations relating to incidents on our premises involving external hirers are also referred for LADO advice.

Whistleblowing

If internal channels do not address a safeguarding failure, staff may contact the NSPCC Whistleblowing Helpline on **0800 028 0285**.

8. Data Protection, Confidentiality, and Information Sharing

Record-keeping and data handling comply with the Data Protection Act 2018, UK GDPR, and the Data (Use and Access) Act 2025.

DATA PROTECTION & SAFEGUARDING INTERACTION

Data protection law is **not** a barrier to sharing information where there is a genuine safeguarding concern. Tutors must never promise absolute confidentiality to a student disclosing abuse. Information is shared on a need-to-know basis to protect the child, led by the DSL / DDSL.

Child protection files are stored securely (encrypted / restricted access), separate from general administrative records, and retained in line with statutory retention expectations. Teaching progress notes are handled in accordance with our privacy notice and are not used as a substitute for child-protection records.

Appendix A — Tower Hamlets referral & LADO details

- LBTH Multi-Agency Safeguarding Hub (MASH): 020 7364 5006 (Option 3); 020 7364 5601 / 5606
- Out of hours (including weekends): 020 7364 5606 — do not use if the child needs 999 emergency services
- Child Protection Advice Line: 020 7364 3444
- MASH secure email for professionals (when asked to complete a referral form): MASH@towerhamlets.gov.uk
- LADO (Melanie Benzie): LADO@towerhamlets.gov.uk / Melanie.Benzie@towerhamlets.gov.uk — 020 7364 0677
- CME (Children Missing Education) via Tower Hamlets Education Safeguarding Service as published by LBTH
- THSCP resources: thresholds guidance, managing allegations procedures, and supplementary education guidance

Further partnership information: <http://www.childrenandfamiliestrust.co.uk/the-lscb/>

Appendix B — Sources of support

- NSPCC: 0808 800 5000 / help@nspcc.org.uk
- Childline: 0800 1111
- Forced Marriage Unit: 020 7008 0151 / fmufcdo.gov.uk
- Prevent / local Channel advice via Tower Hamlets contacts as published for education settings
- Police non-emergency: 101 · Emergency: 999

This policy replaces the LEC Education Safeguarding & Child Protection Policy (January 2025) for operational use from September 2026. It includes every section of the KCSIE 2026 update and retains LEC Education's named leads, Tower Hamlets pathways and centre arrangements.

Approved for use by LEC Education · Whitechapel · E1 2DA