

lexia
Education Services
Changing the lives of young people



Safeguarding Policy

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Date of Next Review: 2nd September 2027

Child Protection is defined in the Children Act 1989 (s.47) as when a child is suffering or is likely to suffer significant harm. Under statutory guidance and legislation action must be taken to safeguard and promote the child's welfare.

The purpose of this policy statement is:

- To protect children and young people who receive Lexia Education's services from harm.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Lexia Education including senior managers.

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England.

All action taken by Lexia Education will be in accordance with current legislation and guidance.

The following safeguarding legislation and guidance has been considered when drafting this policy:

- Teachers' Standards (Guidance for school leaders, school staff and governing bodies)
- Working Together to Safeguarding Children
- Keeping Children Safe in Education 2026
- Information Sharing 2018
- What to do if you're worried a child is being abused
- SEND Code of Practice 2015
- The Children and Families Act 2014
- Mental Capacity Act 2005
- Human Rights Act 1998

This policy should be read in conjunction with all Lexia Policies and Procedures.

Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff
- Behaviour codes for children and young people
- Safer recruitment
- Online safety
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision and support

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take.

- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed for children and young people with Special Educational Needs and Disabilities (SEND).

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them.
- Appointing a nominated child protection lead for children and young people and a deputy for safeguarding.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for all staff.
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting staff safely, ensuring all necessary checks are made
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff, by applying health and safety measures in accordance with the law and regulatory guidance.

Overall Aims

This policy will contribute to the safeguarding of children supported by **Lexia** by:

- Clarifying safeguarding expectations for, staff, , learners, and their families.
- Contributing to the establishment of a safe, resilient, and robust safeguarding culture in the setting built on shared values; and that our learners are treated with respect and dignity, taught to treat each other and staff with respect, feel safe, have a voice, and are listened to.
- Setting expectations for developing knowledge and skills within the setting's community (staff, learners, parents/carers) to the signs and indicators of safeguarding issues and how to respond to them.

- Early identification of need for vulnerable learners and provision of proportionate interventions to promote their welfare and safety.
- Working in partnership with learners, parents, and other agencies in the Local Safeguarding Partnership including Early Help.

Professional expectations, roles and responsibilities.

Role of all staff

- All staff will be trained to at least Introductory Level Safeguarding Training annually.
- All staff will read and understand Part 1 of statutory guidance Keeping Children Safe in Education (2025). Those working directly with children will also read Annex B. Those who do not work directly with children will have the option of reading Annex A instead.
- In addition to this all staff will be aware of the systems in place which support safeguarding including reading this Safeguarding/Child Protection Policy; the Behaviour Policy; the Staff Code of Conduct document; safeguarding response to children who go missing or are absent from education; and the role of the Designated Safeguarding Lead (DSL).

Professional expectations, roles and responsibilities.

1.5.1 Role of all staff

- All staff will read and understand Part 1 of statutory guidance Keeping Children Safe in Education (DfE 2025). Those working directly with children will also read Annex B.
- In addition to this all staff will be aware of the systems in place which support safeguarding including reading this Safeguarding/Child Protection Policy; the Behaviour Policy; the Staff Behaviour Policy (code of conduct); safeguarding response to children who go missing or are absent from education; and the role of the Designated Safeguarding Lead (DSL).
- Know who and how to contact the DSL and any deputies,.
- All staff will be able to identify vulnerable learners and take action to keep them safe. Information or concerns about learners will be shared with the DSL where it includes those:
    - who may need a social worker and may be experiencing abuse or neglect.
    - requiring mental health support.
    - may benefit from early help.
    - where there is a radicalisation concern.
    - where a crime may have been committed.
- Be involved where appropriate, in the implementation of individual plans to further safeguard vulnerable learners and understand their academic progress and attainment and maintain a culture of high aspirations for this cohort.
- Record concerns appropriately and in a timely manner by using the setting's safeguarding systems.
- To be aware of the need to raise to the DSL/DDSL team any concerns they have about safeguarding practices within Lexia.

Non-Attendance and Safeguarding

Lexia recognises that poor attendance, missed sessions, or unexpected non-engagement may present a safeguarding concern for students in receipt of our interim or EOTAS packages. Therefore, all tutors are required to accurately record attendance and actual engagement for every scheduled session. These are reported on a weekly basis and reported to funding LA or school.

1.5.2 - Role of the Designated Safeguarding Lead (DSL) and Deputies (DDSL)

Duties are further outlined in Keeping Children Safe in Education (DfE 2025, Annex C)

Details of our DSL and Deputy DSL and how to contact them are available on the are stated at the top of this policy

- The DSL is a senior member of staff who undertakes lead responsibility for safeguarding and child protection within the setting.
- The DSL (and any deputies) have undertaken Advanced Child Protection Training to ensure they are compliant with the requirement for DSLs.
- The DSL takes a lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that learners in need are experiencing or have experienced, and identifying the impact that these issues might be having on learner's attendance, engagement and achievement.
- Manages referrals to local safeguarding partners where appropriate.

The DSL will also:

- Work with others – acting as a point of contact for outside agencies about safeguarding.
- When required, liaise with the case manager and the Local Authority Designated Officer (LADO) Service in relation to child protection cases which concern a staff member.
- Help promote educational outcomes by sharing information about vulnerable learners with relevant staff.
    - ➢ understand their academic progress and attainment
    - ➢ Are supported to identify the challenges that children might face.

- Ensure the secure transfer of the Child Protection File when a child moves to a new setting.

Safeguarding training for staff

Lexia will ensure that all staff members undergo safeguarding and child protection (including online safety) training at induction.

All staff:

- Will receive appropriate safeguarding and child protection (including online safety) refresher training at least annually .
- Must complete FGM awareness training and will understand their legal duty under the Mandatory Reporting Duty.

- Must complete PREVENT awareness training annually. This is to ensure that they can comply with the legal expectations under the PREVENT duty.
- Will receive training which includes clear reference to internal whistleblowing policy and guidance for escalating concerns.

Designated Safeguarding Lead and deputies:

- Will undergo formal training to provide them with the knowledge and skills and training (including online safety) required to carry out the role. The training will be updated every two years.
- Deputies will be trained to the same level as the DSL.

Safer recruitment and safer working practice

Safer recruitment

Lexia pays full regard to the safer recruitment practices detailed in 'Keeping Children Safe in Education, Part Three' (DfE 2025), ensuring we maintain an accurate Single Central Record.

- This includes scrutinising applicants, by verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and identifying any gaps within this, and ensuring that a candidate has the health and physical capacity for the job. References are always obtained, scrutinised and concerns resolved satisfactorily before appointment is confirmed.
- It also includes undertaking appropriate checks through the Disclosure and Barring Service (DBS), the barred list checks and prohibition checks (and overseas checks if appropriate), dependent on the role and duties performed, including regulated and non-regulated activity.
- Applicants must provide an application form and Curriculum Vitae will not be accepted as a stand-alone.
- As a setting we will conduct online searches as part of our due diligence checks on short listed candidates and inform them of this.
- All recruitment materials will include reference to Lexia's commitment to safeguarding and promoting the wellbeing of learners.

Whistleblowing procedures

Staff are aware of the following whistleblowing channels for situations where they feel unable to raise an issue with the senior leadership team or feel that their genuine concerns are not being addressed:

- General guidance can be found at: Advice on whistleblowing https://www.gov.uk/whistleblowing.
- The NSPCC whistleblowing helpline is available here for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.
- The above channels are clearly accessible to all staff (in the staff handbook, code of conduct and staff notice boards).
- Whistleblowing Policy

Key safeguarding areas

- Child on child abuse:
    - Bullying (including cyberbullying, prejudice-based and discriminatory bullying).
    - Abuse in intimate personal relationships between peers.
    - Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
    - Sexual violence, such as rape, assault by penetration and sexual assault;(this may include an online element which facilitates, threatens and/or encourages sexual violence).
    - Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
    - Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
    - Consensual and non-consensual sharing of nudes and semi-nude images and or videos (also known as sexting or youth produced sexual imagery).
    - Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm; and
    - Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Reporting Process

- Know who and how to contact the DSL and any deputies (listed above)
- Information or concerns about learners will be shared with the DSL in a timely manner (within 24 hours).
- A Cause for Concern Form will be submitted within 24 hours of incident to the safeguarding@lexiaeducation.co.uk
- The Local Authority and/or school DSL will be informed of the concern for them to escalate further.
- The Local Authority and/or school DSL will keep Lexia updated on any appropriate developments.

Absence reporting

Lexia recognises that poor attendance, missed sessions, or unexpected non-engagement may present a safeguarding concern for students in receipt of our interim or EOTAS packages. Therefore, all tutors are required to accurately record attendance and actual engagement for every scheduled session.

- If a student is absent from a session the funding authority will be notified via email and weekly tuition report.

- Lexia will contact the carers/parents acknowledging the non-attendance and discuss any support that can be offered to the student to enable their attendance to improve.

The information gathered will be shared with the funding authorities.

Identifying and monitoring the needs of vulnerable learners.

The DSL and Deputy DSL will regularly review and monitor those children who have been identified as vulnerable and those children who are potentially at greater risk or harm as detailed in KCSIE 2025, page 48 - 56. This can include reviewing attendance data and safeguarding records.

Multi-agency working

Lexia will work together with appropriate agencies to safeguard and promote the welfare of children including identifying and responding to their needs. This is in compliance with statutory guidance Working Together to Safeguard Children 2023.

Lexia will co-operate with any statutory safeguarding assessments conducted by children's social care: this includes providing written reports and ensuring representation at inter-agency meetings such as integrated support plan meetings, initial and review child protection conferences and core group meetings.

Responding to allegations of abuse made against adults working in the setting.

Staff must report any concerns or allegations about a professional's behaviour where they may have:

- behaved in a way that has harmed a child or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

On being advised of an allegation which meets any or all of the above criteria, the designated safeguarding lead / case manager (schools) should contact the Local Authority Designated Officer (LADO) within **ONE working day**

Immediate action must be taken:

- Do not speak to the individual it concerns.
- Allegations or concerns about colleagues must be reported directly to the DSL or DDSL who will follow guidance in Keeping Children Safe in Education (DfE 2025, Part four: Allegations of abuse made against teachers and other staff).
- If the concern relates to DSL it should be reported to the Managing Director who will liaise with the Local Authority Designated Officer (LADO) and they will decide on any action required.
- If there is a conflict of interest which inhibits this process of reporting, staff can report directly to the LADO.
- Allegations regarding foster carers should be referred to the LADO on the day that the allegation is reported. The allocated social worker should also be informed on the day. Lexia should not undertake any investigation unless the LADO advises this.

Low level concerns

This should be read in conjunction with the staff code of conduct and Keeping children Safe in Education (DfE 2025). A low-level concern is not insignificant. This process should be used in events where a concern about professional conduct does not meet the threshold set out at the beginning of this section.

The setting provides a clear procedure for sharing low level concerns.

Low-Level Concerns Policy

Reports should be made to the DSL .

- Lexia creates an environment where staff are encouraged and feel confident to self-refer where they have found themselves in a situation.
- The DSL will address unprofessional behaviour and support the individual to correct it at an early stage providing a responsive, sensitive, and proportionate handling of such concerns when they are raised.
- The DSL will review and correct any deficits in the setting's safeguarding system.

Online Safety

Lexia is committed to addressing online safety issues around content, contact, conduct and commerce. This includes:

- Ensuring that online safety is included in relevant policies and procedures.
- Online safety is interwoven in safeguarding training for staff and safeguarding on the curriculum for learners.
- Acknowledging that child on child abuse can happen via mobile and smart technology between individuals and groups. This should be approached in the same process outlined in section 2.7 Responding to incidents of child on child harm **and read in conjunction** with Lexia's policy on the use of mobile smart technology Online Safety Policy
- Provision of education via remote learning will comply with governmental advice Safeguarding and remote education - GOV.UK (www.gov.uk)
- The effectiveness of the setting's ability to safeguarding learners in respect to filtering and monitoring, information security and access management alongside the above will be reviewed annually.
- Preparing children with information for any online challenges and hoaxes, sharing information with parents and where to get help.

Storage of Records

Electronic Records

Child protection records must be stored:

- In a secure electronic safeguarding system or restricted-access folder.
- On encrypted devices and servers.
- With password-protected access.

Access Controls

The Agency will:

- Maintain a record of who has accessed safeguarding files.
- Restrict access strictly on a need-to-know basis.
- Review access permissions regularly.

Sharing Information

Information may be shared:

- Where there is a safeguarding concern.
- To protect a child from harm.
- With statutory agencies including children's social care and police.
- With schools where relevant and lawful.
- In accordance with safeguarding duties and data protection legislation.

The welfare of the child will be the primary consideration when deciding whether to share information.

Retention of Records

Child Protection Concerns

The Agency will retain safeguarding records until:

The child's 25th birthday, or

Seven years after the Agency's involvement ends, whichever is later.

Serious Safeguarding Cases

Where records involve:

- Sexual abuse.
- Serious physical abuse.
- Exploitation.
- Significant harm investigations.

Records may be retained until the child's **75th birthday** where legal advice or safeguarding guidance indicates this is appropriate.

Allegations Against Staff or Tutors

Records relating to allegations against adults working with children will be retained:

- For 10 years from the date of the allegation, or
- Until the individual reaches normal retirement age,

whichever is longer.

Referral Records

Records of referrals made to external agencies will be retained alongside the safeguarding file.

Transfer of Records

Where tutoring services are transferred to another provider and there is an ongoing safeguarding concern:

- Information will be shared securely and lawfully.
- A record of information shared will be maintained.
- Transfers will be made using encrypted electronic methods or secure tracked delivery.

Confidentiality

Safeguarding information is confidential.

Staff must not:

- Discuss safeguarding matters with unauthorised individuals.
- Store records on personal devices.
- Share information via unsecured email or messaging services.

Secure Disposal

When records reach the end of their retention period:

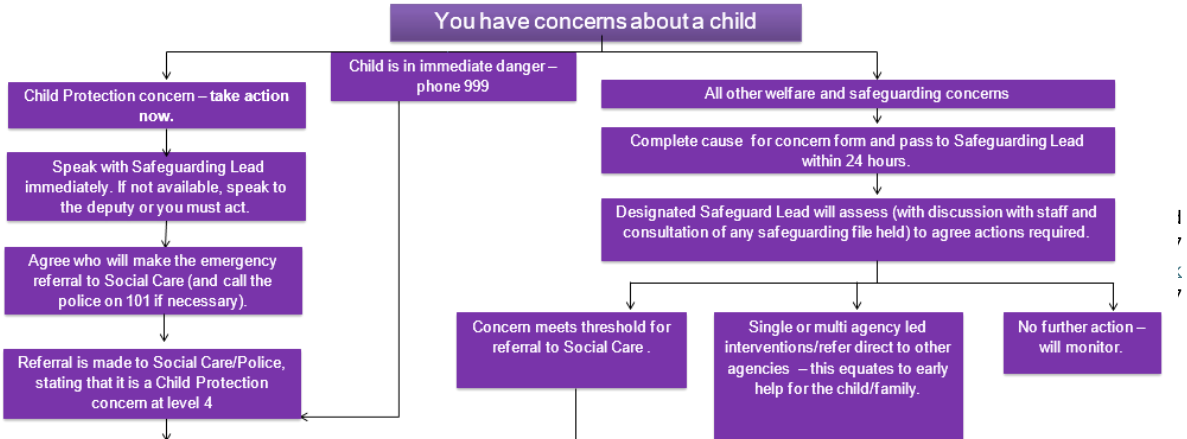
- Permanently deleted from all storage systems and backups where feasible.
- Disposal actions documented.

A destruction log will be maintained.

Monitoring and Review

The Designated Safeguarding Lead is responsible for:

- Ensuring compliance with this policy.
- Conducting annual audits of safeguarding records.
- Reviewing retention schedules.
- Reporting any breaches of confidentiality.



We are committed to reviewing our policy and good practice annually.

Signed: 

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