

LONDON INSTITUTE MUSCAT

SAFEGUARDING

Safeguarding Policy

Sets out how London Institute protects learners from harm and what everyone must do if they have a concern.

VERSION 1.0 | EFFECTIVE 6 NOVEMBER 2026

DOCUMENT	LONDON INSTITUTE VERSION	INTERNAL APPROVAL	EFFECTIVE DATE
Safeguarding Policy	1.0	Mr. Issa Al Azri, Head of Centre	6 November 2026
POLICY OWNER	**AUDIENCE**	**NEXT REVIEW**	**CENTRE**
Designated Safeguarding Lead	Learners, parents and staff	November 2027	Al Nahda Training Institute LLC, trading as London Institute

If you are worried about someone's safety

- If someone is in immediate danger, call the Royal Oman Police on 9999.
- Otherwise, tell any member of staff as soon as you can, or contact the Designated Safeguarding Lead directly:
- Mr. Mohamed Attia, Designated Safeguarding Lead · mohamed@london.edu.om
- Deputy: Mr. Issa Al Azri · issa@london.edu.om
- You do not need proof. Say what you saw, heard or were told.

01 Scope

This policy applies to all staff, contractors, volunteers and visitors at London Institute, on campus, online and on off-site activities. It protects all learners, in particular learners under 18 and adults who may be at risk.

02 Legal framework

- Oman Child Law (Royal Decree No. 22/2014). It defines a child as anyone under 18. Article 62 allows anyone to report abuse and requires the identity of the person reporting to be protected, and Article 63 requires teachers and other professionals who learn of abuse to report it to the Child Protection Committees.
- Other applicable laws of the Sultanate of Oman relating to the protection of children and vulnerable adults, personal data protection (Royal Decree No. 6/2022) and online safety.
- The awarding organisation's requirement to have and apply a safeguarding policy.

03 Roles and responsibilities

ROLE	NAME	CONTACT
Designated Safeguarding Lead	Mr. Mohamed Attia	mohamed@london.edu.om
Deputy Designated Safeguarding Lead	Mr. Issa Al Azri	issa@london.edu.om
Head of Centre	Mr. Issa Al Azri	issa@london.edu.om

- The Designated Safeguarding Lead (DSL) receives and records concerns, decides on action, makes referrals to the authorities, and leads safeguarding training.
- The Deputy DSL acts when the DSL is unavailable.
- The Head of Centre ensures the policy is resourced and followed, and handles allegations against staff.
- All staff must complete safeguarding training at induction and every year, know how to recognise and report concerns, and follow the staff code of conduct.

04 Recognising abuse and harm

Harm can be physical, emotional or sexual abuse, neglect, bullying (including online bullying), exploitation, harassment, discrimination, domestic abuse, self-harm, or radicalisation. Signs may include unexplained injuries, changes in behaviour or attendance, withdrawal, fear of going home, or a learner telling someone directly.

05 If a learner tells you something (staff)

1. Listen calmly. Let the learner speak without interrupting or asking leading questions.
2. Reassure them that they were right to tell you. Do not promise to keep it secret: explain that you must pass it on to keep them safe.
3. Write down what was said, in the learner's own words, with the date, time and your signature, as soon as possible.

4. Tell the DSL the same day. If the DSL and Deputy are unavailable and someone is at immediate risk, call 9999.
5. Do not investigate yourself or confront anyone involved.

06 Referral to the authorities

The DSL decides whether to refer a concern to the authorities and does so without delay where a child or adult is at risk. Referral routes include:

SERVICE	CONTACT
Royal Oman Police (emergency)	9999
Child Protection Hotline, Ministry of Social Development (24 hours)	1100
Child Protection Committee for the governorate	Through the Child Protection Hotline, 1100

Parents or guardians of learners under 18 are informed unless doing so would put the learner at greater risk.

07 Allegations against staff

Any concern that a member of staff, contractor or volunteer may have harmed a learner is reported to the Head of Centre immediately (or to the DSL if the concern is about the Head of Centre). The person may be suspended from contact with learners while the matter is investigated, and the authorities are informed where required.

08 Safer recruitment and conduct

- Staff are recruited with identity, qualification, reference and police clearance checks before they work with learners.
- Staff follow a code of conduct that sets clear professional boundaries, including on private contact with learners and social media.
- Visitors are signed in, identified and supervised.

09 Online safety

The centre filters and monitors its networks, teaches learners how to stay safe online, and treats online abuse or exploitation as a safeguarding concern.

10 Records and confidentiality

Safeguarding records are kept separately from academic records, stored securely, and accessed only by the DSL, the Deputy and the Head of Centre. Information is shared only with people who need it to protect someone.

11 Review

The DSL reviews this policy every year, and after any serious incident, and reports to the Head of Centre.

DOCUMENT HISTORY	Version 1.0 — internally approved by Mr. Issa Al Azri, Head of Centre. Effective 6 November 2026.