

PREVENT RISK ASSESSMENT FOR LSE														
VERSION07 dated 21 Mar 2016														
Uses same methodology as Strategic Risk Register														
Risks						Risk management							Accountability	
			Impact analysis											
Risk #	Risk category	Risk description	Significance	Likelihood	Gross risk	Risk management strategy	Strength (S,M,W)	Net risk	Acceptable risk?	Previous net risk	Direction of travel	Further action required	Risk owner & timetable	Assurances available
1	Compliance and control	School fails to discharge duties under Counter-Terrorism & Security Act 2015, leading to directions or mandatory order imposed by Home Secretary	4	1	Moderate	Implementation of LSE Prevent Action Plan	Strong	Low	Yes	N/A		See Annex 1	School Secretary; ongoing.	Action plan being implemented
2	Compliance and control	School action plan under risk 1 implemented but fails to identify an individual who goes on to commit a terrorist act	4	2	Moderate	Periodic review of effectiveness of School efforts by an appropriate senior body	Medium	Low	Yes	Moderate		Audit Committee to take governance lead	School Secretary. Reviews twice-yearly.	Considered by Audit Committee on 10 Nov 2015;
3	Campus relations	School actions elicit opposition from students/possibly others in School community who regard them as "spying", damaging trust	4	4	High	Clear, timely and honest internal comms; Student Services and LSESU representation on oversight group secured	Strong	Low	Yes	N/A		Internal comms line to be drawn up and issued	School Secretary; initial comms line issued by Director on day guidance came into force (18 Sep 2015).	Oversight group to discuss future comms lines.
4	Staff relations	School actions elicit opposition from staff, either for same reason as in risk 3 or for fear of encroachment on academic freedom	4	3	High	Clear, timely and honest internal comms; academic representation on oversight group	Strong	Low	Yes	N/A	CT&S Bill did not acknowledge academic freedom point but it was added to the Act after debate in Parliament.	Internal comms line to be drawn up and issued	School Secretary; initial comms line issued by Director on day guidance came into force (18 Sep 2015).	Both Deans and an AB representative joined oversight group (but one Dean position now vacant and role of Deans under review).
5	Compliance and control	School action plan under risk 1 implemented but fails to prevent one or more instances (eg events) that carry risk of radicalisation	3	4	High	Update and implementation of Code of Practice on Free Speech (COPOFS) and associated School policies and procedures	Medium	Moderate	Yes?	Moderate		COPOFS and related policies and procedures to be updated and promulgated	Director of Communications and Public Affairs and Director of Government Relations	Very good record so far, including on oversight of student society events by Conferences & Events (now Room Bookings).
6	Compliance and control	Academic staff fail to identify an individual at risk and alert School accordingly.	4 (only if individual commits terrorist act or threatens to)	1	Moderate	Clear, timely and honest internal comms; academic representation on oversight group. Contact point for staff advertised.	Strong	Low	Yes	N/A			School Secretary; ongoing.	
7	Staff relations	Academic staff invite opprobrium by over-zealous implementation of duty.	1	1	Low	Clear, timely and honest internal comms; academic representation on oversight group. Contact point for staff advertised.	Strong	Low	Yes	N/A			School Secretary; ongoing.	

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DGR = Director of Government Relations, Governance, Legal & Policy Division

DCPA = Director of Communications and Public Affairs

Note: some table entries overlap (eg item 4 is part of item 3) but are listed separately to aid planning

“Guidance para” column = relevant paragraph(s) in *Prevent duty guidance: for higher education institutions in England and Wales*, HM Government, 16 July 2015

“Risk” column = relevant risk(s) identified in LSE Prevent risk assessment

Item	Guidance para	Risk	Action	Timing/detail	Lead	Notes
1		3, 4, 6	Inform LSE staff, students, Court and Council of the new duty	Duty entry into force on 18 Sep 2015.	Comms Div on the advice of Prevent group	Message from Provost to LSE community sent 18 Sep 2015. Intranet page set up carrying all relevant Prevent docs and multiple alerts to it issued in Staff News and Student News Feb-Mar 2016.
2		all	Draw up preliminary self-assessment of compliance with statutory guidance and submit to HEFCE.	HEFCE require by 22 Jan 2016. Use SurveyMonkey for return and HEFCE’s revised A-E scale.	DGR	Audit Committee taking close interest in this and most other themes. Final draft for approval by Director agreed by Prevent Group on 7 Jan 2016; approved by Director and submitted to HEFCE on 18 Jan 2016.
3	19, 20, 21 etc	all	Draw up risk assessment and documentation for HEFCE	HEFCE require by 1 April 2016. To include risk assessment, action plan, all relevant policies and procedures, a report summarising various arrangements etc.	DGR	Particular interest expected from Audit Committee and Council. Consider policies and procedures on: event and visitor planning and management, organised student activity on campus, online activity, student welfare inc. mental health, equality and diversity, good campus relations etc.
4	7-12	1, 2, 5, 6	Assess risks from external speakers and events (inc. branded off-campus events).	Must balance against legal duties to ensure free speech and academic freedom. Ensure system exists to mitigate risks.	Room Bookings, LSE Security, DGPA, DMT members, Free Speech Group	Comprehensive policies and procedures for events in centrally-managed spaces already in place. Work now in train to ensure that event organisers in other LSE spaces (Residences, LSESU, off-campus etc) adhere to same rules and understand Prevent duty. Revision of Code of Practice on Free Speech gives Free Speech Group an expanded role

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						in helping establish principles and practice in respect of limits to free speech; expected to receive Council approval on 26 Apr 2016. DGR leading a small group from London HEIs to consider common approach; also participating actively in new Russell Group Prevent network.
5	14	1, 2, 5	Ensure estate security staff are aware of Prevent duty		LSE Security in Estates Division	Guidance suggests engagement with Assoc of Univ Chief Security Officers (AUCSO). However, in-house training more suitable for LSE.
6	16, 18	1	Establish and maintain “partnership” links with relevant bodies, inc. police and BIS regional HE/FE network coordinators.		DGR	Links already established with London network, including police, local authorities etc.
7	16	3, 4	Engage and consult students on plans for implementing duty.		LSESU	LSESU Gen Sec is a member of Prevent Group. Special briefing session offered to students Feb 2016. Alerts and pointers to information and guidance on LSE website in Student News Feb & Mar 2016.
8	17	1	Consider establishing a single point of contact to share information internally		DGR	DGR named in 18 Sep 2015 message to LSE community and subsequent notices and documents.
9		1	Produce annual report on implementation of Prevent duty in previous operating or academic year.	HEFCE require first report by 1 Dec 2016.	DGR	
10	22, 24	3, 4, 6, 7	Provide or facilitate staff training	Proposal: train key staff and offer training to others on request.	DGR	BIS offer training; JISC developing online training. Seven training sessions in conjunction with Pinsent Masons run for staff and students to date. Plans now under way for as many more as necessary to reach all key groups: LSE Security, academic unit managers, residence managers, student

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						services staff, service leaders, members of Director's Management Team. To be repeated/expanded as necessary. Unconscious bias training important too.
11	23	2, 5, 6	Develop robust internal and external procedures in respect of sharing information on vulnerable individuals		DGR	Procedure agreed at Director's Management Team meeting Dec 2014. Referral into Channel process potentially sensitive, therefore requires explicit approval of Director or Provost on recommendation of Prevent Group.
12	25	2, 3, 5, 6	Ensure sufficient support for students through provision of welfare, chaplaincy, safeguarding and pastoral care		Chaplain & Interfaith Advisor; Deans (tbc); student support staff.	Extensive arrangements already in place. Need to ensure all relevant staff receive Prevent training within AY 2015/16 if at all possible. Student Wellbeing Service "Cause for Concern" comprehensive guidance for staff to be fully updated with appropriate references to Prevent duty for 2016/17 edition.
13	26	2, 3, 5, 6	Ensure appropriate policies in place for use of prayer room/faith-related facilities		Chaplain & Interfaith Advisor	First review with DGR held 26 Nov 2015.
14	27, 28	2, 5, 6	Ensure appropriate policies and procedures in place for use of IT, with explicit refs to Prevent duty.		Information Security Manager for IMT; DGR and Research Division for policies on sensitive research.	IT Committee approved amendments to Information Security Policy and Conditions of Use in Dec 2015. Monitoring and Logging Policy amended Jan 2016. Comms Division updating policies and guidance on use of social media, Mar 2016.
15	29	3, 5	Students' union and societies to cooperate with School policies on Prevent duty.		LSESU	LSESU Gen Sec is a member of Prevent group. However, SU is not directly covered by Prevent duty.
16	30	3, 5	Students' union to consider Prevent or other relevant training for SU staff and elected officers		LSESU	See item 10. Also, Charity Commission may produce guidance for SUs.

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17		1	Establish appropriate internal governance and reporting regime, inc. at least Audit Committee and Council at suitable intervals.		Council, on advice of School Secretary	Aligned with HEFCE reporting and monitoring regime plus Audit Committee and Council timetables. Report to Council next due on 26 Apr 2016.
18		1	In-depth cyclical reviews of compliance by HEFCE.		DGR	Action as and when notified by HEFCE.

LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

HEFCE SUBMISSION FOR 1 APRIL 2016: EVENTS AND SPEAKERS

PREVENT AT LSE: POLICIES AND GUIDANCE ON EVENTS AND SPEAKERS

LSE has a very busy Public Lectures programme – the biggest of its kind in the UK – and in addition hosts a wide variety of other events, including many run by academic units of the School. LSE also makes venues on campus available for events run by societies of the LSE Students' Union, which by default are open only to the LSE community but may in certain circumstances be open to outsiders. There are some venues in student residences which may be used for events. Off-campus, the main events run under an LSE brand by the School centrally are fundraising and alumni relations events and student recruitment events; there are in addition events run by LSE research centres or other academic units, usually to promote their research and expertise.

Many Public Lectures, and some of the other events, involve external speakers.

LSE has an extensive range of policies and guidance covering the planning, organisation and running of these events. Various locations on the LSE website, such as <http://www.lse.ac.uk/intranet/LSEServices/communications/conferenceAndEventsOffice/Event-Organisation-Advice.aspx>, carry or point to the relevant documents. For ease of reference, the main documents relevant to the Prevent duty have been copied into the document below.

Few of the documents specifically mention Prevent; indeed most do not. Of itself, the Prevent duty does not change the definition of legal free speech or in any other way place new restrictions on events, so changes of that nature are not required. However, we regard it most important that all those who operate the procedures described here are aware of the Prevent duty, what it means for them and what to do to ensure that the law is upheld. Therefore, all those who operate the procedures have been or will be trained in Prevent, where this can be made a requirement. These include the Room Bookings and Events teams; the LSE Security team; professional support managers of academic units (which run events at LSE and outside); those responsible for the use of venues controlled by the LSE Faith Centre, student residences and the LSE Students' Union; and the members of the LSE Free Speech Group.

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THE PREVENT DUTY: EVENTS AND SPEAKERS

The Prevent statutory duty, which came into force for universities on 18 September 2015, does not in itself change the definition of legal free speech. However, it imposes on the School some important requirements in relation to events and speakers. The duty covers not only events and activities on campus, but also those run off-campus – in the UK or overseas – under LSE branding. LSE branding in this context should be taken to mean any branding which closely associates the School with the event.

If you are organising an event at LSE or in a student residence, or an event off-campus which will be run under an LSE banner, please make sure that you are aware of and follow the legislation, guidance and advice in relation to Prevent (as well, of course, as all other relevant requirements). You can consult the following:

The Prevent page on the website, [here](#). This links to the guidance.

The Director of Government Relations, currently [Robin Hoggard](#)

The Business Continuity Manager, currently [Veronique Mizgailo](#)

Governance, Legal and Policy Division

July 2016

CODE OF PRACTICE ON FREE SPEECH

This Code, a legal requirement under S.43 of the Education (No. 2) Act 1986, is a fundamental starting point. The version below is the current version; it was approved by the LSE Council on 26 April 2016 and replaces the previous version which dated from 2010.

CODE OF PRACTICE ON FREE SPEECH

1. Preamble

- 1.1 Universities have wide-ranging responsibilities. Among the most fundamental of these is the responsibility to protect and promote freedom of speech within the law. However, legal obligations also exist which may set limits on certain freedoms, in order to protect the rights and freedoms of others.
- 1.2 In accordance with the above, the following are two of the most important values enshrined in the School's Memorandum and Articles of Association:
 - (a) Everyone shall be entitled to equal treatment on the basis of individual merit and without unfair discrimination as regards admission to and membership of the School, and status as a member, officer or employee of the School, and as a student or other individual associated with the School, and as regards access to the benefits, facilities and services provided by the School.
 - (b) Every member, officer and employee of the School, and every student and other individual associated with the School, shall be entitled to freedom of thought, conscience and religion, to hold opinions without interference, disability or disadvantage, and to freedom of expression within the law, including the right to seek, receive and impart information and ideas.
- 1.3 The School has adopted this Code to help ensure that freedom of speech within the law is secured for students, employees and other members of the School (including honorary and visiting staff) and for all persons authorised to be on School premises, including visiting speakers.
- 1.4 This Code supports the LSE Ethics Code principle of intellectual freedom. The Ethics Code supports the School's commitment to intellectual freedom through the protection of individuals' freedom of expression and by upholding the freedom to research and to convey the findings of research.
- 1.5 The Council will be responsible for policy issues connected with the interpretation of this Code, and will consider matters relevant to this Code as circumstances require. The Council will review and approve the Code at intervals, after appropriate consultation in the School.
- 1.6 In accordance with the duties imposed upon it by Section 43 of the Education (No 2) Act 1986 (annex), the Council of the School has instituted the following Code of Practice to help ensure as far as reasonably practicable that freedom of speech within the law is secured for students and staff of the School and for visiting speakers.

2. Scope

- 2.1 This Code applies to all activities on any premises wherever situated, of which the School has title or possession, by freehold, leasehold, licence or otherwise, including its halls of residence, students' union premises, Chaplaincy and prayer rooms. This Code makes particular provision in respect of activities such as meetings and events (including lectures, seminars, committee meetings and musical and theatrical performances). These activities will be described in the remainder of this document as "events".

3. Principles

- 3.1 The School operates with a presumption in favour of free speech.
- 3.2 So far as is reasonably practicable, the use of any premises of the School shall not be denied to any individual or body of persons on any ground connected with:
 - a. the beliefs or views of that individual or of any member of that body; or

b. the policies or objectives of that body.

except insofar as it is anticipated that unlawful activity is likely to occur.

- 3.3 Activity may be deemed unlawful under a range of legislative provisions, including but not limited to the Equality Act 2010 and the Public Order Act 1986.
- 3.4 The School reserves the right to impose such conditions upon the use of its premises as are reasonably necessary for the discharge of its obligations relating to the safety, health and welfare of its registered students, employees and other persons lawfully upon the premises or for the efficient conduct and administration of its functions. Conditions for events may include, for example, restrictions on access by those outside the School, or the provision of appropriate security. Event organisers will in principle be required to meet the cost of conditions required; however, the School will always endeavour to help from central budgets if funding is unavailable.
- 3.5 The School reserves the right to decide that practical considerations such as the cost, short notice period or difficulty of providing the necessary level of security may require an event to be modified, curtailed, postponed or – in exceptional circumstances – cancelled.

4. Free Speech Group

- 4.1 The School maintains a Free Speech Group to help ensure that the above principles are respected. The Group's role is one of active governance in respect of free speech rather than day-to-day management of events. The Group oversees and advises the School management as necessary and provides guidance on questions of principle. Unless timing considerations rule it out, the Group may also be consulted in advance on any proposal to modify, curtail access to, postpone or cancel an event, where modify means one or more speakers being asked not participate in an event which otherwise goes ahead. Its existence helps ensure that the requirements of accountability and transparency are met. Terms of reference and membership of the Free Speech Group are set out at the end of this Code.

5. Procedures in respect of events

- 5.1 Advance booking, normally of at least ten working days, is required for most School venues which are suitable for events. Most bookings are handled by Room Bookings in Estates Division. However, venues controlled by LSE Residences or the Faith Centre should be booked directly with those units. Other venues in the Saw Swee Hock Student Centre should be booked through the Students' Union. Departmental meeting rooms and similar should be booked with their owners. Extensive guidance for event organisers is available on the Booking A Room section of the School website.
- 5.2 The organisers of any event for which a venue is booked through Room Bookings are required to appoint an individual, who must be a registered student booking on behalf of a registered SU Society or an employee of the School or LSE Enterprise, to act as Principal Organiser of the event for the purposes of this Code. The Principal Organiser shall be responsible, as far as is reasonably practicable, for ensuring that the organisation of the event and the conduct of those attending it, whether from the LSE community or outside, is lawful and conforms to the provisions of this Code, to all relevant School guidance and to any condition relating to the event imposed under this Code. This includes ensuring that the Chair is properly briefed. For the avoidance of doubt, a registered student for the purposes of this Code is a student who is pursuing an undergraduate or postgraduate programme of study for which s/he is receiving teaching or supervision or both.
- 5.3 In respect of events for which they handle bookings, Room Bookings will seek advice if necessary on matters related to free speech, in the first instance from the Director of Communications and Public Affairs. He or she will seek further advice if necessary, from the Director or one of the Pro-Directors. In cases in which issues of principle in respect of free speech arise, or if it is proposed that access to an event be modified or curtailed or that it be postponed or cancelled, the Director or a Pro-Director will if practicable consult the Free Speech Group for advice, in advance. Modified in this sense means one or more speakers being asked not to participate in an event which otherwise goes ahead. Timing may require that this be done by email, if necessary with a deadline given after which the proposed action will be taken unless objection is raised. The Director or the Pro-Director concerned will retain the right to take the final decision

- 5.4 Venue controllers other than Room Bookings have discretion in respect of venues they control not to require a Principal Organiser from the School community, should that be inappropriate. However, all venue controllers shall similarly be responsible, as far as is reasonably practicable, for ensuring that the organisation of the event and the conduct of those attending it, whether from the LSE community or outside, are lawful and conform to the provisions of this Code and to all relevant School guidance, including in respect of any conditions the School may require to be met. This includes ensuring that the Chair is properly briefed. If advice on free speech matters is needed, venue controllers should contact the Director of Communications and Public Affairs, who will if necessary escalate the issue as set out in the previous paragraph.

6. Conduct expected at and in respect of events

- 6.1 Everyone who organises, speaks at or attends an event at LSE is required to observe good order. Good order will include the speaker(s) being heard clearly and being able to access and leave an event safely. Nobody who has exercised their right to legal free speech should suffer censure as a result.
- 6.2 Events that are open to others than current LSE staff or students should in principle always be chaired by a suitable figure familiar with the School, such as an established or emeritus member of the academic staff or a member of the Court of Governors; this may be requested even for a limited-access event if appropriate. The Chair should not be a speaker at the event or be expressing their own views on the subject matter of the event in a manner that would risk impacting on the freedom of speech of any of the panellists. At controversial events it is not prudent to have someone in the chair whose own views mean they may not be seen as a neutral chairperson.
- 6.3 Events of the type mentioned in the preceding paragraph should always allow for the views of the speaker(s) to be challenged in an orderly fashion. This is usually best achieved by a question-and-answer session immediately following the presentation(s), moderated by the Chair, or by arranging the event in panel format.

7. Appeals and sanctions

- 7.1 Any contravention of or departure from the provisions of this Code may render the individual(s) responsible liable to the appropriate disciplinary procedures of the school.
- 7.2 An appeal against a decision made under this Code by the School's professional staff may be made, within a reasonable timescale, to the Director. The decision of the Director shall be final. However, the Director shall ensure that any relevant guidance from the Free Speech Group is taken into account.

Approved by the Council of LSE on 26 April 2016

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Terms of reference and membership of the Free Speech Group

Terms of reference

To exercise active governance in respect of matters of free speech. In particular:

- to provide guidance to the School management on matters of principle relating to free speech, such as the circumstances in which other rights and duties might need to be balanced against the legal duty to ensure free speech within the law on LSE premises;
- to consider at appropriate intervals whether the School management has effectively acted on the guidance given;
- on request of the Director or a Pro-Director acting on behalf of the Director, to consider in advance proposals to modify, curtail access to, postpone or cancel an event and advise the Director or relevant Pro-Director accordingly; and
- to report annually to Council on the application of the Code.

Standing orders

1. The Group may conduct its business by face to face meetings, email or whichever other method may be most suitable, at the discretion of the Chair. Estates Division will facilitate meeting space on campus as required.

2. The Group will normally be asked to consider an issue of free speech by the Director or a Pro-Director. However the Group may choose to discuss an issue irrespective of whether any request has been put to it. The Chair has discretion to call a meeting at any time.

3. The Group will consider at the start of each academic year whether its decisions are to be taken by consensus or by majority vote. In the latter case and in the event of a hung vote where not all members are present, the Chair will have a second, casting vote.

4. The Group does not consider detailed day-to-day administrative actions which are undertaken to organise an event or meeting and which are the responsibility of the School management.

Membership

The Group comprises five members:

A Lay Governor of the School (Chair)

A second Lay Governor of the School

A representative of the Academic Board

An academic member of the Ethics Policy Committee

The General Secretary of the LSE Students' Union or a representative

Secretary: Director of Communications and Public Affairs

It is for the relevant bodies (Court, Academic Board and Ethics Policy Committee) to determine their representatives. Terms of service will in principle be three years renewable once, except for Students' Union representatives who shall be members ex officio. It may be particularly useful for members to have legal or other relevant knowledge or expertise.

CONTROVERSY, SECURITY AND FREE SPEECH (STUDENTS)

1. The School has a mission, and a legal obligation, to uphold free speech in all meetings held at LSE - see the code of practice on free speech.
2. Very broadly, the code says that all reasonable steps must be taken to ensure that a speaker is safe from when they arrive at LSE till they leave and that they can say what they have come to say without being shouted down, intimidated or otherwise prevented from speaking (irrespective of what we may think of them or what they have come to say).
3. You, as event organisers, are responsible in the first instance for assessing whether an event might be controversial or for other reasons require special treatment to ensure free speech, such as limited access or security. You can get help and advice from the Students' Union in deciding if the event should be flagged as controversial, by completing a [Risk Assessment Questionnaire](#) with SU staff support.
4. An SU staff member or sabbatical officer can facilitate a discussion with other LSE students who might have concerns about the event. The discussion should aim to agree shared principles, boundaries and negotiated compromises in relation to the event.
5. Be honest about the potential outcomes of the event. If you don't flag up an event as controversial when necessary, it may delay the process and jeopardise the holding of the event.

An event could be controversial in many ways. For example, an event could be judged to:

- Encourage support for terrorism – terrorism of any sort. Under the Prevent duty, the School has a legal obligation to help prevent people being drawn into terrorism.
- Incite racial hatred.
- Be in breach of the Equality Act 2010.
- Contravene the Public Order Act 1986.

But just because an issue is controversial doesn't mean you can't run an event on it! Part of LSE's mission is to explore controversial issues – in a respectful way, within the law.

A controversial event may simply need a bit more planning and forethought to ensure that it can go ahead in safety. It may be necessary to modify some aspects of the way the event is run.

6. Start early – at least two weeks before the event and preferably sooner!
7. Once Room Bookings have the information they need, they will consider – with others such as LSE Security and if necessary consulting senior officers of the School – whether conditions must apply. These might include, for example:
 - Access: whether an open event should be restricted to LSE staff and students only.
 - Security: whether security or stewards or both are required (eg public events typically require more security). Costs will be charged to the society.
 - Chairing: public events should in principle always be chaired by an LSE academic as a representative of the School; this may be requested even for a limited-access event if appropriate. Societies should in principle seek to identify suitable chairs themselves, with guidance from Room Bookings (who will if appropriate seek

approval from the Director of Communications and Public Affairs; also see paragraph 9). The Chair should not be a speaker at the event or be expressing their own views on the subject matter of the event **in a manner that would risk impacting on the freedom of speech of any of the panellists**. At controversial events it is not prudent to have someone in the chair whose own views mean they may not be seen as a neutral chairperson. **Also, at controversial events it is particularly important that the Chair seeks to ensure that there is an opportunity for the views of the speaker(s) to be challenged (ensure right of reply)**. Chairs' responsibilities are outlined in LSE's 'Guide to Chairing Public Meetings'.

- Recording: the event may have to be filmed, in which case the room should have a video capture facility, or the Society should contact the SU who will provide filming equipment.
- Publicity: this may need to be restricted, and in particular not undertaken through social media.

8. In accordance with the Code of Practice on Free Speech, it may be necessary to consult the Free Speech Group on any proposal to modify, curtail access to, postpone or cancel an event, where modify means one or more speakers being asked not participate in an event which otherwise goes ahead.

9. For student society events which are referred to the Free Speech Group, the chair of the Good Campus Relations Group or the chair of the Free Speech Group or the Deans may in cases of exceptional need assist in finding a suitable chair. This will apply only where the society is unable to do so itself and Room Bookings and the Director of Communications and Public Affairs have been unable to assist.

10. The Code of Practice on Free Speech includes provision for appeal by any person dissatisfied with the School authorities' exercise of their responsibilities under the Code. Appeal will be in writing to the Director.

11. It must be recognised in all cases that it may not be possible for an appeal to be heard before the date of a planned event, if insufficient time remains.

SU SOCIETY ROOM BOOKING AGREEMENT

Agreement between LSE Room Bookings Office and LSE Student Union Societies

The Undersigned Officers of the LSE SU Society hereby agree to the following terms and conditions.

I) Purpose of Events

1. All SU society events are by default organised for the principal benefit of society members and the wider LSE student and staff community.

II) Room Booking Regulations

1. No individual or society will book space on behalf of other individuals or societies who do not have room booking privileges or those who have had their booking privileges withdrawn.
2. Societies will complete the online Room Booking Training Module in order to obtain Room Booking Privileges. Up to three individual officers from each Society have the opportunity to obtain Room Booking Rights and each individual must complete the training module.
3. Only the individuals who have signed this form will book or cancel rooms for this society. The Officers will not allow any other person to use their log-in details for these purposes.
4. Societies will only refer to themselves as a society of the LSE SU. Societies are expressly forbidden from referring to themselves as LSE departments, organisations or services and from using any LSE branding. They will not use the LSE logo, or describe themselves anywhere (including on the society website and social media accounts such as Facebook and Twitter) as the LSE xxxxx Society (as opposed to the LSESU xxxxx Society, which is the proper form).
5. Societies will book suitable sized venues for an event and will cancel all and space which is no longer required via the online booking system.
6. Societies will only use rooms which have been confirmed to be used by the Society by the Room Booking office.
7. Societies will contact the Room Bookings Office if they want to book the Old Theatre for a conference, lecture or show. Societies will need to indicate if they also want to book the Old Theatre Green Room. If booking the Old Theatre and the Old Theatre Green Room the societies need to agree to comply to the venues terms and conditions.

III) Events with External Organisations and Recruiters

1. External organisations who wish to run events at LSE are required to pay room hire charges and should contact event.services@lse.ac.uk directly to make arrangements. If societies are approached by external organisations and asked to book space at the School on their behalf, they will direct the organisation to LSE Event Services.
2. If a society is unclear on the status of an event they will email LSE.Roombookings@lse.ac.uk for advice. Please contact Room Bookings when events are being arranged jointly with another organisation and we can advise you on how to proceed.
3. Employer recruitment presentations, where a recruiter presents on the roles they offer and how to apply for them, can only be arranged through the LSE Careers Service. Room Hire charges apply for these types of bookings. Societies may not hold their own careers fairs on campus. Societies may however organise careers-related events aimed at developing skills – such as sessions on 'how to improve your negotiation skills' – and panel forums with representatives of a particular industry (who must not all be from one organisation).

IIII) Event Management and Health and Safety Guidance

1. Societies must familiarise themselves with and implement the guidance covered in the training. LSE has to comply with various regulations and when Societies organise an event on campus they must also ensure the event complies with those regulations.

- Regulations include: Public Meetings Act 1908, LSE's Code of Practice on Freedom of Speech - Universities have statutory duty to secure freedom of Speech under Section 43(1) of the Education (No 2) Act and the Health & Safety at Work Act 1974. All event organisers have a responsibility to be familiar with these documents.

2. If a Society is organising an event which the Society would like to open to the Public, the Society must agree to the following conditions:

- Provide the reason/purpose for opening the lecture to the Public, in addition to the LSE Community
- Arrange for an LSE Academic to chair the event and brief the Chair prior to the event (Chair's Guidelines will be provided)
- Ticket the event, ideally using the SU's ticketing system in order to professionally manage numbers, entry to event and to provide a full attendee list to Security/Reception staff as required
- Arrange for required number of stewards to be on duty for the event and brief them in advance on their responsibilities (stewards guidelines will be provided)
- Prepare an event risk assessment (for SU/Room Bookings) and if requested additionally complete a Security Risk Assessment for the event and/or meet with LSE Security to discuss

3. LSE follows the guidance on gender segregation from the Equality and Human Rights Commission at Gender segregation at Events and Meetings: guidance for Universities and Students' Unions. This means that in principle, we regard gender segregation at events organised in or by LSE or the LSE community as contrary to the law, except for certain exceptions such as occasions of religious worship or where segregation is entirely voluntary.

4. Societies will prevent overcrowding of venues, either by operating the SU ticketing system and/or by arranging stewards (at least one per fire exit). The capacity of each venue is its number of seats. Standing, or sitting on floors or stairs, is prohibited. Stewards must be briefed fully on their responsibilities prior to the event and Steward Guidelines are available.

5. Fire exits must be kept clear at all times. Event Organisers, Stewards and the Chairperson should familiarise themselves with fire evacuation procedures and the meeting point for the venue so they are able to advise attendees in the event of an evacuation.

6. Societies are not allowed to bring any electrical equipment such as amplification and sound systems, lighting rigs into School premises, including into the Old Theatre. Societies will only use the equipment available and present in the venue booked.

7. Societies will keep any music or any noise to a minimum to prevent disturbing any teaching or offices nearby, in particular before 18:00 on weekdays. Noise should not be heard in neighbouring rooms and any film viewings should be kept to evening bookings.

8. Societies will contact the SU ARC staff in order to allocate space to a rehearsal or physical activity as this type of activity is only permitted in specific venues. Classrooms cannot be booked for rehearsals/sporting or physical type activities. Societies are not allowed to book rooms via the online room bookings system for these types of activities.

If a Society breaks any of the conditions set out above, the Society or its individual officers will have any existing bookings cancelled and room booking privileges withdrawn for a period of up to eight weeks. If a society has enabled an outside organisation to use space which should be chargeable the society will be liable for the lost hire fee; if it is noted after an event that a booking was actually on behalf of an external organisation these charges can still be applied.

The LSE Room Booking Office agrees to:

- Provide a response to a room booking request via Resource Booker within two working days (Monday – Friday)
- Respond to email queries within three working days
- Ensure that the most suitable available room for an event is provided
- Provide information and guidance to Societies organising events

By submitting the following form you are agreeing to the above terms and conditions, if you are completing this form on behalf of other officers of your society please ensure they have also read and accept the terms and conditions. Please note each individual needs to complete the online training before room booking privileges will be granted.

You need to complete the details below for the three society officers who will have access to book rooms for the 2015/2016 academic year. Please ensure you complete all fields fully if you need to submit additional information please email us on LSE.Roombookings@lse.ac.uk your details will be sent to the other society officers included in this form.

RISK ASSESSMENT

You are required to complete a [Public Events Initial Security Risk Assessment Questionnaire](#) prior to every event at LSE.

The purpose of this risk assessment is to ensure that all event organisers in the school have thought about vital issues of security, safety, staffing etc.

You do not need to send us your risk assessment to us if not guided to do so when completing it. However we strongly advise you to keep a copy for your own records, as it is your responsibility to demonstrate that you have considered all the points raised in the questionnaire prior to an event taking place.

If any problem arises during the course of an event you will be required to show that the correct risk assessment protocol was followed, and that you contacted us with further details if required to do so.

Form: [Public Events Initial Security Risk Assessment Questionnaire](#) (PDF)

LSE SU SOCIETY PUBLIC EVENTS AND REGULATIONS

Opening events to the Public

Events open to the Public are subject to additional regulations (Public Meetings Act 1908). LSE offers a full programme of events open to the Public (PLP), so please consider applying for your event to be part of this programme.

If your Society is organising an event which the Society would like to open to the Public, the Society must agree to;

- Provide the reason/purpose for opening the lecture to the Public, in addition to the LSE Community
- Arrange for an LSE Academic to chair the event and brief the Chair prior to the event (Chair's Guidelines will be provided)
- Ticket the event, ideally using the SU's ticketing system in order to professionally manage numbers, entry to event and to provide a full attendee list to Security/Reception staff as required
- Arrange for required number of stewards to be on duty for the event and brief them in advance on their responsibilities (stewards guidelines will be provided) you can provide your own stewards or hire stewards via Room Bookings.
- Prepare an event risk assessment (for SU/Room Bookings) and if requested additionally complete a Security Risk Assessment for the event and/or meet with LSE Security to discuss

Event Regulations

LSE has to comply with various Regulations and when your Society is organising an event on campus you must also ensure your event complies with those regulations.

Regulations include:

[Public Meetings Act 1908](#)

LSE's Code of Practice on Freedom of Speech - Universities have statutory duty to secure freedom of Speech under Section 43(1) of the Education (No 2) Act

[Health & Safety at Work Act 1974](#)

LSE follows the [guidance on gender segregation](#) from the Equality and Human Rights Commission

As the event organiser it is your responsibility to be familiar with these documents and complete a [risk assessment](#).

Some events touch on controversial issues. But just because an issue is controversial doesn't mean you can't run an event on it! Part of LSE's mission is to explore controversial issues – in a respectful way, within the law. A controversial event may simply need a bit more planning and forethought to ensure that it can go ahead in safety. It may be necessary to modify some aspects of the way the event is run. See the guidance on [Controversy, security and free speech](#) <link to that section>.

TICKETING AN EVENT

If you think your event is likely to be very popular and oversubscribed, it would be worth considering ticketing the event. The Room Bookings can print tickets for you at the following charges:

For venues with a capacity up to 160 (e.g TW1 G.01): £60

For the New Theatre or Hong Kong Theatre (capacity 230/240): £80

For the Sheikh Zayed Theatre or Old Theatre (capacity 400/462): £120

For the Peacock Theatre (capacity 999): £150

For ticketed events organised by the Room Bookings we have a policy of over-ticketing, as for any free event we expect a high drop out rate. It is up to you whether you wish to over-ticket. The above charges include up to 15% extra tickets, except in the case of the Peacock Theatre, where for legal reasons it is not possible to over-ticket. If you do decide to print more tickets than you have seats, it is important to make it clear on the tickets that they will only be valid until 10 minutes before the event is due to start.

If you wish the Room Bookings to print tickets for your event, please send the following information to LSE.Roombookings@lse.ac.uk, so that we can send you a sample version of your ticket: Venue; Banner (hosting department or conference); Date and Time; Title; Price (if they are for sale). Tickets are 8 by 10.5cm on white perforated card with an LSE logo in the top left hand corner. **Please note, we require at least 2 weeks' notice per set of tickets.**

There are various options for registering people for your event. You can ask people to register to attend by emailing a particular email address; you can set up a form on the LSE website for registration and download a spreadsheet via cms (speak to the [web team](#) for advice on this); or you could make use of [LSE's online store](#). Registration does have to be handled by your department, as it is not a service the LSE Room Bookings can provide for events outside the PLP.

GUIDELINES FOR SPEAKERS

The Chair should run through these points with the speaker, using discretion according to the circumstances

The LSE Ground rules states that the School exists for the pursuit of learning. Its fundamental purpose can be achieved only if its members, and visitors to it, can work and conduct their business peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons.

In pursuance of its duties under section 43 of the Education (No.2) Act 1986 the School has adopted a Code of Practice on Free Speech to ensure that freedom of speech within the law is secured for students, employees, other members of the School and for all persons School premises, including visiting speakers.

Every member of and associated with the School, including visiting speakers, shall be entitled to freedom of thought, conscience and religion, to hold opinions without interference, disability, or disadvantage, and to freedom of expression within the law, including the right to seek, receive and impart information and ideas.

The School has the right to refuse an event or to close an event once it has begun in circumstances where the bounds of lawful free speech are exceeded or thought likely to be exceeded. A breach of lawful free speech is not easy to define in principle but may occur if there is abusive, offensive or racially offensive behaviour or language or incitement to commit crime or a breach of the peace; or where physical harm to persons, or damage to the School property or a breach of the peace is taking place or thought likely to take place. The event may also be closed if, in the opinion of the School authorities, unlawful acts are likely to take place, or indeed, are taking place, as a result of the event in question.

Specific legislation relevant to lawful free speech includes the following, which is not exhaustive:

- The Counter-Terrorism and Security Act 2015. Under this Act and its associated statutory guidance on the Prevent duty, the School has a legal obligation to help prevent people being drawn into terrorism – terrorism of any sort.
- The Equality Act 2010.
- The Public Order Act 1986.

The School needs to balance this and other relevant legislation against its duty under the Education (No. 2) Act 1986 to ensure free speech within the law on its premises.

Room Bookings

LSE

BRIEFING FOR THE CHAIR OF A PUBLIC LECTURE OR DEBATE AT LSE

Last updated August 2015.

The purpose of this briefing is to provide essential, useful information and tips for those chairing LSE events. If you feel any issues are not addressed in this briefing or you have any questions please contact the conference and events office at LSE.Roombookings@lse.ac.uk.

Alan Revel
LSE Events Manager

The Chair should not be a speaker at the event or be expressing their own views on the subject matter of the event in a manner that would risk impacting on the freedom of speech of any of the panellists. At controversial events it is not prudent to have someone in the chair whose own views mean they may not be seen as a neutral chairperson.

Public events held at LSE organised by LSE academic units or by the LSESU or LSESU societies should in principle always be chaired by an LSE academic as a representative of the School. This means someone fully familiar with the School and its values. It would include emeritus LSE academics and perhaps even lay Governors if they have relevant expertise. However visiting staff would be less appropriate as they might be unfamiliar with the School.

More essential event information can be found at

<http://www.lse.ac.uk/intranet/LSEServices/communications/conferenceAndEventsOffice/Essential-Event-Information.aspx>

Pre event issues - it can often be useful before going onto the stage to discuss the practical issues with the speaker(s) to prevent any confusion on stage and/or once the event has started. It is useful to:

- Arrange to meet the speaker(s) ideally around 15-20 mins before the event. You should take the speaker through our one-page speaker guidelines. Remind the speaker that the School has a [Code of Practice on Free Speech](#); this protects free speech within the law, which the speaker has joint responsibility with the School to uphold.
- Confirm the order of the event, i.e. introduction by chair, lecture, Q&A session and give speaker/s idea of when the event will end.
- Confirm the running order and seating position if there are a number of speakers.
- Re-confirm how long each speaker is expected to speak for: advise that you will tell speakers when their presentation ought to end and explain how you will do this
- Check with speaker/s that any PowerPoint presentation they are using has been loaded onto the computer and they are aware of how to use the system. It is important as chair to be assured that this has been done correctly: speakers sometimes assume things to be the case, that turn out not to be when they are on their feet.
- Advise the speaker to turn off their mobile phone, as this may interfere with the audio recording of the podcast. **Please also ask the speaker to speak directly into the microphone and not walk about unless they have a lapel mic, regardless of the theatre's acoustics. This is essential for audibility on the day and the quality of the podcast recording.** If during the event a speaker starts walking away from the microphone you should ask them to move closer to it, or if they prefer ask one of the stewards to give them a roving microphone.
- If applicable, remind the speaker of the book sales and signing arrangements, i.e. that the book signing will take place inside/outside the theatre immediately following the event.

Introduction – It is important that when kicking off proceedings the chair sets the tone for the event and it is recommended that the chair:

- Introduce him or herself to the audience (always surprising how many people don't do this).
- Welcome the audience to LSE for the event and say which bit of LSE is hosting (if relevant) and where event fits in series (if relevant).
- Tell the audience where the fire assembly point is for the building the event is taking place in. (See

Evacuation procedures below for more info)

- Briefly set out the running order for the proceedings including highlighting the Q&A session and say when it is expected to end. If there is a reception afterwards that is open to all the audience say that there is but do not say where (say this at the end). If there is a book signing afterwards, let the audience know the details, and that books are on sale outside the venue.
- Provide some biographical information on the speaker/s: try to keep this short and avoid reading long CVs that speakers might have sent through.
- Inform the audience that events are recorded and that it is **hoped** that a podcast of the event will be made available online. **Never** say a podcast **will definitely** be available as there may be technical issues with the recording or speakers may not give their consent for a podcast to go online.
- Advise the audience to put their mobile phones on silent to avoid disrupting the event. We no longer ask the audience to switch off their phones, in case they wish to Tweet about the event.
- Announce the Twitter hashtag of the event, which will also be displayed on the background slide.
- Welcome the first speaker, and each speaker thereafter if there is more than one.
- Keep the speaker(s) to time, if possible.

Question and Answer session

This can be the hardest bit to manage but speakers and audiences tend to appreciate a job done well.

- At the start of the Q&A session it is recommended that the chair reminds those wishing to ask a question to ask **a question rather than deliver their own lecture**, as it is not uncommon for questioners to ramble on. Please be proactive and be willing to interrupt someone who does embark on a speech rather than a question. In doing this, however, you should remember that some questioners may be quite nervous and may perceive this to be antagonistic so that you have to be polite but firm on that point. You can say interrupt saying something like "Thank You, we have got your point, let's take the next question."
- When identifying members of the audience to ask questions please avoid referring to a person's gender (which may be an assumption) and instead identify them by their position in the audience and for example, colour of clothing (e.g. the person with the red tie in the middle of the 3rd row).
- Remind those asking questions to wait until the roving microphone gets to them before they start speaking and to make clear their name and where they are from unless they specifically do not want to do this. If they forget to say who they are, interrupt and ask them: other questioners will soon get the message. If they start talking before they have the microphone, ask them to start again.
- Remember that in certain LSE venues such as the Old Theatre, HK Theatre, and the Peacock there are balconies and therefore to take questions from those areas. In the Old Theatre there is more seating upstairs than down.
- Equality law guidelines recommend that the chair repeats or paraphrases the question to ensure that anyone with hearing difficulties can hear the question. This can also be useful to speakers for who English is not their first language.
- Sometimes a chair can improve discussion by taking a cluster of questions before returning to the platform for comment. This reduces the risk of the panel dominating the Q and A session.
- Chairs should ensure that they take questions from a balance of those in the audience, including women and minority groups. Be proactive in encouraging these groups to ask questions.

Conclusion – at the end of the event the chair should:

- Thank the audience for coming.
- If the event is part of a series tell the audience details of the next event.
- If there is a book signing once again remind the audience of the procedure, where the books are on sale and where the speaker will be signing.
- If there is a reception, inform people of where it will be, but only if this is an open reception for anyone to attend.
- Most importantly thank the speaker/s.
- If the speaker/s has security issues ask the audience to remain seated until the speaker has left the venue.

***NEW* Impact at LSE**

The School strongly encourages departments and research centres to think about ways in which to fully exploit the opportunities which public events offer to promote LSE academics and their research.

Either in your introduction or in the vote of thanks before the Q&A session, please consider whether there is any research by your department or research centre relevant to the speaker and topic of the event which you could mention briefly – though do try to avoid turning this into a mini lecture, instead let people know where they can find out more information if they are interested.

Evacuation procedures

As Chair of the event you should make yourself aware of the fire assembly point for the building the event is taking place in. This information can be found at

<http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/pdf/FireAssemblyPoints.pdf>

On hearing the fire alarm signal, all persons must leave the building they are in promptly and make their way to the [appropriate assembly point for that building](#) (pdf). Note: in the Towers, NAB and SAW there is an additional signal for occupants to prepare to evacuate. If you hear this signal, you should wait for the full alarm before leaving. Reassure the audience that the situation is being investigated by the Security Staff. If members of the audience wish to leave they may do so via the emergency exits. Room Bookings staff will keep you updated on the situation.

Event stewards will facilitate the evacuation, including directing any wheelchair users or persons who cannot use the stairs to the nearest fire refuge point (FRP).

People should not attempt to re-enter the building until they have been directed by a member of Security staff that it is safe to do so. For more information please see the [Health and safety web pages](#)

PROTESTS/DISRUPTIONS AND THE ROLE OF THE CHAIR

Serious protests or disruptions at LSE events are rare but we strongly advise those acting as 'chair' to be fully aware of the formal procedure. The chair of any public event is an important figure as under UK legislation the chair of any 'public meeting' is the person in charge including during incidents of disorder. You are the representative of the School at these events, not just the sponsoring or organising group if there is one. If you have any concerns that the event you have agreed to chair is likely to attract protest or if you find out that protest or disruption is planned at the event then please alert both the event organisers and LSE Security ASAP.

The procedure the chair needs to follow in the event of disruption can be seen below. Disruption on the scale that means the chair has to use this procedure is very rare. But if it does happen you as the chair need to be aware that LSE Security are not allowed to remove protestors in an arbitrary manner unless you have followed the official legal procedure as set out below. The exception to this is if there is a physical threat to the audience/speaker/chair; in those circumstances immediate action would be taken by LSE Security or the police. The Head of Security or his representative has the responsibility to take the final decision to close the event in the interests of the safety of the speaker and/or the audience.

At "controversial" events it is not prudent to have someone in the chair whose own views mean they may not be seen as a neutral chairperson.

If there are indications prior to the event that protests may occur or the speaker/s and/or topic are controversial, one possible option is that when introducing the event the chair can highlight to the audience the importance of free speech within the law and that there will be a opportunity for questions to the speaker/s later in the event. The ground rules of public events which are listed below state that "the School exists for the pursuit of learning. Its fundamental purpose can be achieved only if its members, and visitors to it, can work and conduct their business peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons".

GUIDE TO CHAIRING PUBLIC MEETINGS IN THE EVENT OF DISORDER

The guidelines given below are in accordance with the Public Meetings Act 1908, and should be used where you are chairing a public meeting which is being disrupted, for example by repeated heckling, abuse or offensive signs, behaviour or language .

Please note that unless you are being physically threatened it is important that you keep control of the microphone.

You should issue the following declarations in the first instance. Be clear and direct. Don't waffle or embroider.

- 1 " As chair of this public meeting I remind you that it is the policy of this School to ensure freedom of speech within the law for speakers. Please stop disturbing this meeting"
- 2 "You are allowed into this meeting on condition that you abide by the school's Ground Rules, a copy of which is displayed at the entrance to this meeting. You are not allowed to use abusive or offensive signs, behaviour or language or to chant to such a degree that your actions disrupt the purpose for which this meeting has been called"

(Remember that a degree of heckling is allowed, but not if it continually disrupts the speaker)

If the person or persons continue to disrupt the meeting the following warning should be issued:

- 3 " You are disrupting this meeting. Unless you stop I will ask you to leave the meeting. This is a public warning to you. Please stop disrupting the meeting"

REPEAT THIS SLOWLY AND CLEARLY TWICE

If the disruption continues you have no alternative but to say

- 4 "I have asked you twice to stop disrupting this meeting. I am reminding you that this School is determined to ensure freedom of speech for speakers. Unless you stop disrupting this meeting immediately, I will ask stewards to remove you"

ALLOW TIME FOR COMPLIANCE

If the individual(s) fail to comply you may now call on the Chair's Agent (at LSE this is LSE Security staff) to remove them.

It is the Chair's responsibility to exercise control over the meeting. However, where a Chair's agent is appointed, they should be directed to remove individual(s) with the stewards assistance and **will call the police if required.**

Premature end of the meeting

If you the disturbance continues, you should consult with the Head of Security or his representative who will be present and who will take the final decision on whether the meeting should be closed on the grounds of safety. The Head of Security or his

representative will be in charge, from the moment you announce closure, of arrangements for dispersing the audience.

For more information, see the LSE Code of Practice on Free Speech.

Entrance to the School's premises is conditional on acceptance of the following

The School exists for the pursuit of learning. Its fundamental purpose can be achieved only if its members, and visitors to it, can work and conduct their business peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons.

1 All persons entering the premises must abide by the School's Code of Practice on Free Speech. That Code is a legal requirement, under Section 43 of the Education (No. 2) Act 1986. It requires everyone attending a meeting at LSE, **whether members of the School or not**, to observe good order. Good order includes allowing speaker(s) to be heard clearly. Any conduct which denies a speaker a hearing, including interference with access to or egress from the meeting, or interference with the conduct of the meeting, is contrary to the Code.

2 In light of the above the following applies:

- (a) No articles such as flags, placards or other items which could be used as offensive weapons are permitted on the premises
- (b) The throwing of any object within the premises is forbidden
- (c) The use of foul and abusive language, chanting or racial abuse towards any person is forbidden, as is unnecessary noise or behaviour likely to cause confusion or annoyance
- (d) Banners, placards, signs or other visible representations which are threatening, abusive or insulting and which may cause any person alarm or distress may not be displayed on the premises
- (e) In the Old Theatre and the Peacock Theatre unauthorised personnel are forbidden from entering the stage area
- (f) Anyone who fails to comply with instructions from a steward or other authorised agent of the School will be asked to leave the premises

3 The School reserves the right of admission to its premises

4 The School reserves the right to change advertised events without notice or liability

5 If an event is held off the record, then it is not permitted to bring recording equipment (either audio or video) or cameras into the event venue.

GENDER SEGREGATION

LSE follows the guidance on gender segregation from the Equality and Human Rights Commission at [Gender segregation at Events and Meetings: guidance for Universities and Students' Unions](#). This means that in principle, we regard gender segregation at events organised in or by LSE or the LSE community as contrary to the law, except for certain exceptions such as occasions of religious worship or where segregation is entirely voluntary.

EVENTS NOT BOOKED OR ORGANISED CENTRALLY, INCLUDING OFF-CAMPUS

LSE policies and guidance relating to events and speakers make extensive reference to the relevant legislation and regulatory guidance. In some cases, the scope of these instruments is defined in such a way as to clarify that they refer only to events and activities on or closely linked to campus. For example, the Education (No. 2) Act 1986 refers to the "use of any premises of the establishment", though it adds that "where a students' union occupies premises which are not premises of the establishment in connection with which the union is constituted, any reference in this section to the premises of the establishment shall be taken to include a reference to the premises occupied by the students' union."

The Prevent statutory duty, which came into force for universities on 18 September 2015, covers not only events and activities on campus, but also those run off-campus – in the UK or overseas – under LSE branding. LSE branding in this context should be taken to mean any branding which closely associates the School with the event.

Non-legislative provisions may also apply widely. For example, the LSE Ethics Code applies to "the whole LSE community, including all staff, students and governors of LSE".

If you are organising an event at LSE or in a student residence which does not involve booking a venue centrally through Room Bookings, or an event off-campus which will be run under an LSE banner, please make sure that you are aware of and follow all relevant legislation, guidance and advice. You can consult the following:

The main Room Bookings page on the website, [here](#).

The Director of Communications and Public Affairs, currently [Adrian Thomas](#)

For Prevent:

The Prevent page on the website, [here](#).

The Director of Government Relations, currently [Robin Hoggard](#)

The Business Continuity Manager, currently [Veronique Mizgailo](#)

July 2016

LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

HEFCE SUBMISSION FOR 1 APRIL 2016: REPORT ON AREAS NOT COVERED IN RISK ASSESSMENT, ACTION PLAN OR POLICIES AND PROCEDURES ON EVENTS AND SPEAKERS

This document provides or points to all the material required. Text in *italics* is taken from the HEFCE publication *The Prevent duty: Monitoring framework for the higher education sector* (30 Nov 2015). Material is provided under the appropriate subheadings from that document.

Professor Craig Calhoun, Director of LSE, approved this return, including the risk assessment, action plan and material on events and speakers, on 24 March 2016.

i. Senior management and governance oversight of the implementation of its Prevent duty obligations and engagement with Prevent partners (General Guidance paragraphs 16 and 17, HE Guidance paragraphs 16 to 18).

Senior management began planning for the likely implementation of the Prevent duty immediately on publication of the Counter-Terrorism and Security Bill in late 2015, insofar as was possible at that early stage well before the final shape of the eventual statutory guidance could be known. The Director of Government Relations briefed the School's top management (the Director and the Director's Management Team) on 2 December 2014, recommending that an LSE Prevent Group be established comprising representation from professional staff, academic staff and students. This was agreed. The Group met for the first time on 19 January 2015, but concluded that it should not meet again until the Act had been passed and the final shape of the accompanying statutory guidance was known. The latter was not agreed until 18 September 2015. The Group met again on 28 October 2015, 7 January 2016 and 17 March 2016.

The LSE Prevent Group comprises the following:

Director of Government Relations (Chair)	Robin Hoggard	ex officio
Dean of Undergraduate Studies (subject to continuation of position)	Vacant [was Peter Howlett]	ex officio
Dean of Graduate Studies (subject to continuation of position)	Dr Sunil Kumar	ex officio
Academic Board representative	Michael Blackwell	as agreed by incumbent and Vice-Chair Academic Board
Head of Student Services	Hannah Bannister	ex officio
Business Continuity Manager	Veronique Mizgailo	ex officio
Head of LSE Security	Paul Thornbury	ex officio
Chaplain and Interfaith Advisor	Jim Walters	ex officio
Head of Room Bookings, Estates Division	Rachel Ward	ex officio
LSESU General Secretary (or nominee)	Nona Buckley-Irvine	ex officio
Events Manager, Communications Division	Alan Revel	ex officio
Head of External Communications,	Fiona Metcalfe	ex officio

Communications Division		
Information Security Manager, IMT	Jethro Perkins	ex officio
Head of Residential Life [student residences]	Rachael Elliott	ex officio
Executive Assistant to School Secretary (Secretary)	Marta Gajewska	ex officio

The Group oversees at senior working level the implementation of the Prevent duty at LSE. It will also meet ad hoc to consider specific cases of individuals who may be considered to be at risk of radicalisation, should any arise, and make recommendations to the School's top management. The Group's terms of reference state that no referral of any individual in the Prevent context outside LSE may be made without the recommendation of the Group and the express approval of the LSE Director or the Provost.

At a more senior level, the School Secretary is named as owner of certain key risks in the LSE Prevent risk assessment, q.v.

The School's Audit Committee, a standing committee of Council, meets three times a year and exercises oversight of the executive in respect of Prevent. On 10 November 2015 the committee requested the attendance of the School Secretary and the Director of Government Relations to give a presentation on work in hand to implement the Prevent duty at LSE. The committee will continue to exercise such oversight.

As the School's governing body, the LSE Council requires periodic reports on all matters of major significance in the running of the School. On 26 April 2016 a report will be made to Council on the implementation of the Prevent duty. Reports will be made thereafter as requested by Council.

ii. Engaging with and consulting students on the institution's plans for implementing the Prevent duty (HE Guidance paragraph 16).

On 30 January 2015 the LSE Students' Union (LSESU) resolved "That LSESU and the student officers will not engage with the Prevent strategy and cut any links it indirectly has with the programme via the university". The LSESU General Secretary continues to be invited to attend meetings of the LSE Prevent Group, as a means of keeping the LSESU informed of developments. However, in the circumstances it is not possible to use the good offices of the Union as a means to engage with and consult students.

Through the School newsletter Student News in February 2016, all students have been alerted to the web page on the internal LSE website giving or linking to full information about Prevent and LSE's implementation of the duty. At the same time, students were invited to attend the first of a number of Prevent briefing and training sessions on 25 February 2016.

The 17 March 2016 meeting of the LSE Prevent Group agreed that, in addition to inviting students to attend any of the next round of training sessions, there should be further internal publicity and signposting to the intranet Prevent page in due course.

iii. Training appropriate staff about Prevent (HE Guidance paragraphs 14, 15 and 22 to 24).

On 2 February 2015 the LSE Director, the Provost, the School Secretary and the Director of Government Relations attended a briefing session run by the joint coordinators of the London HE Prevent Network.

The Director of Government Relations attended a full-day training session on extremist ideology on 30 March 2015.

Since then, we have reviewed the external training material available so far but have not found anything suitable for use with the LSE community. We await with interest the Leadership Foundation training material due to be released at the end of April 2016, in the hope that this will prove suitable for use at LSE. In the interim, we have worked up a model in which the LSE Prevent lead or his deputy for Prevent work run sessions in conjunction with the School's legal advisers, Pinsent Masons, who advise a number of HEIs and have staff who have worked on Prevent extensively.

On 9 December 2015 a trial group of 10 staff attended a training session run with the help of Pinsent Masons on the above lines. This was successful and the School subsequently contracted with Pinsent Masons to collaborate in six further two-hour sessions on 25 and 26 February and 3 March 2016. Students were given priority for the first session; staff of Information Management and Technology were given priority for another and the remaining four were offered to all staff. Capacity over the six sessions was 72. These sessions will be repeated as appropriate. At the time of writing, we are arranging a further series of one-hour sessions in order to pull in as many busy staff and students from our target groups as possible.

Currently we intend to ensure that all the following are trained, by the end of calendar 2016 at the latest and if at all possible by the end of September 2016, before our Michaelmas Term begins:

- All staff of LSE Room Bookings and the Events Team
- All members of the LSE Free Speech Group
- Key staff in and associated with student residences
- Key staff in and associated with student services, pastoral care and welfare
- Key staff in Communications Division
- All members of the LSE Security team
- All members of the Academic Managers' Forum plus all other staff in academic units who have responsibility for events
- Staff in LSE Advancement and LSE Enterprise who have responsibility for events
- All service leaders
- All members of the Director's Management Team
- (once the above have been substantially addressed) All Heads of Department, Research Centre Directors and heads of equivalent academic units

iv. Sharing information internally and externally about vulnerable individuals, where appropriate (HE Guidance paragraph 23).

As mentioned above, the system established at LSE in 2015 is that the LSE Prevent Group will first meet to consider specific case of individual who may be considered to be at risk of radicalisation. If the Group considers that a risk exists, it will recommend to senior

management that a referral should be made into the Channel process. Referral of any individual requires the express approval of the LSE Director or the Provost.

v. Sharing information about external speakers with other institutions, where legal and appropriate (if not covered in the external speakers and events policies referred to in paragraph 33a) (HE Guidance paragraph 14).

If necessary, this will in principle take place in one or more of the most appropriate networks with which LSE is involved:

- the London HE Prevent Network
- the Russell Group
- the Association of Heads of University Administration

However, if LSE has cause to believe that (for example) an event featuring a speaker of concern is being considered for any other specific institution, LSE will of course make direct contact with that institution's authorities and offer to share information.

vi. Ensuring sufficient pastoral and chaplaincy support for all students (including arrangements for managing prayer and faith facilities) (HE Guidance paragraphs 25 and 26).

This has been discussed in all meetings to date of the LSE Prevent Group. The Chaplain and Interfaith Advisor, the Head of Student Services and other Group members pay close attention to the provision of such support. The Chaplain and Interfaith Advisor and the Director of Government Relations have reviewed the Faith Centre Room Bookings and Islamic Prayer Rooms policies in November 2015 – January 2016 to ensure that they are sufficiently robust.

The LSE Student Wellbeing Service produces annually a substantial handbook for staff entitled *Cause for concern: guidance to working with students in difficulty*. The 2015/16 version is appended to this note. Having been produced before the Prevent statutory guidance was available, it naturally does not make reference to Prevent. However, it is by far the most suitable location for the relevant Prevent guidance and we are working now to incorporate that into the 2016/17 edition. We aim for the Prevent-related elements (though possibly not the full document) to be agreed by 30 June 2016.

vii. The use of the institution's computer facilities (hardware, software, networks, social media), to include consideration of filtering arrangements and of academic activities that might require online access to sensitive or extremism-related material (HE Guidance paragraphs 27 and 28).

The following policies and procedures have been reviewed and amended to ensure compliance with the Prevent duty:

Information Security Policy
Conditions of Use [of LSE IT equipment and facilities]
Monitoring and Logging Policy

At the time of writing, LSE's Communications Division is updating policies and guidance on the use of social media.

LSE's Information Security Advisory Board stands ready to consider amending the website filter settings on the LSE network. Currently, attempts to access relevant categories of website (including Intolerance and hate, Violence and Weapons) receive a warning but access is not actually barred. If practicable, we wish to make such sites "blocked by default", with a message outlining the process through which any network user with a legitimate research or other academic reason for access may apply for the block to be lifted. Details of any block lifted will need to be recorded and the process will require the consent of a suitable academic supervisor. However, to date we have yet to find a reliable and continually-updated source of information on sites that could reasonably be considered of concern under Prevent. We therefore await with interest the JISC written guidance on IT filtering and monitoring, and on the IT tools that are available. At the time of writing it is thought that this may become available by early April 2016.

viii. Engaging with students' unions and societies, which are not subject to the Prevent duty but are expected to cooperate with their institution (HE Guidance paragraph 29).

See above under engaging with and consulting students.



Student Wellbeing
Service



Cause for concern

Guidance to working with students in difficulty

2015/16

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Preamble

As an educational institution, LSE owes a duty of care to its students and needs to ensure that all students have equal access to the educational provision it offers and to associated services which support students' education. The procedures in this document outline how we can meet this duty of care when working with students who give cause for concern as a result of facing personal emotional/psychological difficulties. We all need to be observant of student welfare, aware of the support services available, and able to recognise when a student's need for support goes beyond what we personally are able to provide within the limits of our role.

Aims

The aims of these procedures are to:

- encourage students to disclose difficulties as early as possible, so that appropriate support can be put in place
- enable staff to facilitate equal access to services by all students
- identify four levels of response to student concern:
 - Level 1:** Enabling self-help
 - Level 2:** Facilitating internal/external referral
 - Level 3:** Handling an emergency situation
 - Level 4:** Responding when a death/suspected suicide has occurred
- provide a simple protocol for case reporting, such that the School can become more aware of the level and range of pastoral support needs of its students (Level 2-4)
- ensure that staff and students involved in potentially stressful student welfare cases receive appropriate debriefing and support themselves
- ensure that any staff involved in on-going support for students who give cause for concern are fully aware of their respective roles
- provide cross reference to other School procedures where appropriate.



Who is involved in working with students who give cause for concern?

The simple answer here is "everyone working and/or studying at the School". LSE is a learning community, and as members of that community (whether staff or students) we have a responsibility to each other to protect our health and safety. That said, some staff and students have increased responsibilities for watching out for students who become a cause for concern. On campus, during the normal working day, academic advisers, departmental tutors, the various student support services and the Students' Union have particular responsibilities for student welfare/support. In Halls of Residence, the key pastoral care team are the wardens and sub-wardens and the Head of Residential Life. These staff should take responsibility for knowing about the range of support services and how to advise others. Other frontline staff (eg, departmental administrative staff or reception and security staff in Halls) as well as designated peer supporters in Halls, friends, flatmates and classmates are also frequently early contacts for students in distress, and should be able to seek advice from others with more formal responsibility. The key message here is "you are not on your own" – seek advice and support from others.

Out of hours on campus, or late at night in residences, any individual faced with an emergency may need to take direct action themselves, either by calling emergency services (999) or contacting LSE Security (666). In Halls (where most late night/weekend difficulties arise), the relevant sub-wardens and/or warden should be involved as quickly as possible.

In urgent situations wardens can contact the LSE Out of Hours Support Group (details on Supplement for wardens and sub-wardens) up until 11pm each night, which gives them access to telephone support from senior managers within LSE's pastoral support services.

When is a student a cause for concern?

You will have three main sources of information on which to base decisions about students who give cause for concern: your own observations; information a student chooses to disclose to you through their words and behaviours; and information disclosed to you by a third party (eg, a student's friends, classmates, class teachers, flatmates, etc).

Some typical indications of a student who may be a cause for concern include significant changes in:

- standards or patterns of academic work and performance.
- appearance, such as unusual weight loss or gain, deterioration in personal hygiene, generalised restlessness or fatigue, excessive tearfulness.
- smell, which may be due to an increased use of alcohol, non-prescribed drugs or overall neglect of personal hygiene.
- the way a student sounds or speaks (such as flat tone, very quiet, loud, fast or agitated).
- mood which differs from what is usual for them (such as high, low, miserable, sad or tired).

There may be other indicators as well, for example:

- you notice, or others report to you, evidence of self-cutting and other forms of deliberate self-harm.
- the student behaves in a very unusual, bizarre, hostile or aggressive manner that it is disturbing to you and/or others.
- the student reports to you or someone else that they have a problem.
- the student reports deliberate self-harm, suicidal thoughts, or plans to "end it all".

- the student goes missing without notice (eg, from class, his/her residence, or previously regular activities).
- other people express serious concern: friends, class or room-mates or relatives.

Appendix 4 gives brief descriptions of different types of problems that students may be facing. This is for information only. When deciding how to handle a particular case, you are not expected to undertake any kind of "formal" diagnosis. Essentially, you will need to come to your own judgment about the severity of the situation. This could be affected by, for example, how well you already know the student concerned and their circumstances, or how often you've experienced the situation before.

The two obvious circumstances when it is vital that you take emergency action are when you are aware of evidence of suicide/self-harm intention and when you consider that you or others may be at risk of harm from the student concerned.

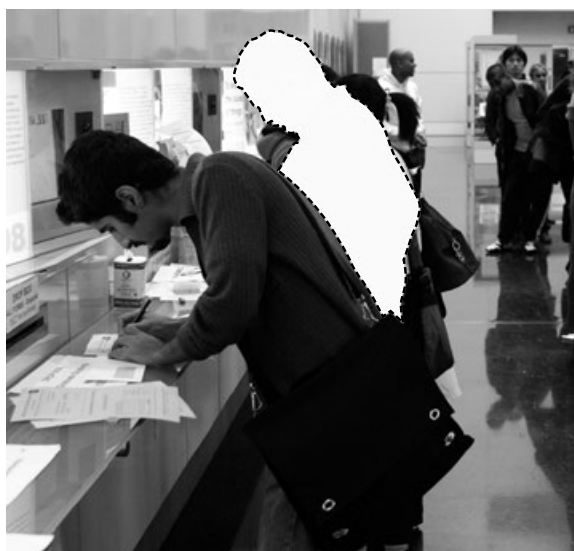
Taking action

When you become concerned about a student, it is important that you address this concern. In the context of the School's duty of care to its students we have collective and specific responsibilities when they are on campus, in Halls of Residence or on School-related external visits. This duty of care is extended where a student has a disability as recognised under the Equality Act 2010. The remainder of this document describes the steps to take, depending on your analysis of the seriousness of the situation. Appendix 1 provides a quick summary of the alternatives.

In many cases, simply being prepared to listen may be all that is required. You are not expected to take on the role of "counsellor" or "doctor". Be aware of your own limitations, and ensure that you refer students on to appropriate professional services where necessary. It is also unwise to make promises to a student (eg, in terms of adjustments to their programme of study or examination and assessment arrangements). Here refer them on to the Student Services Centre Advice and Reception Team (ssc.advice@lse.ac.uk, see Appendix 2 for full details) who are fully aware of School regulations, and how similar cases may have been handled previously. This should ensure equity of treatment.

In making a decision about the seriousness of a student's condition, you should also take into account School policy and procedure related to drugs and alcohol: lse.ac.uk/intranet/staff/schoolRegulations/studentDrugsAndAlcoholPolicy.aspx and lse.ac.uk/resources/schoolRegulations/studentDrugsAndAlcoholProcedure.htm (included for ease of access in Appendix 6), School disciplinary procedures, and, in the case of students in Halls of Residence, the relevant Hall rules and disciplinary procedures. Note that separate procedures are in place for handling:

- medical emergencies/cases of communicable disease: contact the School's Head of Health and Safety, Melanie Boucher, ext 3677, for details.
- reporting crimes (though in many cases, the impact of a criminal act may impact on students such that other forms of support are needed): lse.ac.uk/intranet/LSEServices/security/Home.aspx
- large scale emergency situations (eg, terrorist attack, serious disease outbreak): for further information, please contact the School's Head of Health and Safety, Melanie Boucher, on ext 3677.
- cases of harassment and bullying: lse.ac.uk/resources/schoolRegulations/procedureForConsideringAllegationsOfHarassmentInvolvingStudents.htm
- under the new legal Prevent duty that has applied since September 2015, cases in which it is suspected that a student may be vulnerable to being drawn into terrorism or support for terrorism, a process described by the government as radicalisation. For further information contact the Director of Government Relations, Robin Hoggard.



You should also be aware of the School's procedures for responding to major emergencies. The Major Incident Initial Response Plan (MIIRP) is available from Business Continuity or online at lse.ac.uk/intranet/news/businessContinuity/MIIRP.pdf

Appendix 5 provides a brief question and answer note on how to handle cases where you suspect a student may be capable of/contemplating violence towards others.

Student confidentiality

In many cases, students who disclose a problem to you may ask you to keep the matter confidential, or implicitly expect confidentiality on the basis of trust. Where this occurs, you may need to explain to the student that there are some things you will need to disclose to others, and ideally seek their consent to do so. Most members of staff (and students) do not have a professional duty to keep information confidential, and it is also accepted that within service teams (eg, counselling or medical teams) there is a degree of disclosure that is appropriate between colleagues. What is important is that a student's private business should be treated with discretion, that any information is relayed on a "need to know" basis, and that any written/electronic records are kept appropriately, with due regard to the Data Protection Act. As such, if at any time you do complete an Incident Report Form (Appendix 3) you are strongly advised not to keep your own copy, but to lodge the report with the Head of Student Wellbeing, who will take responsibility for its appropriate keeping.

If in any doubt, talk to someone else about your concerns, rather than keeping them to yourself. This can easily be done on a "no names" basis. Seek advice from staff with professional training and/or from more experienced colleagues.

Whilst communication with appropriate colleagues within the School is important, the Data Protection Act prohibits staff from the disclosure of any information about registered students to third parties (including parents and sponsors). There are a few specific exceptions – primarily statutory authorities (see "Disclosure to third parties" in Data Protection). Queries about a student's progress, living arrangements, state of mind and so on (and indeed even straightforward queries about whether they are registered at LSE) should therefore be handled carefully and should not be answered without the student's consent in writing or via email from their LSE email account.

Level 1: Enabling self-help



- Inform the student of the academic¹ and pastoral support services available within the School (contact details are given in Appendix 2).
- Encourage the student to seek help early from the School's support services.
- If you have any doubts/concerns about the student, seek advice/talk to a more experienced colleague or someone in one of the various support services.

Where concerns are being passed on to you by a third party, try to get some view as to the seriousness of the situation and either encourage the informant to pass on information about services available, or seek their permission to contact the student directly.

Please note: It is more important to encourage the student to seek advice from one of the services than to be overly concerned about which service to direct them to. There is reasonable coordination between the different services. The student themselves may wish to choose whether they prefer, for example, to talk to someone in one of the School services, the SU services, a GP or the Faith Centre, or feel that talking with you will be sufficient.

Keeping a record

You may wish to keep a note of the advice you give to a student who is a cause for concern, even at Level 1. Keep it factual (name, date, time, action proposed). Whilst it is not necessary to share this record with others, you may be asked to refer to it in the future, should the student's situation deteriorate further. In Halls of Residence, a very brief factual note of your concern may be logged locally, to alert the pastoral team (warden and sub-wardens). At times, you may prefer to brief other colleague(s) orally, avoiding any problems over written records.

If a student exhibits/reports a mild level of distress or reports a friend in this situation, you are advised to do one or more of the following:

- Attempt to establish rapport with the student in order to understand better the nature of the problem. Simply listening and giving the student some time may be all that s/he needs.
- If you have an urgent appointment/cannot make the time needed, explain this gently, and either offer a specific appointment when you can spend longer with the individual or put them in touch with another colleague who can offer some initial support.

¹The various support services note that many student cases referred to them are finding particular difficulties with managing their studies. In such cases, pointing to study advisers or English language support services may be more helpful than instantly encouraging students to seek medical/counselling support. See page 13 for contact details.

Level 2: Facilitating internal/external referral

If a student reports a moderate level of distress or reports a friend in this situation, you are advised to do one or more of the following:

- Attempt to establish rapport with the student in order to understand better the nature of the problem. Sometimes a student may appear to be very distressed, yet still simply having time to listen could be all that is needed.
- Inform the student of the pastoral support services available within the School (contact details are given in Appendix 2).
- Facilitate, as appropriate, an appointment with one of the following:
 - Disability and Wellbeing Service or Student Counselling Service where both counsellors and mental health advisers are located
 - a GP at St Philips Medical Centre

It is best if the student is prepared to contact the service/ make an appointment themselves. However, in some cases, you may be more reassured if you are with them or assist them in phoning for an appointment, or accompany them to the appropriate service.

- Inform the Disability and Wellbeing Service or the Student Counselling Service, even if the student concerned refuses to contact one of these services directly themselves.
- Inform a more senior colleague (eg, your line manager, departmental tutor, head of department or warden) as soon as practical (email/voicemail message).
- If you suspect vulnerability to radicalisation (see Appendix 9 on the Prevent duty), contact the Director of Government Relations, Robin Hoggard.

Please note: The student ultimately has the right to decline an offer of support, but it is important that you encourage them to seek assistance, and offer them a range of different forms of assistance. One student may be happier seeing a counsellor, another their GP, a third the Chaplain and Interfaith Adviser, and yet another may prefer to go to an independent service outside the university.

If your meeting with the student happens “out of hours” or away from the main School campus (eg, night time in a Hall of Residence) it may be appropriate to involve other support staff (eg, warden or Service Manager), or seek telephone advice. In addition, in urgent situations wardens can contact the LSE Out of Hours Support Group (details on Supplement for wardens and sub-wardens) up until 11pm each night, which gives them access to telephone support from senior managers within LSE’s pastoral support services.

If the student asks about or requests an external referral you are advised to refer the student to any of the School services noted above who should be able to assist the student appropriately.

In many cases, a student may need only a single visit to a counsellor, GP or other professional, in order to get back on track and be able to cope effectively with their day-to-day living. Those with serious on-going difficulties are best treated by their GP, often with additional support from a counsellor or mental health adviser. A minority are referred for specialist treatment to an NHS Community Mental Health Team (CMHT), which comprises community psychiatric nurses, social workers, psychiatrists, psychologists, occupational therapists and support workers. Some opt to use other external providers (eg, private/specialist psychotherapy provision, local voluntary or non-government agencies). Those vulnerable to radicalisation are able, if they wish, to seek help from a programme called Channel (see Appendix 9).

Keeping a record

Document your contact with the student, preferably using the Incident Report Form at Appendix 3 (available online under “Worried about someone” at lse.ac.uk/counselling) or via Hallpad for staff in residences. This information should be passed to the Disability and Wellbeing Service, the Student Counselling Service or the Head of Residential Life, and, as noted earlier, will be used to ensure that the student receives effective support. It will not form part of the student’s official School record. In urgent cases you should phone or email the Disability and Wellbeing Service or Student Counselling Service, rather than delay passing on information by spending too long completing an Incident Report Form.

LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 4

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Level 3: Handling an emergency situation where external referral is necessary

If you have evidence to indicate that a student poses an imminent risk of harm to themselves (eg, they have just self-harmed or are actively talking of self-harm/suicide) or they appear to pose a risk of imminent harm to others, this is an emergency situation that requires immediate action and the involvement of others. If they show evidence of previous or intended (rather than actual) self-harm or harm to others, this is also urgent but may be able to wait (eg, until the start of a “working day” for School/NHS health services, rather than contacting emergency services out of hours). In such cases, you should still seek urgent advice from others.

Depending on the situation, contact one or more of the following:

- Emergency services (Ambulance/Police) dial: 999 and explain the situation. Note: in such cases, you do not need the student’s consent.
- The Disability and Wellbeing Service, the Student Counselling Service, GPs at St Philips Medical Centre or other local GPs: all of these can assist in making arrangements for external referrals for students to NHS services and other external counselling, psychotherapy or mental health services in London with or, in extreme circumstances, without the student’s consent.
- LSE Security: ext 666 or 020 7955 6200.
- If possible, urgently contact a more senior member of staff (eg, your line manager/senior colleague/warden as appropriate).
- Do not leave the student alone. Stay with him/her until the ambulance or other emergency services arrive. It is not necessary for you to accompany the student in the ambulance to hospital.
- If the student is taken to hospital, contact the Head of Student Wellbeing in the Disability and Wellbeing Service/ Student Counselling Service as soon as possible. The Head of Student Wellbeing will liaise with the services taking responsibility for the student and will contact you/others as appropriate.
- You should make an early appointment with the Disability and Wellbeing Service or Student Counselling Service for a debriefing session. Staff are also able to make use of the separate Staff Counselling Service.

Please note: The Mental Health Act (1983), Section 2, allows for the compulsory detention (and sometimes treatment) of any person suspected of a mental illness, using risk to health and safety of the individual/others to justify

such detention. A student may also volunteer to go into hospital as an informal patient.

Students may be detained in hospital under the Mental Health Act on a special or secure ward or ordinary acute psychiatric ward depending on their circumstances. If a student is admitted to hospital, the Mental Health Adviser (MHA) will liaise with hospital staff in supporting the student and will advise other staff in the LSE as appropriate.

Where a student is detained under Section 2 of the Mental Health Act, they can be detained for a period of up to 28 days. Where a student has agreed to go into hospital voluntarily, they could be discharged in a matter of hours/ days without any notification being given to those who admitted the student in the first place, and either with or without on-going support from the NHS.

It is ultimately the student’s decision as to whether they are fit to continue with their studies, except where there is medical evidence to the contrary or the student is a risk to others, in which case the School may choose to invoke disciplinary procedures.

Prevent: In the unlikely event that you suspect that a student poses an imminent risk of causing harm through an act of terrorism, you should treat it just like any other form of imminent harm and act accordingly (probably by calling the police). The Prevent duty does not apply in these circumstances. Prevent, as the name implies, is designed to help people avoid getting drawn into terrorism or other terrorism-related crime. Prevent only applies at a stage before a crime is committed or is imminent.

Keeping a record

All Level 3 incidents should be reported to the Head of Student Wellbeing or the Head of Residential Life as soon as possible, using the Incident Report Form in Appendix 3. In urgent cases you should phone or email them, or the Disability and Wellbeing Service/Student Counselling Service, rather than delay passing on information by spending too long completing a form. The crucial information to note is the date and time of the incident, what occurred, what actions you took, who you handed the student on to, and any details of likely next steps offered by the service taking responsibility for the student. You should also inform your line manager or head of department or warden as appropriate.

Appendix 5 offers particular guidance concerning reporting of information where you are worried that a student may be capable of/considering violence against others.

What happens after a Level 2-3 event has taken place?

Many students who experience serious mental/emotional difficulties will take little or no time out of their studies, and may be effectively supported by a combination of friends, tutors and the School's various support services. Where long term medical conditions and/or disability are involved (including persistent mental health problems) it may be necessary to put "reasonable adjustments" in place, which are recorded in an ISSA (Individual Student Support Agreement). ISSAs are prepared by the Disability and Wellbeing Service in conjunction with the student and in coordination with other departments.

A small number of students will require more extensive and external support, and some of these may be hospitalised, or need to take some time out. In the vast majority of cases, students who are referred out to NHS mental health services will come back to School and resume their studies within a matter of hours, days, or possibly weeks. They may continue to receive professional care, and a mental health and wellbeing adviser will liaise with other staff in the School as appropriate. If you continue to be in regular contact with a student who has been referred for support, you may wish to contact the Head of Student Wellbeing for further guidance.

Case meeting

In some cases, particularly where a student is facing serious on-going difficulties and/or seeking support from a number of different individuals/offices across the School, some or all of those involved may be asked to attend a case meeting. Case meetings may be requested by any of the following:

- Head of Student Wellbeing, Head of Residential Life or Academic Registrar
- Any other welfare support service eg, St Philips Medical Centre, Student Services Centre
- Wardens, departmental tutors, heads of departments, doctoral programme directors.

The Director of Government Relations, as Chair of the LSE Prevent Group, for cases of suspected vulnerability to radicalisation.

Except for meetings of the Prevent Group, these meetings will be chaired by the Head of Student Wellbeing and the staff most actively involved/relevant to the handling of the case will be invited. Information will be shared on a "need to know" basis, and the student concerned informed of the meeting wherever appropriate.



The purpose of these meetings is to ensure that equitable and appropriate support is provided for the student, and that the health and safety of other students is considered.

Medication

Medication is a common form of treatment for mental health difficulties. It does not necessarily offer a cure, but it can take away or reduce distressing symptoms. Medication may induce side effects that may impinge on a student's ability to perform academically. Two people with the same diagnosis and medication prescription may respond differently. While one person may experience a reduction in symptoms and experience little to no side effects, another person may have no change in symptoms and severe side effects. Usually side effects reduce considerably over a period of four to six weeks. Most people fall in between these extremes, and often have to weigh up the balance of advantages and disadvantages of taking medication.

LEVEL 1

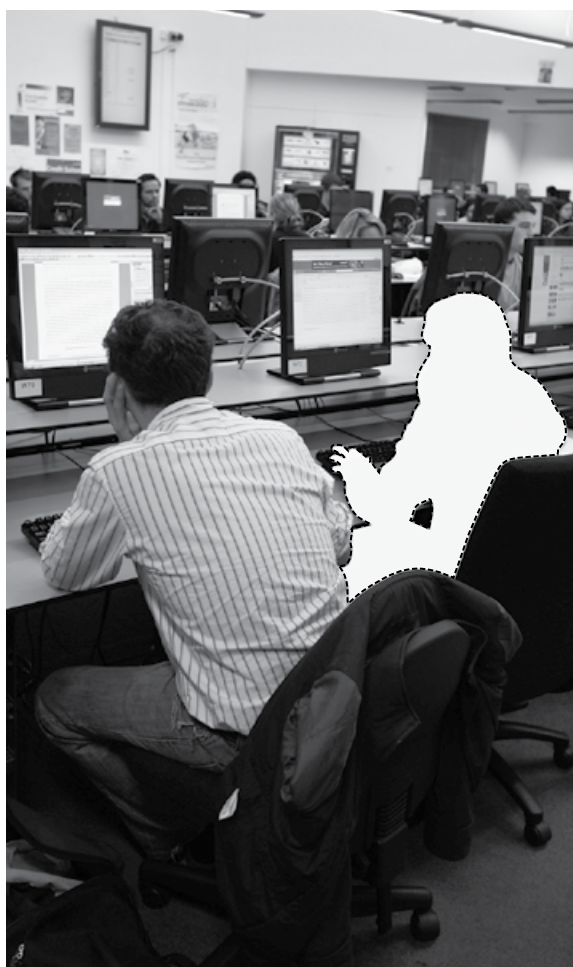
LEVEL 2

LEVEL 3

LEVEL 4

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If a student indicates to you that their medication is having a negative effect on their ability to study, encourage them to seek advice from the Disability and Wellbeing Service, the Student Counselling Service, GPs at St Philips Medical Centre, or their local GP. Treat such disclosures as Level 2 or Level 3 incidents as you feel appropriate. You may also wish to seek advice on the impact of the particular drugs yourself via a Counsellor or Mental health Adviser.

You should also inform the student if they are taking psychiatric medication that they may qualify for "reasonable adjustments", including Individual Examination Arrangements or an Individual Student Support Agreement (ISSA) through the Disability and Wellbeing Service.

Disruptive students: taking time out

Occasionally, you may find yourself confronted with a student who is violent/disruptive of others (possibly as a result of medication or mental health difficulties). Whilst such students may well be covered by the Equality Act 2010, the School has a duty of care to all its students, and it may be appropriate to consider whether disciplinary procedures (lse.ac.uk/resources/schoolRegulations/disciplinaryRegulationsForStudents.htm) should be used to exclude the student from the School for a period of time. This is a very serious step to take and needs careful consideration. If you find yourself in a situation where you think this may be appropriate, contact **ssc.advice@lse.ac.uk** and they will take the matter forward.

An interruption of studies may also be necessary if the student's difficulties are such that they are unable to study even with additional support. Students who interrupt their studies due to mental health difficulties will be allowed to resume once they are medically fit which usually requires relevant medical documentation. Interruption of studies may have implications for a students' visa, and advice should be sought from the Student Services Centre. Where the School decides to exclude a student on disciplinary grounds, this requires the involvement of a Pro-Director or other senior members of the School, and the student can subsequently appeal against the decision to the Director.

Level 4: Responding to a death/suspected suicide

In the very rare situation that you are present at/called to the situation of the death of a student, your first action should be to contact emergency services by calling 999 immediately, and seek assistance from others (eg, call line manager/senior colleague/warden).

You need to be aware that the death may be the result of deliberate self-harm/suicide. A high level of sensitivity and discretion is required in dealing with such cases. If the incident occurs on campus and/or during working hours, contact any one of the following and they will ensure that the appropriate steps are taken to inform next of kin and handle necessary communications with others:

- Head of Student Services Centre
- Head of Security
- Head of Student Wellbeing
- Head of Residential Life.

If the incident occurs out of hours on campus, contact Security (666). They have access to key private contact numbers for use in emergencies. Out of hours in residences, contact the warden responsible for your Hall, or the appropriate “cover” warden if s/he is not available.

All wardens are able to contact the LSE Out of Hours Support Group (details on Supplement for wardens and sub-wardens) up until 11pm each night, which gives them access to telephone support from senior managers within LSE’s pastoral support services.

You are advised not to speak to members of the press or other media. Such communications are handled by the LSE Press Office. Normally, the police will contact next of kin, and there will be official contact with parents, others in the School (including the student’s department and fellow students) and beyond as appropriate, organised via the Student Services Centre Advice Team.

Please note: These situations can be traumatising and stressful. The School offers counselling support to staff and students, and you are encouraged to contact the Disability and Wellbeing Service or Student Counselling Service in the first instance for debriefing, and to discuss any on-going support needs for yourself and others involved in the incident. Staff are also able to make use of the separate Staff Counselling Service.

Keeping a record

Accurate reporting and recording of the incident and subsequent chain of events is very important. If at all possible keep some notes as events progress. As soon after the incident as possible, complete one of the Incident Report Forms in Appendix 3.

The School’s procedure to follow when a death is reported is included in Appendix 8.

Raising awareness and training

The School provides information about its support services in various ways throughout the year: student prospectuses, during orientation, through assorted departmental and residences handbooks, and on the School’s website. It is important that all staff familiarise themselves with what is available. This is particularly important for those with direct pastoral responsibilities, which include academic advisers, departmental tutors, supervisors, wardens and sub-wardens. Briefings/ inductions for staff are provided on a regular basis by the Student Wellbeing Service, Teaching and Learning Centre and via Organisational and Lifelong Learning in HR. Briefings on the Prevent duty are offered periodically. If you are in any doubt about the available services, please contact student.wellbeing@lse.ac.uk for guidance.

In summary, early identification and recognition of a student’s difficulties and referral to professional services can help de-escalate potential problems and give students a good chance of making the most of their studies at LSE.

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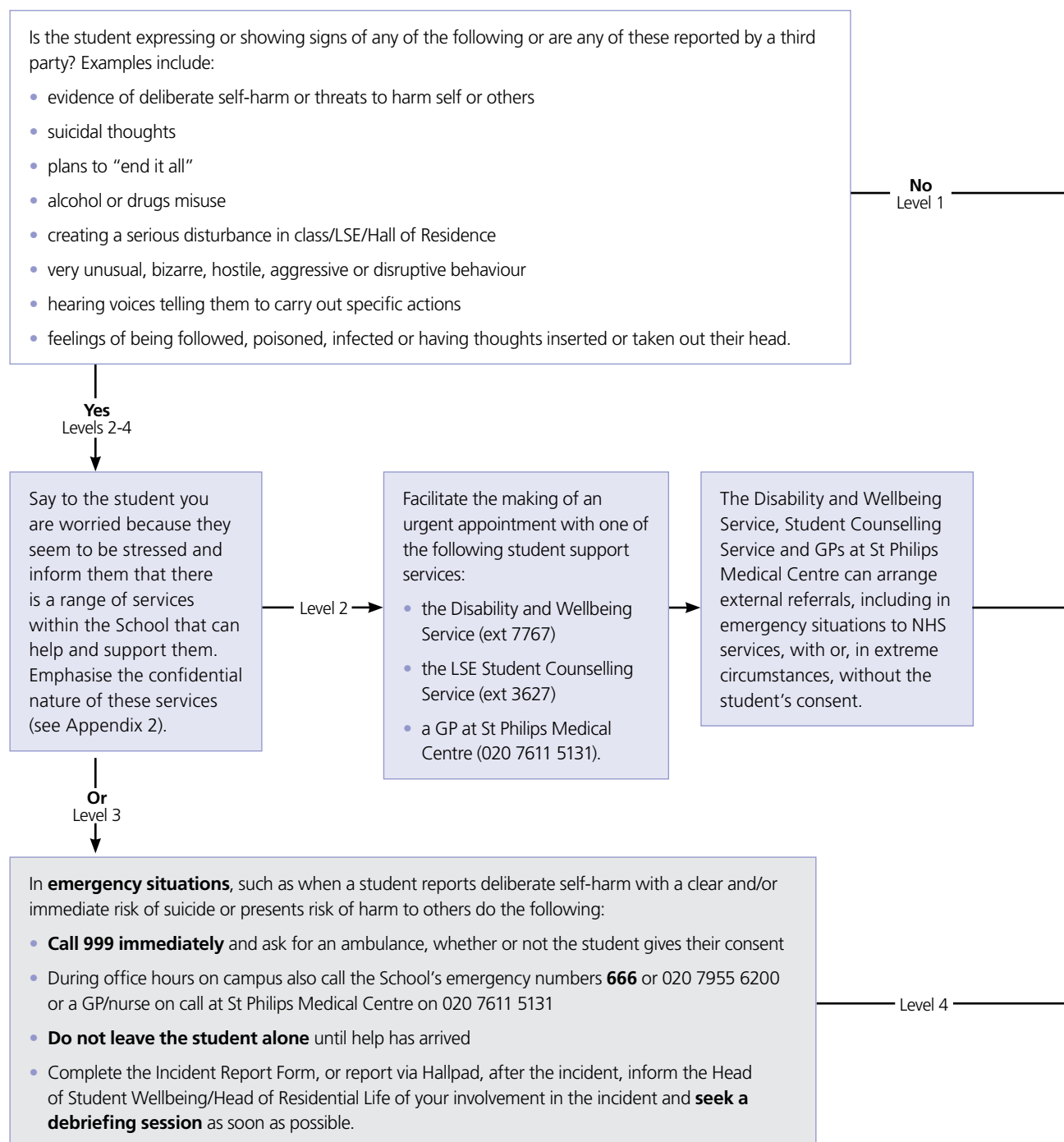
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Appendix 1: Flow chart for deciding how to handle cases where students give cause for concern



Ask whether the student has friends or family to talk to about their problem and encourage them to do so.

Also provide appropriate advice and information about the School's support services (see Appendix 2), so as to enable the student to make an informed decision about seeking help/support.

Inform the Disability and Wellbeing Service or Student Counselling Service, warden and either your line manager, departmental tutor or head of department if the student concerned refuses to make contact with any of the support services despite their causing concern.

If the student agrees to attend one of the support services, ask them to come back and confirm that they have done so. If the student does not do this and you remain concerned, inform the appropriate support service.

Complete the Incident Report Form (see Appendix 3), or report via Hallpad, noting what was reported to you, the advice/information given to the student, the support service to which you referred the student and any other relevant information. Pass the form to the Head of Student Wellbeing or the Head of Residential Life. In urgent cases phone or email without delay.

- If you receive news of a death by deliberate self-harm or suicide, **first ascertain the authenticity** of the information
- Exercise a high degree of **sensitivity and discretion** in dealing with this information
- Inform the SSC Deputy Advice Manager (ext 7849), Head of Student Services Centre (ext 7457), Head of Security (ext 6055), Head of Student Wellbeing (ext 3627) or Head of Residential Life (ext 1153).
- Leave any communications with media, students and others to officials in the School
- Complete the Incident Report Form (see Appendix 3) or Hallpad Incident form after making phone/email contact with the Head of Student Wellbeing or Head of Residential Life and **seek a debriefing session** as soon as possible.

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Appendix 2: Internal support available to students, and external out of hours emergency numbers

Staff with professional expertise related to mental health/emotional problems

Head of Student Wellbeing is Adam Sandelson, who oversees the Student Counselling Service (SCS) and Disability and Wellbeing Service (DWS). The two Deputy Heads are Paul Glynn (Counselling Service Manager) and Sarah Slater (Disability and Wellbeing Service Manager). They can be contacted on 020 7852 3627 or 020 7955 7767 or at **a.sandelson@lse.ac.uk**, **p.glynn@lse.ac.uk** or **s.slater1@lse.ac.uk**. The Student Wellbeing Service (SWS) brings together two key student facing services in DWS and SCS, and aims to provide a single integrated approach to help and assist students. SWS also leads a wider initiative to improve student wellbeing across the School. For general enquiries contact **student.wellbeing@lse.ac.uk**

Mental Health Advisers are based within both the SCS and DWS and can be contacted in term time on 020 7852 3627 or 020 7955 7767 or at **disability-dyslexia@lse.ac.uk** or **student.counselling@lse.ac.uk**

St Philips Medical Centre: GPs and primary nurse on call: Students who are registered can book appointments for 9am – 5pm daily, and, for emergency cases, phone or come to the Medical Centre where they will be able to speak to an on-call doctor or nurse. Tel: 020 7611 5131. Out of hours cover is available to patients registered at the Medical Centre, and those who live in or require urgent advice while within the LSE campus or its environs, by calling 020 7611 5131. Those who are not registered should contact their nearest GP practice or call NHS 111 on 111 from any phone.

Student Counselling Service offers appointments to students throughout the year, apart from School closure days and public holidays. Appointments can be made via **student.counselling@lse.ac.uk**, at reception (KSW 5.07 on the 5th floor of 20 Kingsway) or by calling 020 7852 3627. Students may wish to use one of the daily drop-in sessions at 3pm which are available on a “first come, first-served” basis – for further information contact reception.

Out of hours and emergency support

Emergency services: dial 999 for Police, Ambulance, Fire

LSE Security: dial 666 on campus or 020 7955 6200 off campus

Samaritans: 24-hour service for anyone experiencing feelings of distress or despair including those that could lead to suicide – phone, email, text, letter and face to face support available in most branches. Tel: 08457 909090. Local branch: 46 Marshall Street W1F 9BF (Soho), tel: 020 7734 2800.

Advisory staff who can offer guidance to distressed students

Advice Team in the Student Services Centre: Nicola Morgan, Deputy Advice Manager, can be contacted at **n.m.morgan@lse.ac.uk/ ssc.advice@lse.ac.uk** or 020 7955 7849.

Deans' Office: The Dean of Graduate Studies is Dr Sunil Kumar. He can be contacted on 020 7955 7574 or by email **pg.dean@lse.ac.uk**. The Associate Dean, General Course is Mark Hoffman. He can be contacted on 020 7107 5197 or email **gc.dean@lse.ac.uk**. The Dean of Undergraduate Studies post is currently vacant; further enquiries can be directed to Nicola Morgan (details as above).

Head of Residential Life is Rachael Elliott. Rachael is responsible for all student related matters in Halls and manages the warden and sub-warden teams in Residential Services. Tel: 020 7106 1153, email **r.elliott@lse.ac.uk**

Disability and Wellbeing Service (DWS) can be contacted on 020 7955 7767 or at **disability-dyslexia@lse.ac.uk**. An appointment can be made to set up an ISSA (Individual Student Services Agreement), which meets the requirements for “reasonable adjustments” under the Equality Act 2010. Office: OLD.G.23, ground floor, Old Building.

Faith Centre: Reverend Dr James Walters, the full-time Chaplain and Interfaith Adviser, can be contacted on 020 7955 7965 or by email **j.walters2@lse.ac.uk**. The Faith Centre is located on the 2nd floor of the Saw Swee Hock Student Centre.

Student Services Centre (SSC): The SSC deals with all administrative services relating to registration, course selection, proof of attendance, programme transfers, interruptions and withdrawals, examinations, award confirmations and transcripts, appeals, visa extensions, scholarships and financial support. For more information/ advice, contact Hannah Bannister, Head of SSC, who can be reached on 020 7955 7457 or at **h.r.bannister@lse.ac.uk**. The SSC is located on the ground floor of the Old Building.



Residential Services Office: LSE's Residential Services Office can provide advice to students needing to change their accommodation, and help with finding private rented accommodation as well as information about School Halls of Residence. The office is located in SAW.3.02, on the 3rd floor of the Saw Swee Hock Student Centre. Call them on ext 7531 or email accommodation@lse.ac.uk

Advisers to students: The School has Advisers for male and female students and they are available to discuss issues of concern, offer appropriate advice and support. The Adviser to Male Students is Dr Jonathan Hopkin and he can be contacted by telephone on 020 7955 6535 or by email at j.r.hopkin@lse.ac.uk. The Adviser to Women Students is currently vacant; contact ssc.advice@lse.ac.uk for further information.

Students' Union Advice and Support Service:

SU advisers can help with a range of issues including housing problems, post-study work visas and visa corrections, welfare benefits, grants, fee status, disability rights. Open 10.30am – 4pm. Tel: 020 7955 7158. Office: SAW.3.01, 3rd floor, Saw Swee Hock Student Centre. Email: su.advice@lse.ac.uk

Support for students facing difficulties with their academic studies

Learning development: LSE's Teaching and Learning Centre runs a year-long series of lectures and workshops to support students' academic learning, with specialist provision for undergraduate and taught master's students. Subjects include essay writing, effective reading strategies, exam preparation, stress management, etc. Details at lse.ac.uk/tlc/development, where links to booking pages can also be found. Learning World, one of the Teaching and Learning Centre's Moodle sites, includes slides and video recordings from these sessions, other materials relating to study advice and links to many sources of information and advice across the School. In addition, a limited number of one-to-one appointments can be booked with a Teaching and Learning Centre study adviser to discuss strategies for quantitative or qualitative subjects, or with the Royal Literary Fund Fellow to improve writing style. To book a session, students can call into the Teaching and Learning Centre reception (Room G.10 on the ground floor of 20 Kingsway), email studentsupport@lse.ac.uk or call 020 7955 6624.

English for Academic Purposes: The Language Centre provides a wide array of sessions on various aspects of academic English skills, including essay writing, exams and dissertations as well as subject specialist language support. See lse.ac.uk/Depts/language/english.htm for full details.

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Appendix 3: Incident Report Form for recording of incidents

There are two different ways of reporting an incident involving a student who is a cause for concern. Staff in Residences report incidents through Hallpad; all other staff use the Incident Report Form A.

The form is available for download (PDF and Word versions) under “Worried about someone” at lse.ac.uk/counselling, or can be requested from the Student Wellbeing Service.

Once completed please send Form A to the Head of Student Wellbeing; when using Hallpad Incident Reports, ensure you select the Head of Residential and Head of Student Wellbeing under “staff to be notified”. In an urgent situation, please check by email or phone to make sure this has been received.

The information gathered can form a basis for further risk assessment for the student concerned, will help services decide how to prioritise support for the student, and may alert support services to a potential crisis situation.

In urgent cases you should phone or email the Disability and Wellbeing Service or Student Counselling Service (see Appendix 2 for contact details), rather than delay passing on information by spending too long completing an Incident Report Form.

Note: Level 1 incidents do not need to be formally reported, but you may wish to use the form to keep a brief, factual personal record which you can refer to later. Fill out as much of the information requested as possible. Ensure that you record only facts.





Incident Report Form A (for staff outside of Residences only; Staff in residences report via Hallpad)

Note: This form is available to download at lse.ac.uk/counselling (under "Worried about someone")

Student name:	Student ID number:
Student email:	Student's programme of study:
Student's current living address: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	
Date, time and place of the incident: <div style="border-bottom: 1px solid black; height: 30px;"></div>	
Date and time referred to Student Wellbeing Service/Residential Services/SSC: Referred to: Rachael Elliot/Adam Sandelson/Paul Glynn/Sarah Slater/Stef Hackney/Hannah Bannister:	
Name of person making this report:	Date of this report:
Who else has been informed about or is aware of the incident (including students if known)?: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	
Brief details of the incident (what happened, who was involved, how you heard about the incident, other relevant information): <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	
Have you sought consent from the person concerned to disclose this information to other concerned parties in the School? Yes <input type="checkbox"/> No <input type="checkbox"/> Further details: <div style="border-bottom: 1px solid black; width: 600px;"></div>	
Has the incident been reported to School security? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has the incident been reported to external emergency services? No <input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> Other: <div style="border-bottom: 1px solid black; width: 150px;"></div>	
For use by MHA only	
Signed: <div style="border-bottom: 1px solid black; width: 400px;"></div>	Debriefing date(s): <div style="border-bottom: 1px solid black; width: 50px;"></div> / <div style="border-bottom: 1px solid black; width: 50px;"></div> / <div style="border-bottom: 1px solid black; width: 50px;"></div>
Date/time report received: <div style="border-bottom: 1px solid black; width: 180px;"></div>	Other staff alerted: <div style="border-bottom: 1px solid black; width: 320px;"></div>
Seriousness of incident: <div style="border-bottom: 1px solid black; width: 650px;"></div>	
Circle category: A B C D E	
Category A: Untoward incident involving a student (this is any incident that raises a cause for concern)	
Category B: Act of harm to self and/or others	
Category C: Deliberate self-harm with intentions of suicide but no immediate risk noted	
Category D: Deliberate self-harm with clear or immediate risk of suicide	
Category E: Death by deliberate self-harm including suicide	

Once completed, please return this form to the Head of Student Wellbeing.

In urgent cases phone or email the Head of Student Wellbeing or Disability and Wellbeing Service/ Student Counselling Service without delay – see Appendix 2 for contact details.



Appendix 4: Categories of difficulties

Psychological and emotional difficulties

These are common among students, and include mild anxiety and depression, an inability to concentrate or produce academic work, acute exam stress, panic attacks, drug and alcohol problems, psycho-somatic symptoms, suicidal ideation, eating disorders, and effects of separation and temporary migration.

These difficulties may be evident directly, or through some of the following behaviours: absenteeism, lateness, self-neglect, poor overall academic performance, behavioural changes, insomnia, recurrent nightmares, agitation, irritability, lack of motivation, feelings of isolation, social withdrawal, obsessive attitudes towards work, perfectionism or unrealistic pre-occupations with failure.

Psychiatric illness

This includes students with an established diagnosis who may be under the care of a psychiatrist. In some students mental health difficulties or psychiatric illness begins at university. Psychiatric illnesses include psychoses (which includes schizophrenia²), bipolar-affective disorder, severe personality disorder, severe depression and severe anxiety disorders like obsessive compulsive disorder, social phobia and body image disorder. There are considerable variances in the symptoms of mental illness across individuals and different cultures. A complicating factor is that people may not be aware that they are ill, or be aware of the effect of their illness on other people.

Signs to look out for: inappropriate or bizarre behaviours, poor self-care, restlessness, confusion, a distorted sense of time, place or person, suspiciousness, hostility, a sense of being out of touch with what is real, social withdrawal, hearing voices and possibly a lack of insight.

Personality problems

These are often the most difficult to define or categorise, but involve bizarre, threatening, obsessional or anti-social behaviours, which disturb or disrupt other students and staff.

Signs may include: ignoring usual rules or procedures, being unduly suspicious, lacking personal or social boundaries, having difficulties with social relationships, having unusual anger outbursts, poor concentration and academic performance, poor memory or unusual hostility.

A mental health difficulty as well as medication can affect a student's behaviour. It is best not to generalise about a student on the basis of either their diagnosis or treatment.

Further advice can be sought via the Disability and Wellbeing Service or Student Counselling Service.



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²Schizophrenia is a very broad psychiatric diagnosis and its proper meaning does not include having a "split personality".

Appendix 5: Guidance on handling situations where an individual is exhibiting aggressive behaviour, or is considered likely to be aggressive

This guidance tells you what you can do with personal information relating to students whom you suspect could be capable of violence.

I have reason to suspect that student x may commit a violent act. Will there be any legal comeback against me if I tell the School my suspicions about x?

While it depends on how you report your suspicion, you do have a duty to report suspicious behaviour under Health and Safety rules which means that sometimes you will have to pass on confidential information (see below). To avoid any legal risks to yourself or the School, you should be as factual as possible.

The Incident Report Form (Appendix 3) and Hallpad can be used in the event of a student being verbally or physically abusive towards a member of staff. This is a good guide to how to note down an incident, in which you should avoid opinion and stick to the facts. However, the form should be used only in the event of an actual incident, not to register suspicions.

Not all incidents that lead to you suspecting a student will be as clear as verbal abuse or a physical attack. This does not mean you can't report incidents that worry you. You still need to stick to the facts, but these can include how the incident made you feel. A statement like "I felt uncomfortable when student x did action y" is still factual because you are saying what you felt, whereas "student x gave me the creeps" or "student x looked dodgy" are too subjective and wouldn't stand up as evidence. Reports should be sent either to the Head of Student Wellbeing (Incident Report Form A), or to the Head of Residential Life (Incident Report Form B). Where necessary contact may be made with the Head of Security.

Will there be any legal comeback if I don't report my suspicions?

The School has a duty to ensure the health and safety of its staff and students. This extends to individual staff, who have a duty to forward information about potential risks, which includes any student who does something to worry you. Sometimes a picture about a student will be built up by reports of a number of separate incidents, so it is worth reporting any incident which worries you – as long as you keep the report factual.

Under the Prevent duty, the School has a legal obligation to share information with certain external parties if we have good reasons to suspect that a student is vulnerable to radicalisation. See Appendix 9.

If I tell the School my suspicions about student x, what will the School do with the information I give? Will it make the information more widely available to the School community?

Information about a student will be circulated amongst the staff who need to see it. This may be any or all of the following: Head of Security, Head of Residential Life, Head of Student Services, Head of Student Wellbeing, Student Counselling Service, Disability and Wellbeing Service, St Philips Medical Centre and LSE Prevent Group. Reports submitted to the Head of Student Wellbeing will be kept on file (but not as part of the student's official School record). They will identify which staff need to know what information. Different levels of information could be circulated to different staff: for example, more detailed and confidential information could be circulated amongst the Disability and Wellbeing Service and the Student Counselling Service, while more basic information may be shared with the Student Service Centre's Advice and Reception Team or the academic departments, if the student is a real and present threat to safety. It could also be given to the police, should they be called in to investigate the student at any point or should the School decide that it must report the student to our local Channel panel (see Appendix 9) for an initial assessment of their vulnerability to radicalisation. It is unlikely to be circulated further than this, though it could end up being presented in a court room.

If the School shares the information more widely, does student x have the right under the Data Protection Act (DPA) to demand to see the School's complete record of what has been shared? Can steps be taken to conceal my identity as the discloser?

A student retains the right to make a subject access request under the DPA and see all information about them. However, we would inform you if such a request was received and you would be given the chance to object to the information being released. You can object entirely, or, if it is possible, we could anonymise the information to hide your identity before release. While we do have to consider the rights of the individual, your right to confidentiality is also important and would be fully considered.

There are exemptions relating to health, including mental health, when releasing personal information to the subject of that information. Depending on the case, we may decide not to release, though this could be overturned by the Information Commissioner's Office or the courts.

Should a case end up in court regarding the student, you might have to give evidence. A factual report will be easier to rely on.

Appendix 6: Student drugs and alcohol policy and procedure

Student drugs and alcohol policy

1 Student drugs and alcohol policy statement

- 1.1 The School will not condone the possession or supply of illegal drugs and is opposed to the excessive consumption of alcohol.
- 1.2 The School will seek to provide information in order to encourage those with an alcohol or drugs problem to seek support and help, and in order to encourage responsible use of alcohol.
- 1.3 The School will seek to provide guidance for members of staff on how to deal with incidents within the School involving drug use and the excessive consumption of alcohol.

2 The legal context concerning illegal drugs

- 2.1 The legal framework
 - 2.1.1 The use and supply of illegal drugs is a criminal offence in the United Kingdom. The Misuse of Drugs Act 1971 is intended to prevent the non-medicinal use of medicinal drugs as well as drugs with no current medicinal uses.

Drugs are categorised from Class A to Class C (with the last carrying the lowest penalties). Illegal drugs, for the purpose of the School's Student Drugs and Alcohol Policy and Procedure, are defined in keeping with the categories detailed within the Misuse of Drugs Act 1971.
- 2.2 The school's legal responsibility
 - 2.2.1 Under the Misuse of Drugs Act, 1971, it is an offence for the occupier of premises or persons concerned in the management of premises to allow the supply, use, or production of drugs to take place on those premises. In addition the School has a legal responsibility to provide a safe and healthy environment for students, staff and visitors.

3 Disciplinary action

- 3.1 The School will take appropriate disciplinary action in the case of the use, possession or supply of illegal drugs, and also in the case of unacceptable behaviour arising from excessive consumption of alcohol. This may range from a verbal reprimand to expulsion from the School and/or Hall of Residence.

4 Welfare and support for students

- 4.1 Details of support services where students can get confidential advice if they have an alcohol – or drug- related problem, or are seeking information, are displayed in key areas around the School, and published on the LSE web pages.

This policy was agreed by Council on 25 June 2002

Student drugs and alcohol procedure

1 Purpose of procedure

The purpose of this procedure is to provide general guidelines for School students and staff regarding action to be taken when dealing with a drug or alcohol related incident.

2 Dealing with drug and alcohol related incidents

It is recognised that there is a broad range of possible drug and alcohol related incidents, which vary according to, among other things, the nature of the evidence of use/ misuse and according to the nature of the substance used/ abused. The School's aim is to deal with all such incidents in a way that balances its legal, health and safety, welfare, educational and confidentiality responsibilities.

3 Different types of drug and alcohol related incidents

- 3.1 There are four broad types of drug and alcohol related incidents, as follows:
 - 3.1.1 **Emergency intoxication/influence:**
where intoxication/influence involves a perceived threat to the health, well being and/or safety of the individual(s) involved and others.
 - 3.1.2 **Non-emergency intoxication/influence:**
where no immediate danger is apparent.

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3.1.3 Discovery: where an individual finds a student in possession of, or using what is thought to be, an illegal drug or drug-related paraphernalia (eg, syringe).

3.1.4 Disclosure, suspicion or rumour: where an allegation is made by a third party that a student is misusing drugs and/or alcohol, where this allegation may be substantiated by evidence.

3.2 The School recognises the legal distinction between alcohol and other drugs, and so would not normally take disciplinary or other actions for excessive use of alcohol unless there was evidence that this was causing harm to the individual, to their studies, or resulting in unacceptable behaviour towards other people or School buildings and facilities. The School expects those in positions of authority to promote a responsible attitude among students regarding the consumption of alcohol.

4 Key stages for dealing with a drug or alcohol related incident

Each case will be handled differently, and may involve different personnel, but all will involve three key stages:

4.1 Stage 1: Assessment of incident and immediate action

A "front-line" person will make an initial assessment of the situation, and take any necessary immediate action, followed by referring the incident to the person responsible for that School building (eg, the Head of Security for main School Buildings; the warden for Halls of Residence). This action may involve, as appropriate, confiscation of drugs/suspicious substances, contacting the police and ambulance services, and collecting of witness statements.

4.2 Stage 2: Referral

The responsible person will liaise with key individuals inside and outside the School (the Pro-Director and, as necessary, the Head of Residential Life, the LSE Health Service, SU Community and Welfare Officer, and the local police station). The appropriate welfare referrals will be enacted and disciplinary procedures commenced where deemed necessary under the *Code of Conduct for Disciplinary Proceedings in Halls* or the *Disciplinary regulations for students*.

4.3 Stage 3: Recording

After the issue has been resolved, the general information about the case (stripped of any information that might identify the student involved), will be passed onto the House Manager for collation. The collated information will be used to determine the level of drug misuse in the School, and to inform directions in School Policy concerning student and staff information and training needs.

5 Sanctions

5.1 Each case will be considered on its own merits, and the sanctions applied via the *Code of Conduct for Disciplinary Proceedings in Halls of Residence* or the *Disciplinary regulations for students*, will vary. There are two broad sets of disciplinary sanctions that may apply, to a student who has committed an offence:

5.1.1 Legal

The School's buildings, including Halls of Residence and the Sports Grounds, are all governed by the legal framework regarding drugs.

5.1.2 School

Any discovery of drug usage could result in suspension or expulsion from the School (following the *Disciplinary regulations for students*), and/or expulsion from a Hall of Residence (following the *Code of Conduct for Disciplinary Proceedings in Halls of Residence*).

5.2 Sanctions against offenders may range from monetary fines for more minor offences, to suspension from the School and/or Hall of Residence, and legal action, for more major offences.

6 Appeals

6.1 Students have the right to appeal against any disciplinary sanction applied to them. The appeals procedure differs according to the regulations under which the sanctions are applied. For sanctions applied as a result of offences in Halls of Residence, the procedure is specified in the *Code of Conduct for Disciplinary Proceedings in Halls of Residence*, and for other offences the procedure is specified in the *Disciplinary regulations for students*.

This procedure was agreed by Council on 25 June 2002

Appendix 7: Guidance on forced marriage

Staff in the School may occasionally be consulted by individuals who are either victims of forced marriage, or who may fear that they are going to be forced into marriage at some time in the future. This sheet aims to give staff brief information, indicate key points of contact in the School, highlight the issue of student confidentiality and provide a list of external contacts and links, for staff who may encounter students concerned about forced marriage.

What is forced marriage?

Forced marriage is primarily, but not exclusively, an issue of violence against women. Forced marriage should be regarded as a form of domestic abuse and, under the age of 18, child abuse. Most cases involve young women and girls aged between ten and thirty, although victims of forced marriage can also be men.

A clear distinction must be made between a **forced marriage** and an **arranged marriage**. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the young people. In forced marriage, one or both partners do not consent to the marriage and some form of coercion, whether physical, emotional or a combination of both is used.

Staff may become aware that a student might be a victim of forced marriage from the victim, the spouse, a friend or an acquaintance. The family of the victim's spouse can also be abusive. The victim may therefore present to a member of staff with direct signs of physical or psychological abuse that has been perpetrated by others. The victim may also present with psychological or emotional problems, such as depression or self-harm. Isolation is one of the biggest problems facing women trapped in, or under threat of, a forced marriage. They may feel they have no one to speak to about their situation. These may result either from being in a forced marriage, or from fear of an impending forced marriage. Non-consensual sex within marriage is rape, and staff may also be consulted by individuals who disclose circumstances of forced intercourse, sexual assault or rape.

Whilst it is important to have an understanding of the motives that drive parents to force their children to marry, these motives should not be accepted as justification for denying them the right to choose a marriage partner and enter freely into marriage. Forced marriage should be recognised as a **human rights abuse**.

Victims of forced marriage are a particularly vulnerable group whose needs must be addressed with particular sensitivity and urgency. If needed, please reassure students that the School will seek to provide as much support as possible and help with issues of seeking immediate accommodation, short and long-term financial help, protection of the student's anonymity, personal security and counselling.

Who in the School can offer support?

First points of contact

- Head of Student Services, Hannah Bannister: **h.r.bannister@lse.ac.uk**, ext 7457.
- Deputy Advice Manager, Student Services Centre, Nicola Morgan: **n.m@morgan@lse.ac.uk**, ext 7849.
- Head of Student Wellbeing, Adam Sandelson: **a.sandelson@lse.ac.uk**, ext 3627.
- Dean of Graduate Studies, Dr Sunil Kumar: **pg.dean@lse.ac.uk**, ext 6195.
- Dean of the General Course, Mark Hoffman: **gc.dean@lse.ac.uk**, ext 5197.
- Adviser to Male Students, Dr Jonathan Hopkin: **j.r.hopkin@lse.ac.uk**, ext 7358.

Other useful contacts in the School

- Head of Security, Paul Thornbury: **p.c.thornbury@lse.ac.uk**, ext 6055. Head of Security can advise students on their safety and facilitate referral to appropriate police department.
- Student Counselling Service: **student.counselling@lse.ac.uk**, ext 3627
- Disability and Wellbeing Service: **disability-dyslexia@lse.ac.uk**, ext 7767.
- Equality and Diversity Manager, Carolyn Solomon-Pryce: **c.solomon-pryce@lse.ac.uk**, ext 6621
- Head of Residential Life, Rachael Elliott: **r.elliott@lse.ac.uk**, ext 1153.
- Wardens and/or sub-wardens in School Halls of Residence (where relevant).

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Student confidentiality

Victims, or potential victims, of forced marriages who disclose their circumstances are potentially exposing themselves to serious harm and even death. As such, it is absolutely essential that the highest possible respect for confidentiality is maintained. In many cases, students may ask you to keep the matter confidential, or implicitly expect confidentiality, on the basis of trust. Where this occurs, you may need to explain to the student that there are some things you will need to disclose to others, and ideally seek their consent to do so. What is important is that a student's private business should be treated with discretion, that any information passed is on a "need to know" basis, and that any written/electronic records are kept appropriately, with due regard to the Data Protection Act.

Where an individual consents to the disclosure, there is less likely to be a problem, although **the consequences of disclosure must be carefully thought through**. Disclosure without consent requires a careful weighing of factors, including the risk to the individual and third parties, the extent to which a disclosure can lessen the relevant risks, and the impact of disclosure on trust. It is vitally important that students are involved in all stages of the decision-making process and that they retain as much control as possible over disclosures of information.

If in any doubt, talk to someone else about your concerns, rather than keeping them to yourself. This can easily be done on a "no names" basis. Seek advice from staff with professional training and/or from more experienced colleagues (eg, Student Service Centre, Adviser to Women Students, Adviser to Male Students). Whilst communication with appropriate colleagues within the School is important, the Data Protection Act prohibits staff from the disclosure of any information about registered students to third parties (**including parents and sponsors**). There are a few specific exceptions – primarily statutory authorities (please refer to "Disclosure to third parties" in Data Protection).

For further guidance you may also wish to refer to the LSE Student Counselling Service Confidentiality Policy: lse.ac.uk/counselling/Documents/ConfidentialityPolicy.pdf

Useful external contacts and links

Emergency contacts

In case of an emergency, please use one of the following numbers:

Police: 999

Forced Marriage Unit: 020 7008 0151

Forced Marriage Unit
gov.uk/forcedmarriage/

Karma Nirvana
karmanirvana.org.uk

Southall Black Sisters

Southall Black Sisters is a not-for-profit organisation established to meet the needs of black (Asian and African-Caribbean) women. It provides information, advice, advocacy, practical help, counselling and support to women and children experiencing domestic and sexual abuse (including forced marriage and "honour" crimes).
southallblacksisters.org.uk

Forced Marriage

This website provides advice, information and essential contacts to help people out of a forced marriage.
www.forcedmarriage.net/

Ashiana

Ashiana is an Asian women's refuge, located in South Yorkshire, available to all UK residents.
www.ashianahelp.org.uk

National Domestic Abuse Helpline

Women and children: 0808 2000 247
Men's advice line: 0808 801 0327

Women's Aid

Women's Aid is the national domestic abuse charity that helps thousands of women and children every year.
womensaid.org.uk

Ask the Police

www.askthe.police.uk/Content/Default.mth

The Site

This website puts you in direct contact with expert advisers on forced marriage.
thesite.org/homelawandmoney/law/victims/forcedmarriages

Appendix 8: Procedure to follow when the death of a current or recent taught student is reported

Lead Person: SSC Deputy Advice Manager

Team Responsible: SSC Advice Team

1 Report of death

This can be relayed to the SSC by a variety of means, and the SSC Deputy Advice Manager will verify the source of any report.

The Deputy Advice Manager should ask whoever reported the death (diplomatically) for details of what happened. If it is sudden death that relates to self-harm and/or took place on the LSE campus or in Halls, they should also inform the Head of Student Wellbeing. The Advice Manager should check on the web for reports of the death and make a note of by whom and when it was reported. Extreme caution should be used if the report comes from a private (eg, hotmail/gmail) address.

If a student or staff member reports the death, they should be offered support and reminded of the support services available and a priority appointment made with a counsellor if required. Halls wardens can also be informed of the need for extra support if the student making the report is in Halls.

The Deputy Advice Manager should try and find out how many other students are already aware of the death to ascertain how urgent the need for support to friends is likely to be.

2 Informing relevant parties

There are a variety of people who need to be informed about a student's death.

(a) Department

The Deputy Advice Manager will contact the following staff in the student's department by telephone in the first instance, bearing in mind that the department may know the student well and be upset by the news:

Academic Adviser

Departmental Tutor (if UG/GC) or

Programme Director (if PG)

Departmental Manager

The department will be given full details of all the information that the Deputy Advice Manager has, except in cases of suspected suicide, at which point advice will be sought from the Head of Student Wellbeing.

The department will be asked to liaise with the Head of LSE's Student Counselling Service for advice about how and when to inform students within their department who may have known the deceased. The department is also asked to confirm to the Director's assistant and to the Deputy Advice Manager what action they have taken and to provide copies of any letters etc which they send to the family.

(b) Support Services

The Deputy Advice Manager will also inform:

- Head of Student Counselling Service
- LSE Chaplain and Interfaith Adviser
- Head and Deputy Head of Student Services Centre
- Academic Registrar
- Head of Student Wellbeing
- Head of St Philip's Medical Centre
- Manager of the Financial Support Office
- Manager of the UG, PG, SRO Offices
- LSE Advancement.

giving full details of the case and marking the email confidential, explaining that they may need to anticipate extra student usage of support services in the light of this news.

(c) Administration

The Deputy Advice Manager will contact the Deputy Registry Manager to ask that we close the student's record, ensuring that all school databases are updated accordingly, and asking them to stop all future mail outs and alumni contacts. If the student is due to graduate we may choose to leave the record open to allow for classification (see annex below about presentation ceremonies). An entry should also be added to the SPR notes field in SITS noting the date on which the record was closed and the reason. The Registry will also be asked to pass the student's green file to the Deputy Advice Manager once the record is closed.

(d) Director's office

The Deputy Advice Manager will pass the student's green file to the Director's assistant with all relevant correspondence. The Director will then decide whether to write to the student's family on behalf of LSE.

The file is then returned to the Registry with copies of all correspondence.

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Appendix 9: The Prevent duty

Prevent is one of the four strands of the government’s “CONTEST” counter-terrorism strategy; the other strands are Pursue, Protect and Prepare.

Prevent aims to prevent people being drawn into terrorism, by identifying the early, non-criminal signs of “radicalisation” in individuals and helping them to avoid moving into active support for or commission of terrorism.

CONTEST has been around for a number of years, and universities have been urged to cooperate with the Prevent programme from the start. However, only with the passage of the Counter-Terrorism and Security Act 2015 and the subsequent entry into force of statutory guidance on 18 September 2015 has cooperation with Prevent become a legal duty on universities.

As it applies to LSE, the Prevent duty is primarily about setting in place policies, systems and procedures. The purposes of these are:

- to identify, as far as can reasonably be expected, individuals in our community who may be at risk of radicalisation;
- to help any individuals so identified to avoid moving into terrorism-related criminality, if necessary by referring them to external sources of help;
- to ensure as far as reasonably possible that activities on campus or under LSE auspices, such as events with external speakers, do not encourage vulnerable individuals towards terrorism; and
- to report periodically to HEFCE on our policies, systems and procedures as well as on specific incidents or concerns that may arise.

There are many misconceptions about Prevent. What it is not may be as important as what it is:

- Prevent is not aimed at Muslims. It is aimed at terrorism of all sorts. Of 2015 referrals to the “Channel” deradicalisation programme in the West Midlands (the only region where figures are available), only 37% were identified as Muslim. In some regions, right-wing terrorism is more of a concern than Islamist terrorism.
- The Prevent duty does not take precedence over our existing legal duties, such as to protect freedom of speech within the law. It sits alongside.
- The Prevent duty does not change in any way the definition of legal free speech or behaviour.

- Prevent does not require intrusive monitoring of our students.
- Prevent is not aimed at curbing “extremism” as such – only violent extremism that can lead to terrorism.

The final point above is particularly important. The Home Secretary has long aspired to place curbs on “extremism” using a contentiously broad definition. But at the time of writing in April 2016, there is still no sign of her long-awaited Extremism Bill. Just as her aspirations for the Counter-Terrorism and Security Act were substantially modified by other voices within the Coalition government and the House of Lords, so even now it appears that it has not been possible so far for the government to agree on how extremism beyond the terrorism-related sort should be addressed.

The Prevent duty does not apply directly to students’ unions, although they are encouraged to cooperate with host institutions. The LSESU resolved in January 2015 “That LSESU and the student officers will not engage with the Prevent strategy and cut any links it indirectly has with the programme via the university”. However, we continue to keep the LSESU informed of all Prevent-related work of the School.

The School established a Prevent Group early in 2015. The Group is addressing the new legal duty. Almost all relevant policies and procedures, including those on events, free speech and student wellbeing (the latter including the document to which this text is an appendix), are either already robust in Prevent terms or have been made so with relatively minor changes.

In the context of student wellbeing, there are two essential points:

- The Prevent duty is designed to identify and help individuals to avoid becoming drawn into committing or supporting terrorist acts (in other words, being radicalised). It is therefore a form of safeguarding.
- Under the Prevent duty, the School has a legal obligation to report into what is called the Channel process any student who we have good reason to believe may be vulnerable to radicalisation. The Channel process includes local contacts from the police, local authorities, NHS and others. However, we have robust internal processes to ensure that this will only be done in cases of serious and well-founded concern, and the explicit approval of the LSE Director will be required in every case.

Full guidance on the Prevent duty and what it means for LSE can be found on the internal website at <http://www.lse.ac.uk/intranet/LSEServices/governanceLegalAndPolicy/Prevent-at-LSE/Prevent-at-LSE-homepage.aspx>

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Peer Support at LSE

Peer Support is a successful programme for supporting students which has been introduced and run at many universities in the UK and USA. The idea behind the programme is that a Peer Supporter, who is trained in listening and responding skills, can be approached by another student to talk about any worries, concerns or difficulties the student may be having. Peer Supporters are not counsellors but are available to offer fellow students a valuable level of support and, if necessary, further information about where additional support at the School can be accessed.

Peer Support has now trained five groups of students at LSE, the most recent being 16 first and second year undergraduates, as well as several Masters and PhD students, who all completed their training in June 2015 and will be LSE's 2015/16 Peer Supporters. These students followed a 30-hour training programme from the LSE Student Counselling Service in listening, questioning and responding skills designed to enable them to help their peers find their own solutions. In addition to the initial training, Peer Supporters receive more training during the year and attend fortnightly supervision meetings also run by LSE Student Counselling Service, which monitor the quality of their work and ensure that safe boundaries are maintained throughout the project.

We plan to have Peer Supporters attached to many halls of residences, including Bankside, Butler's Wharf, Grosvenor House, Northumberland House, Passfield Hall, Rosebery Avenue and Westminster Bridge, where they will organize promotional

events, regular "drop in" times, etc. Peer supporters are involved in numerous campus-based and LSE-wide events. They are available to all LSE students, regardless of their year of study, degree programme or accommodation arrangements.

Contact details

More information about the project, including profiles of the Peer Supporters and where they are based:

lse.ac.uk/peersupport

General email (for contacting Peer Supporters):

tlc.peer.support@lse.ac.uk

LSE Student Counselling Service email (for general information about the project): student.counselling@lse.ac.uk



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Email: student.wellbeing@lse.ac.uk

lse.ac.uk/studentwellbeing

This information can be made available in other formats, on request. Please contact:

LSE Student Wellbeing Service

Tel: +44 (0)20 7852 3627 or email: student.wellbeing@lse.ac.uk

This document was agreed by Student Affairs Committee (Paper 07/10) in January 2008.

This document also contains appendices previously agreed by other School committees.

For further details contact LSE Student Wellbeing Service.

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LSE seeks to ensure that people have equal access to studying and employment opportunities irrespective of their age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

Freedom of thought and expression is essential to the pursuit, advancement and dissemination of knowledge. LSE seeks to ensure that intellectual freedom and freedom of expression within the law is secured for all our members and those we invite to the School.



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