THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

A quick guide to safeguarding at LSE for staff

What is safeguarding?

Safeguarding means protecting people, especially children and adults-at-risk, from abuse, neglect, exploitation and radicalisation, and creating environments where people can participate safely and thrive.

LSE has specific safeguarding responsibilities relating to:

- **Children** – anyone aged under 18
- **Adults-at-risk** – anyone over 18 with care and support needs, who is experiencing (or at risk of) abuse or neglect, and a result of those needs is unable to protect themselves
- **Individuals at risk of radicalisation** – our proportionate and risk-based approach to supporting individuals at risk of radicalisation, as part of the **Prevent Duty**
- **Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH)** – in relation to international development work/research

These responsibilities apply to all students, staff, visitors, partners and anyone interacting with the School — in person or online. They also apply to all LSE-organised activities in the UK or internationally, including teaching, research, placements, events, outreach, alumni engagement and volunteering.

Is it an emergency?

If you believe someone is at immediate risk of harm or abuse, call the Emergency Services on 999.

If you call 999, also alert LSE Security or your Hall Reception straight away, so they can expect police attendance on site.

On campus contact LSE Security on **020 7955 6555** or **666** using internal phones.	In an LSE Hall of Residence contact the Reception or Halls Wellbeing Team on **0800 058 4100**.

What are my responsibilities as a member of staff?

The responsibilities of **everyone in the School community** in relation to safeguarding are to:

- Promote a culture of safeguarding and foster a safe, inclusive environment at LSE, free from discrimination, bullying or harassment
- Be aware of and follow the **LSE Safeguarding Policy**
- Complete safeguarding training when required
- Report safeguarding concerns or allegations to the LSE Designated Safeguarding Lead (LSE DSL) or your local DSL where relevant
- Share safeguarding information on a need-to-know basis – never promise full confidentiality
- Cooperate promptly with safeguarding investigations

Some staff also have specific responsibilities for safeguarding, as set out in the LSE Safeguarding Policy.

LSE's Designated Safeguarding Lead is the Head of Safeguarding and LSE's Strategic Safeguarding Lead is the Chief Operating Officer. You can contact them via **LSE.Safeguarding@lse.ac.uk**

What do I need to know as a member of staff?

1 Safeguarding is everyone's responsibility and all staff are expected to read and follow our **LSE Safeguarding Policy**.

2 Staff working with LSE UG students (a small number of whom are Under 18) should read and follow the **Safeguarding Procedure for LSE Students Aged Under 18**.

3 Guidance and support is available to help you implement the Safeguarding Policy in your role. **This is split into two key areas:**

a) Prevention and promotion

Ensuring we have effective arrangements in place to identify and manage safeguarding risks and to help facilitate events and activities happening safely.

For example,

- ensuring safeguarding is included in event, activity or project risk assessments where children or adults-at-risk are involved
- maintaining appropriate professional boundaries when working with children or adults-at-risk
- completing safeguarding training when required
- following LSE's Safeguarding Procedures and Guidance for specific settings and circumstances

You can contact the LSE Safeguarding Team for advice or support at any time – email us at **LSE.Safeguarding@lse.ac.uk**

b) Protection

Responding effectively and in a timely way when you have concerns about harm or abuse towards a child or adult-at-risk, or concerns that someone is at risk of radicalisation (Prevent Duty). Remember to follow the 3 R's – Recognise, Respond and Report.

Recognise

Be aware that safeguarding concerns can take many forms, including:

- Physical abuse
- Sexual abuse
- Emotional or psychological abuse
- Financial or material abuse
- Domestic abuse/familial abuse
- Neglect or self-neglect
- Modern slavery or exploitation
- Radicalisation
- Online abuse, exploitation, grooming or harassment

Learn more about the signs and indicators of these concerns in relation to **children** or **adults-at-risk**.

Respond

- Stay calm, listen carefully and reassure the person involved.
- Don't promise complete confidentiality – explain that you must pass the information on to appropriate people who can help and support.
- Keep a written record of the facts of the disclosure or incident in the person's own words, but don't investigate, judge or ask leading questions.

Report

- If you're worried about a child or adult-at-risk, or about someone's behaviour towards them.
- You do not need proof or certainty to report a safeguarding concern – if something does not feel right, report it or seek advice from the LSE DSL.
- Follow the flowchart on **page 4** to report concerns appropriately and promptly.
- Look after yourself too – contact your Line Manager, HR Partner or the LSE DSL for support.

Remember the 3 Rs!

Recognise Be aware of signs and indicators of abuse or harm, neglect, exploitation or radicalisation

Respond Stay calm, listen, reassure but do not promise full confidentiality

Report Concerns promptly by following the reporting flowchart or contacting the LSE DSL for advice

Further advice and support

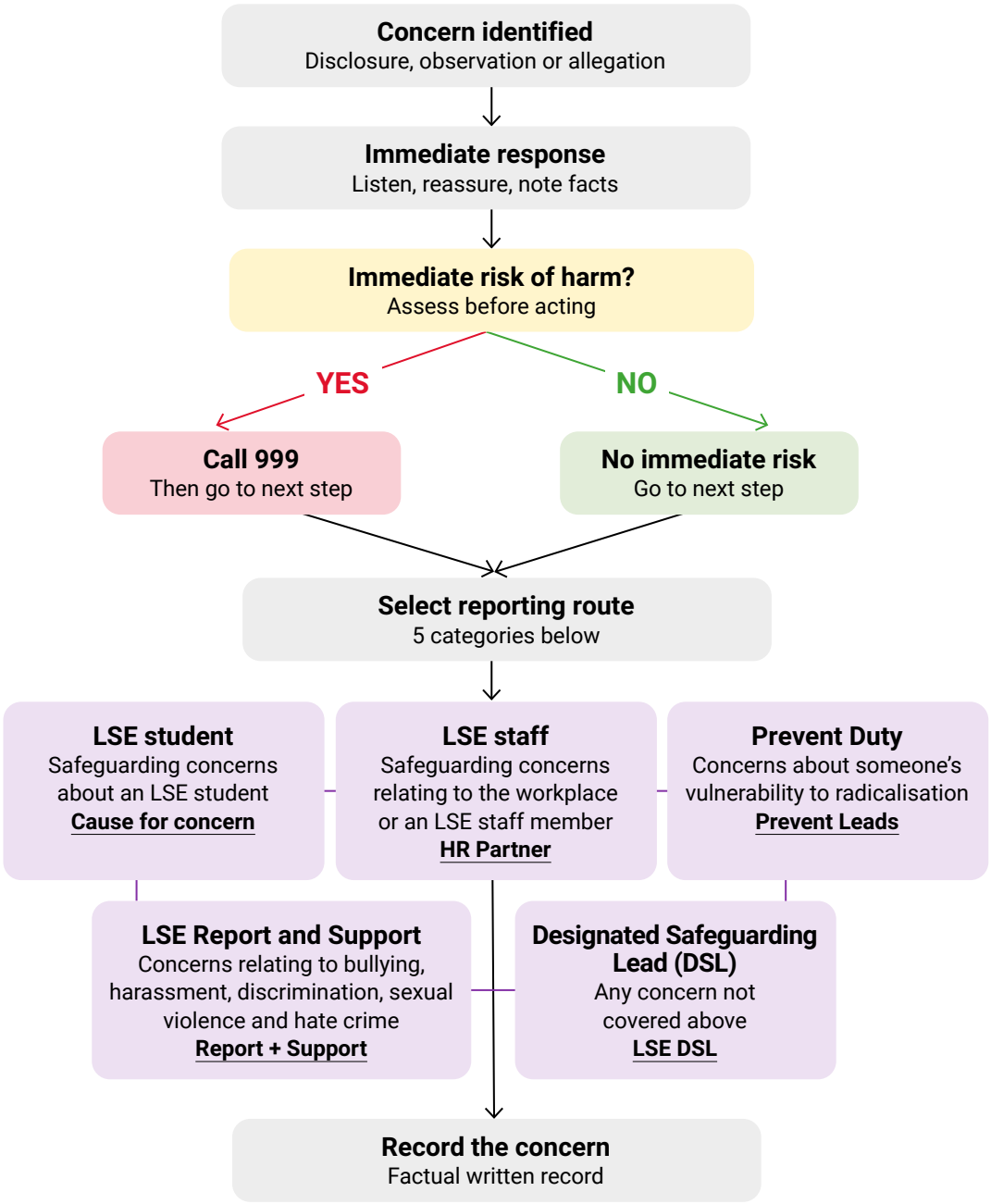
LSE.Safeguarding@lse.ac.uk / **07840 961662** (LSE DSL contact number)

LSE Safeguarding webpage

How to respond to a safeguarding concern, including a disclosure or allegation

Use the flowchart below to identify the right reporting route.

The link in each of the purple boxes will direct you to an online form or provide the contact details of who you need to contact. If you are unsure which route to use, contact the LSE Safeguarding Team – **LSE.Safeguarding@lse.ac.uk** or **07840 961662**.



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