THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Operational

LSE Student Marketing, Recruitment and Study Abroad (SMRSA) Team

Core SMRSA Team Safeguarding Guidance and Procedures September 2023

1. Introduction

The London School of Economics and Political Science (LSE) is committed to ensuring the safety of everyone involved in School activities. The School has a Safeguarding Policy that sets out its overall approach to safeguarding. Whilst that Safeguarding Policy sets out the School's general responsibilities in ensuring the protection of vulnerable groups, it also notes that it will be necessary for appropriate local provisions to be made for certain activities. The work of the LSE Student Marketing, Recruitment and Study Abroad (SMRSA) team is one such activity.

The LSE SMRSA team delivers activities for prospective students and offer holders around the world, across the UK, on the LSE campus, and virtually, including school visits, information sessions, Campus Tours, Open Days, Offer Holders' Days, Taster Courses and the Student Shadowing scheme.

In the context of this policy, a child is any person under the age 18. The safety and wellbeing of all children on our LSE SMRSA programmes is essential and all LSE staff and students working for us on LSE SMRSA activities are responsible for safeguarding. Some programmes run by the LSE SMRSA team involve work with young people in year 13 who may already be 18. Any safeguarding concerns relating to these individuals should still be reported to the LSE SMRSA Designated Safeguarding Officers using the same process, although the action taken by the DSOs will depend on the age of the participant.

Purpose of this guidance

The purpose of this guidance is to provide detailed information on local safeguarding procedures and processes to core staff (all coordinators/administrators/officers) in the LSE Student Marketing, Recruitment and Study Abroad (SMRSA) team, in order to safeguard the welfare of children and young people engaging in those activities.

Our safeguarding approach aims to achieve the following three objectives by being vigilant in the execution of our duties:

- a culture where children and young people are valued and their right to safety and respect is upheld.
- actively managing risk to recognise the potential of any harmful circumstances for children or young people participating in LSE SMRSA activity.

- working collaboratively with other LSE colleagues and external organisations to ensure that children and young people taking part in LSE SMRSA activity are safeguarded and protected.

Scope of this guidance
The procedures and guidance outlined in this document are specifically for activities delivered by the LSE SMRSA team, either individually or in partnership with academic departments. This guidance refers to all events and activities, delivered in person or virtually, involving young people which are organised and run by the LSE SMRSA team.

This guidance does not cover any other student recruitment or outreach work delivered by LSE or the LSESU. In line with the LSE Safeguarding Policy, all areas of the School with regular or occasional contact with vulnerable groups are obligated to ensure that appropriate arrangements are in place to operationalise this policy.

If a member of the SMRSA core staff team is invited to attend or involved in promoting an activity run by another department within the School or LSESU involving children under 18, they should ensure that they are aware of the safeguarding procedures that should be followed in the case of any concerns and who the Designated Safeguarding Officer is for that event or activity.

Everyone who works or volunteers for the SMRSA team has a duty to safeguard and promote participants' welfare, as well as a duty to recognise, respond to, and share allegations, concerns or disclosures made about potential abuse and harm in a timely fashion. This includes core staff in the LSE SMRSA team, other LSE staff who contribute to LSE SMRSA activities as well as temporary workers or volunteers working on LSE SMRSA team activities, such as student ambassadors. They will be supported to make decisions as to how to proceed in a way that is in the best interests and safety of any participant.

2. Roles and responsibilities relating to safeguarding

SMRSA team core staff members

- Read and familiarise themselves with the LSE Safeguarding Policy, LSE Core SMRSA Team Safeguarding Guidance and Procedures and LSE SMRSA Staff Code of Conduct, Activity Guidance and Safeguarding Reporting Procedure and follow the procedures set out in these documents at all times.
- Attend all appropriate safeguarding training.
- Ensure that staff and volunteers working on LSE SMRSA activities that they are directly responsible for have been briefed or trained as appropriate on the LSE Safeguarding Policy and have been sent and told to read and follow the LSE SMRSA Staff Code of Conduct, Activity Guidance and Reporting Procedure. A copy of the email that is sent to them with this information MUST be saved for future reference.
- Report any safeguarding concerns to one of LSE SMRSA DSOs immediately, making a full and accurate record of the incident/concern as soon as possible using the LSE SMRSA Safeguarding Reporting Form
- Ask questions if they are unclear about any aspect of the LSE SMRSA Safeguarding Policy or guidance documentation.
- Refer any questions received about the LSE SMRSA Safeguarding Policy or guidance documentation to one of the LSE SMRSA DSOs immediately.

LSE SMRSA Designated Safeguarding Officers (LSE SMRSA DSOs)
As above, plus the following:

- Review and update as necessary the LSE Core SMRSA Team Safeguarding Guidance and Procedures document, the LSE SMRSA Safeguarding Code of Conduct, Activity Guidance and Safeguarding Reporting Procedure and LSE SMRSA Safeguarding Concern Reporting Form at least once a year.
- Ensure that appropriate contact numbers are readily available to all staff as needed e.g. for LSE Designated Safeguarding Officers, LSE HR team etc.
- Arrange and ensure completion of necessary safeguarding training for all staff working on LSE SMRSA activities.
- Ensure that full and accurate records are kept of all LSE SMRSA safeguarding concerns, in line with record-keeping policies and procedures.
- Endeavour to ensure that LSE SMRSA DSO cover is always available and when not possible, ensure the team is aware of who to contact for safeguarding issues.
- Respond to queries and concerns raised by LSE staff in relation to safeguarding in a prompt manner and at least within 24 hours.
- Report any concerns regarding the LSE Safeguarding Policy to the LSE Lead Safeguarding Officer as soon as possible and make them aware of all safeguarding referrals made.

Staff or volunteers working on LSE SMRSA team activities

- Read and familiarise themselves with the LSE Safeguarding Policy and LSE SMRSA Safeguarding Code of Conduct, Activity Guidance and Safeguarding Reporting Procedure, which must be sent via email in advance of the activity to the individuals concerned and in the case of student staff on a formal scheme, must be agreed to as a condition of starting in role.
- Attend all appropriate safeguarding training in attend all appropriate safeguarding training including completing the NSPCC's online Introduction to Child Protection online training module and LSE's online Supporting student mental health and wellbeing training module, as part of their induction, if required.
- Follow the procedures in the LSE Safeguarding Policy and LSE SMRSA Safeguarding Code of Conduct,Activity Guidance and Safeguarding Reporting Procedure at all times.
- Report any safeguarding concerns to the LSE SMRSA staff member or one of the LSE SMRSA DSOs immediately.
- Ask questions if they are unclear about any aspect of the LSE SMRSA Safeguarding Policy or guidance .

3. Ensuring safe practice in the LSE SMRSA Team

a) Staffing

Staff recruitment in relation to safeguarding
All roles recruited to by the LSE SMRSA team, including temporary/casual staff, student ambassadors etc, should have a role description and person specification in place. Anyone with an LSE SMRSA DSO role should have this explicitly noted in the role description. LSE undertakes safeguarding checks via the Disclosure and Barring Service (DBS) for certain roles, including some working with the LSE SMRSA team, and complies with the DBS Code of Practice. The process followed is outlined in LSE's DBS policy and DBS process guidance note.

There are a range of checks available, as per the Safeguarding Vulnerable Groups Act 2006, and further details on which roles require which level of check can be found on the DBS website:

1) Basic
2) Standard
3) Enhanced
4) Enhanced with children's'/adults' barred list(s)

The specific level of DBS check required for each and every role should be agreed in advance of any recruitment process to the role with the Student Recruitment and Study Abroad Manager, in conjunction with HR. This should be determined by following the eligibility guidance on the DBS website and completing the eligibility checking tool. Once agreed, this should be clearly included in the role description when the role is advertised. A record of the eligibility tool outcome should be kept with other paperwork used during the recruitment process.

Recruiting managers of salaried employees working in the LSE SMRSA team will need to liaise with HR to ensure that the necessary DBS check is completed when the staff member is recruited, and then renewed every three years if they are still in post. Recruiting managers of other roles recruited to by the LSE SMRSA team, including temporary/casual staff and student ambassadors should liaise with the Student Recruitment and Study Abroad Manager to ensure that the necessary DBS checks are completed.

Disclosure reports for applicants who have recently resided overseas, (including current UK residents and British nationals) may not include information on convictions from outside the UK. For applicants who have resided outside the UK since the age of 18, the Student Recruitment and Study Abroad Manager will undertake a risk assessment. For permanent or fixed-term employees in the SMRSA team further information may need to be obtained and this will be decided in consultation with the School HR team.

Where any additional information is revealed because of a DBS, overseas criminal record check, or a reference, the Student Recruitment and Study Abroad Manager will liaise with HR to discuss next steps. Any information disclosed that is relevant to the nature of the role and/or is likely to lead to the withdrawal or amendment of a job offer should be discussed with the candidate before a final decision is taken. This will be in line with the LSE policy on the Recruitment of Ex-Offenders.

Staff induction in relation to safeguarding

Anyone responsible for the recruitment of staff or volunteers to work on LSE SMRSA activities should also ensure all new staff are sent the LSE SMRSA Safeguarding Code of Conduct, Activity Guidance and Reporting Procedure, which clarifies expectations of all staff working with the SMRSA team, in terms of their professional boundaries, conduct and behaviour. It assists staff to raise concerns without fear of recrimination and reduces the risk of misplaced or malicious allegations being made against them

For in person events, all staff and volunteers working on LSE SMRSA activities should be provided with an ID card or name badge which clearly identifies them and their role. For online events, wherever possible, staff should be identified clearly on their profile (e.g. name/role for username, use of an LSE branded background etc).

Staff training in relation to safeguarding

Staff or volunteers working on LSE SMRSA activities

All staff working on LSE SMRSA activities should read the LSE SMRSA Safeguarding Code of Conduct and Activity Guidance and receive an internal briefing on key safeguarding issues relevant to their role. Depending on the specific nature of their role, certain staff or volunteers may be required to complete additional training. The LSE SMRSA staff member recruiting to each role

should agree with the Student Recruitment and Study Abroad Manager what level of safeguarding training is required in advance of recruitment, and for some roles, this may include refresher training.

LSE core SMRSA team members
A full briefing on safeguarding policies and good practice is provided to all LSE SMRSA team staff as part of their induction, and all staff must familiarise themselves with the LSE Core SMRSA Team Safeguarding Guidance and Procedures. This provides guidance on acceptable and desirable conduct to protect both children and vulnerable adults who come onto LSE premises to study and to visit, and those working with them. LSE core SMRSA team members must also complete the NSPCC's online Introduction to Child Protection online training module as part of their induction and should receive refresher training on safeguarding at least every two years.

LSE SMRSA Designated Safeguarding Officers (LSE SMRSA DSOs)
In addition to the above, LSE SMRSA Designated Safeguarding Officers should attend specific DSO training at least once every two years.

b) General Activity Guidance

Risk assessments
All LSE SMRSA staff members must undertake a risk assessment for all activities they are directly responsible for. This must be in place, saved in an accessible location before any activity begins, whether in person or online. The risk assessment should include information on the risks associated with safeguarding and the control measures in place for events involving under 18s, as well all other risks associated with the event or activity.
The lead staff member in the LSE SMRSA team for each activity/event should ensure that all staff who are working on an event or activity are fully briefed on the risk assessment contents and understand their role/responsibilities as outlined in the document, including what to do in the event of an emergency. Additional risk assessments must also be completed for any activity which is part of an LSE SMRSA activity or event, but which is not directly organised by the LSE SMRSA team, such as activities delivered by third-party organisations. These risk assessments must be collected in advance and shared with the Student Recruitment and Study Abroad Manager for sign-off and a copy should always be easily available during the activity.

Participant behaviour and conduct
When events or activities are promoted or students are invited to participate, a clear statement must be made outlining the responsibilities of the School regarding overall participant supervision and safety.

The LSE SMRSA staff member should set expectations of the standards of behaviour required from participants in advance, which may include asking participants and/or their parents or carers to acknowledge they have read and agree to the standard LSE SMRSA Participant Code of Behaviour, with relevant additions made for each event/programme as necessary

During an activity/event, staff should also ask participants to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have. Students and parents or carers should also be reminded of the duty of care that LSE SMRSA team staff have for participants on our activities and be informed that we would act if we felt that a child was being harmed/at risk of harm.

LSE SMRSA staff members should address any incidences of participants breaching the code of behaviour in a timely manner. If this is a minor breach, the LSE SMRSA staff member should explain to the participant why it is not acceptable and remind them of the code of behaviour they have agreed to. If the problem continues, staff should seek support from their line manager and/or the

Student Recruitment and Study Abroad Manager. Any serious incidences of disruptive, dangerous or unacceptable behaviour (for example bullying or harassment, using racist, sexist or homophobic language, or not following safety instructions) should be escalated to the Student Recruitment and Study Abroad Manager to agree the appropriate course of action that should be taken.

Any breaches of the code of behaviour by a participant, and the action taken, should be recorded using the LSE SMRSA Safeguarding Reporting Form and reported to the LSE SMRSA staff member's line manager in the first instance.

Inclusion
If a participant discloses a pre-existing condition or disability when booking to attend an event, consideration should be given to whether an individual risk assessment and/or adjustment plan should be completed for them ahead of them joining any activities. When they are under 18, this would be done in conjunction with their parents/carers. This should be discussed with the Student Recruitment and Study Abroad Manager.

The LSE Equity, Diversity and Inclusion team or Disability and Wellbeing Service can also be contacted for support and resources to ensure an inclusive environment for all participants.

Support for LSE SMRSA team staff
For all events on campus, an additional member of the SMRSA team should be 'on call' as a back up for the duration of the event. They will be required to be on campus.

If a participant, parent/carer, teacher/adviser, staff member or member of the public makes a complaint about an LSE SMRSA activity, the Student Recruitment and Study Abroad Manager (or the Senior Student Recruitment Officer, in their absence) should be contacted immediately to provide support and assistance to the LSE SMRSA staff member. After discussion, they should agree on next steps and the appropriate course of action.

Dealing with an emergency or serious incident
For example: death or serious illness, serious criminal act, violence towards/by participant or staff member, missing person, unauthorised person on-site refusing to leave, adverse weather incident, significant travel disruption, venue incident leading to event cancellation (e.g. fire/flooding/power failure), mass illness (e.g. food poisoning/contagious disease).

- In the event of an emergency, support should be sought from on-site venue staff (e.g. security staff) in the first instance.
- If on campus, call Security Control Room on extension 666 or 0207 955 6200 and they will assess if the Major Incident Initial Response Plan needs to be enacted.
- The Student Recruitment and Study Abroad Manager (or the Senior Student Recruitment Officer, in their absence) should be contacted immediately to provide support and assistance.
- A written record of all significant incidents should be made by the SMRSA staff member using the LSE Accident and Dangerous Occurrence form and follow School policy.

Emergency contact details for participants and staff should always be available to the LSE SMRSA staff member, LSE SMRSA DSOs and any other key staff on a need-to-know basis. Care should be taken with these documents, however, as the information contained within them is confidential. The documents must be kept securely locked, password protected and/or access restricted to LSE SMRSA staff.

Wherever possible, if LSE SMRSA staff members need to make telephone contact with SMRSA participants this should be done through LSE equipment e.g. an LSE SMRSA mobile or office phone, or MS Teams. If participants need to use an SMRSA phone to contact parents/carers, ensure that

the call is made by a member of the SMRSA team in the first instance. The phone should then be passed to the participant and the outcome of the call noted by the LSE SMRSA staff member.

Dealing with injury or illness of a participant or staff member
In case of injury, the LSE Accident and Dangerous Occurrence Form must be completed. Under no circumstances should staff administer medication or provide any form of medication to participants, even if it can be bought 'over the counter'.

If a situation requires immediate action and is a medical emergency that is life threatening, qualified First Aiders should be called (via security, if on the LSE campus) to administer first aid and the venue / site security should be called to request an ambulance or provide further assistance. If there is no qualified First Aider available, contact 999 and follow the instructions of the emergency services. Should the participant need to be taken to a medical centre/hospital, two DBS-checked members of staff should accompany them wherever possible. Parents/carers (or next of kin, in the case of staff members) should be informed at the earliest opportunity and they should be asked to collect the person who is unwell/meet them at the medical centre/hospital as soon as possible.

If a participant or staff member becomes injured during an event, contact a First Aider and follow their advice/instructions. Ensure that the cause of the injury will not cause further risk to others and report immediately to venue/site security staff if it requires immediate attention. If there is no qualified First Aider available, a member of staff should call the emergency services and then inform security so they can support.. Parents/carers (or next of kin, in the case of staff member) should be informed at the earliest opportunity to discuss the most appropriate course of action and decide if the participant/staff member is able to continue with the activity or not.

If a participant or staff member is unwell with a pre-existing condition, discuss with them how this is usually treated and managed. Inform parents/carers if it is a participant who is unwell and discuss the most appropriate course of action and decide if the participant/staff member is able to continue with the activity or not. If this is not a pre-existing condition, seek advice from a First Aider. Inform parents/carers if it is a participant who is unwell and discuss the most appropriate course of action and decide if the participant/staff member can continue with the activity or not.

c) Activity Guidance – In-person activities

Consent from parents/carers for event attendance
When school/college students are attending LSE SMRSA in-person events as individuals and not being accompanied by either a member of staff from their school/college or by a parent/carer, SMRSA should make it clear what level of responsibility SMRSA have for under 18s if parent/carer consent is not necessary. Participants must also provide an emergency name and contact details.

Registration protocol (Student Shadowing only)
At the start of Student Shadowing, a register should be taken of all participants. If anyone who is expected to attend, doesn't arrive within 30 minutes of the start time and hasn't been in contact with the LSE SMRSA staff member, the individual should be contacted to establish their whereabouts (initially by text message). If they do not reply within the designated timeframe, a parent/carer or emergency contact should be contacted in the case of participants who haven't arrived. For large scale events, or where students may be accompanied by a parent/care, this is not necessary.

Security and first aid at events
The contact details of the School security team (for on campus events) or security staff (if an external venue), and arrangements for first aid provision for each venue, should be easily accessible at all times.

Missing children at events
If a young person goes missing during Student Shadowing, and after an initial search still cannot be found, the LSE SMRSA staff member should alert the Senior Student Recruitment Officer (or in their absence, the Student Recruitment and Study Abroad Manager) and they should inform the participant's parents/carers/emergency contact. Together, they should then discuss whether to notify the Police immediately or make further enquiries in relation to places where the child may have gone. This judgement should be informed by the level of the child's vulnerability or an assessment of risk to themselves or others. If contacting the Police, details of the risk assessment must be shared along with the child's details. If the LSE SMRSA Team are aware a child is subject to a child protection (Section 47) enquiry or on a child protection plan, child protection register, or a supervision requirement, then the Children's Services team at the relevant Local Authority must be informed immediately. Staff should ensure that once the child or young person is found, parents, carers and any other relevant agencies are notified immediately, and that the young person is treated positively on their return. The LSE SMRSA staff member must ensure that an LSE SMRSA Safeguarding Concern Reporting Form is completed, and the action taken to address the incident should be agreed with the parents/carers and the DSO/Student Recruitment and Study Abroad Manager.

d) Activity Guidance – Online activities

This guidance is specifically for LSE SMRSA activities conducted online by the LSE SMRSA Team only including, but not limited to, asynchronous use of online communications platforms and live meetings/webinars/events.

Consent from parents/carers for event attendance
For one-off online events for students in Year 10-13, consent is not explicitly required but a clear statement should be included on the booking page to ensure that participants have informed their parents/carers of their intended participation.

Online activities
Any LSE SMRSA online activity should take place on approved online platforms only. These platforms will need to have the following features:

- Access to the platform is enabled only for the intended participants
- Personal information (including full names, contact details and email addresses) is only accessible to those with the right permissions and is not publicly viewable
- Staff can remove people from the platform if necessary

Examples of currently in-use platforms include Microsoft Teams, Zoom Meetings and Zoom Webinar. Moodle, The Access Platform and MS Live Events are other platforms used within LSE which may be suitable for some forms of online delivery. The Student Recruitment and Study Abroad Manager should be consulted before use of any new online platform is considered.
All online platforms must:

- Be appropriate for the participants' age group
- Enable the organiser to restrict the audience to just the intended participants and staff member
- Ensure that participant and staff personal information (e.g. contact information) is not visible to anybody else presenting or viewing the stream
- Enable the organiser to reject or remove somebody from the session if necessary
- Enable the organiser to control whether participants can have their videos/microphones on
- Enable the organiser to prevent participants from sending private messages or chatting 1-2-1 with other participants

Prior to running a live session, the LSE SMRSA staff member must:

- Familiarise themselves with the LSE Safeguarding Policy and Core SMRSA Team Safeguarding Guidance and Procedures

- Ensure they are complying with any safeguarding policies for the platform being used
- Ensure they have the contact details of the LSE SMRSA DSOs and make them aware the session is taking place
- Ensure they have enough staff to support the event.
- Ensure all contributors are employed by LSE or invited guests only
- Ensure they are using an LSE institutional account (not a personal account) and that personal contact details are never visible to participants
- Ensure that all LSE staff supervising the activity are familiar with the platform and understand how participants will be using it
- Plan the structure and content of the activity carefully to ensure that discussions remain on topic
- Define a clear time and space for the webinar to take place. (e.g. participants should only be able to contact the speakers/contributors and vice versa during the webinar on the agreed platform)
- Ensure they have informed those identifiable in a recording, including LSE staff members, before publishing any recording of the session

The LSE SMRSA staff member should also ensure the participants:

- Are not subject to any harmful or inappropriate online material during the course of the activity
- Do not respond to contact requests from people they do not know
- Do not share details of the online session codes/passcodes with anyone else
- Understand who they should contact if they hear anything upsetting or inappropriate
- Are sent the 'Online Safeguarding Guidance' information at the end of this document before joining the online platform

During the live session, the LSE SMRSA staff member should:

- Ensure that the session is taking place in a neutral area where nothing personal can be seen/heard where possible and there is nothing inappropriate in the background (blurring backgrounds or adding an LSE-branded virtual background is recommended)
- Ensure that no LSE staff member shares any personal details (even if inadvertently) and make them aware that they would need to report this to the LSE Data Protection Officer if a breach did occur
- Remind at the start of the session participants how to keep themselves safe (as outlined above) in addition to reminding them of the ground rules for the session
- Ensure that LSE staff are briefed regarding sharing their screen to ensure that there is nothing inappropriate on the screens/internet pages/browser history

If a participant raises a safeguarding concern, or if a member of staff has a safeguarding concern about a participant or a member of LSE staff, the procedures outlined in the LSE Core SMRSA Team Safeguarding Guidance and Procedures document should be followed immediately.

Virtual events organised by schools or third parties (e.g. UCAS, charities) to which LSE SMRSA staff may contribute, are not covered by this document and are subject to the safeguarding policies and controls of the event organiser. Staff to whom this applies should take note of the best practice outlined in this document and seek further guidance, if necessary, from the event organiser.

If participants on an LSE SMRSA programme are being invited to join an online activity run by another organisation (e.g. charity, partner university etc) then a risk assessment should be obtained from the organisers and shared with the Student Recruitment and Study Abroad Manager for approval before permission is given for participants to be invited. The safeguarding policies and

procedures of the host organisation should be followed at all times.

4. Responding to safeguarding concerns

All SMRSA staff/volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. Please note that disclosures of historical abuse or child-on-child abuse should also be dealt with following the same processes below. Appendix 4 has a glossary of types of abuse and other safeguarding issues, as well as signposts to other useful resources.

a) Working with young people where there are existing safeguarding and child protection concerns

If a staff member becomes aware that a child/young person is subject to a Child Protection Plan, is on the Child Protection Register, or deemed to be in a high risk situation (e.g. at risk of sexual exploitation, trafficking or missing), they must raise this with the SMRSA DSO in the first instance. The LSE SMRSA DSO will consider and record any risks/potential risks to the participant, including details that may need to be shared with other staff.

b) Dealing with safeguarding or child protection concerns relating to a participant on an LSE SMRSA activity

Step 1: You become aware of a concern, which may arise in a range of ways as outlined below

DIRECT DISCLOSURE: A child or young person discloses information to an LSE SMRSA staff member about abuse or harm that they are experiencing (in person/on the phone/via email)

Remain calm and support the child, reassuring them it is the right thing to tell someone and what has happened is not their fault. Make it clear that you cannot keep this information a secret but you will only pass it on to those people who need to know in order to help you. Listen carefully, without interruption, and try not to be visibly shocked or angry at what you are being told. Accept the child will disclose only what is comfortable and recognise their bravery/strength for talking about something that is difficult. Don't be afraid of saying the 'wrong' thing - you can be distracted by needing to know exactly the 'right' thing to say but as long as you listen supportively the child will benefit from talking to you. It is not your job to investigate or verify what is being said, or examine the child; this is the statutory responsibility of the local authority/child protection services and/or the Police. However, it is important to allow the participant to speak openly without any judgement as to the information they are sharing. Where necessary you can ask open questions to clarify the information shared.

<u>Immediate action to take:</u>

- Always offer reassurance, listen to, and take seriously, what they are saying.
- Never promise to keep secrets or be persuaded by the child or family not to take action if you are worried that a child is being harmed or is at risk of harm.
- Ensure you have clarified your understanding if needed, for example, you can ask open questions to get some more context, or you could summarise and repeat back to the child what they have said using their own words if needed. However, you should never make assumptions or ask leading questions – it is not your role to investigate the issue.

- Explain the process for what happens next to the child - that you will need to pass this information on, to whom, the reasons why and possible actions.
- Consult immediately with one of the LSE SMRSA DSOs and share the information that has been disclosed.
- Make a full and accurate record of the conversation, including the words they used where possible, as soon as you can, using the SMRSA Team Safeguarding Reporting Form

DISCLOSURE TO A THIRD PARTY: An adult (or a young person participating in an LSE SMRSA activity tells the LSE SMRSA staff member about a disclosure they have received from a participant about abuse or harm that they are experiencing (in person/on the phone/via email).

This may sometimes occur because the young person who has been abused may find it hard to tell the LSE SMRSA staff member about the situation and may prefer instead to disclosure to a friend or another trusted adult. Remain calm and support the person reporting the disclosure, reassuring them it is the right thing to tell someone. Make it clear that you cannot keep this information a secret but you will only pass it on to those people who need to know in order to help them. Listen carefully, without interruption, and try not to be visibly shocked or angry at what you are being told.

Immediate action to take:

- Always offer reassurance, listen to, and take seriously, what they are saying.
- Never promise to keep secrets or be persuaded not to take action if you are worried that a child is being harmed or is at risk of harm.
- Ensure you have clarified your understanding if needed, for example, you could summarise and repeat back to the person making the disclosure what they have said, using their own words if needed.
- Explain that you will need to pass this information on for further action to be taken.
- Consult immediately with one of the LSE SMRSA DSOs and share the information that has been disclosed.
- Make a full and accurate record of the conversation, including the words used by the person making the disclosure where possible, as soon as you can, using the SMRSA Team Safeguarding Reporting Form.
- Provide appropriate support for the person who has raised the concern e.g. a quiet space, someone to talk to, signposting to other services for support.
- In discussion with the LSE SMRSA DSO, provide appropriate support for the person about whom there is a concern e.g. signposting to other services for support.

CONCERN RAISED INDIRECTLY OR VIA THIRD PARTY: The LSE SMRSA staff member, another member of staff/adult or a participant raises a concern about a young person based on their behaviour/conduct/interactions they have had with the individual, but there hasn't been a specific disclosure

This may arise when someone observes a young person's behaviour or conduct, notices a change in their behaviour, sees something that is concerning (such as bruising) or has concerns about a potential safeguarding issue as a result of a conversation with the young person. A very useful list of types of abuse and other possible safeguarding issues can be found on the NSPCC website. Some examples of concerns might include:

- Hints about abuse / harm or concerning language being used in discussions or work completed by the participant.
- Observing self-harm marks, bruising, burns or other injuries.
- Concerns about someone's mental health or wellbeing.

- Observing sudden changes or unexpected behaviour e.g. a participant becomes very withdrawn
- Observing serious aggression or inappropriate behaviour towards other participants or staff

Immediate action to take:

- Remain calm and support the person who has raised the concern.
- Explain the process you will need to take and that this cannot be kept a secret, but reassure them that this will be taken seriously and they've done the right thing in raising their concerns.
- It is not your job to investigate or verify what is being said, or examine the child; this is the statutory responsibility of the local authority/child protection services and/or the Police.
- Consult immediately with one of the LSE SMRSA DSOs and share what you have been told.
- Make a full and accurate record of what you have been told, using the specific words used where possible, on the LSE SMRSA Team Safeguarding Reporting Form.
- Provide appropriate support for the person who has raised the concern e.g. a quiet space, someone to talk to, signposting to other services for support.
- In discussion with the LSE SMRSA DSO, provide appropriate support for the person about whom there is a concern e.g. signposting to other services for support.

REMOTE CONCERNS: You have concerns about a participant before or after they are directly taking part in an LSE SMRSA activity (e.g. via an online platform/phone/email)
If you receive a telephone call, text message or email from a participant before or after an LSE SMRSA activity (or during an activity which is not taking place in person) and you have safeguarding concerns based on what they are saying, take as much detail as possible, including full name, date of birth, contact details, email address, mobile number and what is happening to them.

Immediate action to take:

- Remain calm and, if they have contacted you by telephone, listen to what they are saying, reassuring them that they are doing the right thing
- If you feel that the child is in immediate danger, advise them to call 999 and ask for the Police immediately. You should also contact 999 yourself as soon as possible to check that the child has referred the concern to them. If the child is not in agreement with this/not able to do this, you have a duty to call the Police and pass on any information you have.
- If the child is not in immediate danger, consult immediately with one of the LSE SMRSA DSOs and share the information that has been disclosed
- Make a full and accurate record of what you have been told, using the specific words used where possible, on the LSE SMRSA Team Safeguarding Reporting Form
- In discussion with the LSE SMRSA DSO, provide appropriate support for the person e.g. signposting to other services for support

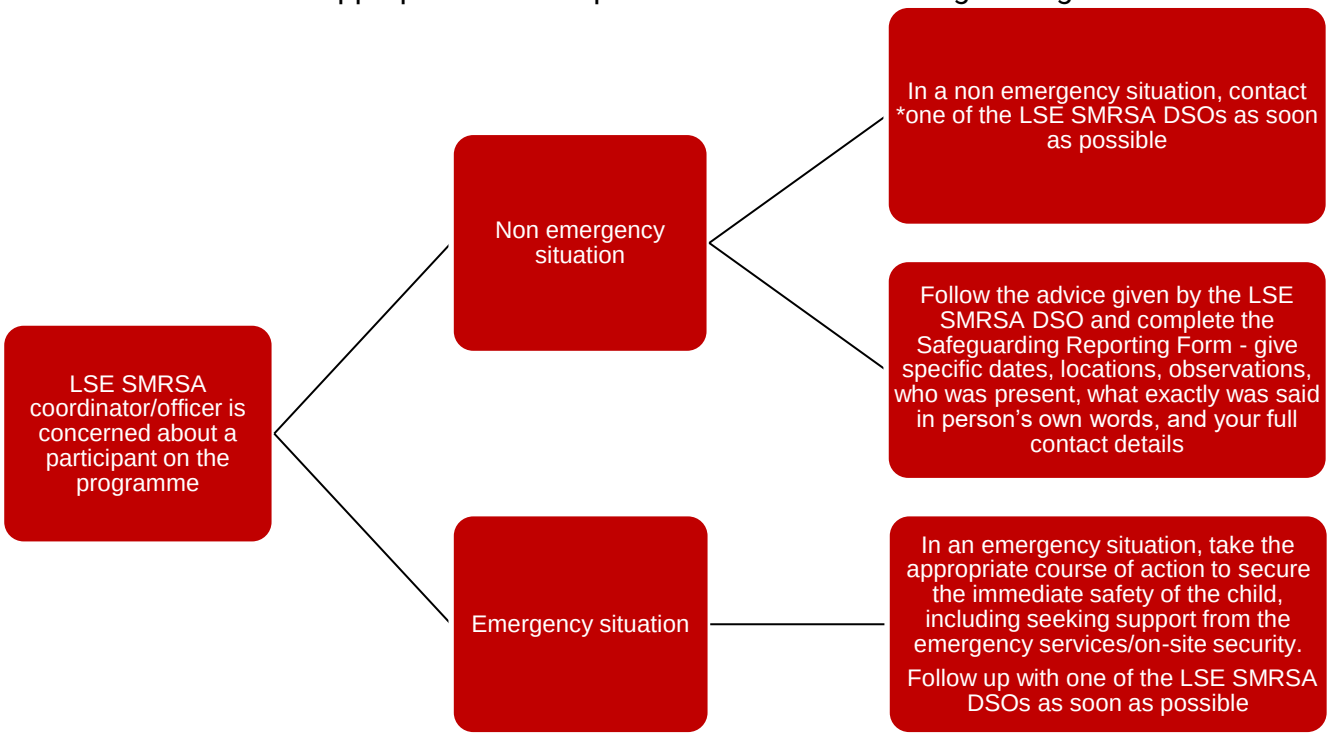
Step 2: Take appropriate action

In emergency circumstances, where there is certain immediate and significant danger to an individual
In this instance, the LSE SMRSA staff member should take the appropriate course of action to secure the immediate safety of the child, unless to do so would put themselves or others at risk. This could include making referrals to the Police or Children's Services (see Step 4).
If there is any doubt over which agency should be contacted regarding the situation, the non-emergency Police number (101) can be called. As soon as possible, the LSE SMRSA staff member should inform the SMRSA DSO of the situation for support and assistance.

When the concern is initially raised, if it becomes clear that immediate and emergency medical treatment is required you should seek that help immediately. If consent from parents/carers has not been provided for emergency medical treatment or circumstances prevent permission being obtained, the medical practitioner may consider the child to be of an age and level of understanding to give their own consent or decide to proceed without consent. In these circumstances, parents/carers must be informed by the medical practitioner as soon as possible and a full record must be made at the time. Parents/carers must not be informed if this would put the child at risk of significant harm.

In non-emergency circumstances, where there is no immediate risk of harm
In this instance, the LSE SMRSA staff member should inform the LSE SMRSA DSO of the concern as soon as possible to report the concern and agree next steps.

The flowchart below should be used by the LSE SMRSA staff member to assess the situation and make a decision about the appropriate next steps to take if there is a safeguarding concern.



Step 3: The LSE SMRSA DSO decides whether to make a referral and/or what support or assistance is required.

Once the LSE SMRSA DSO has received information from the LSE SMRSA staff member they need to decide whether to make a referral. There are a number of instances in which a referral must be made:

- If the child is subject to a Care Order or an ongoing Child Protection Investigation, or has a child protection plan, any new incident must be referred by the SMRSA DSO to the lead professional/allocated social worker/local child protection services and information shared accordingly.
- If there is a concern that the child is, or may be at risk of, being trafficked, local inter-agency protocols should be followed and the Police/Children's Services team of the relevant Local Authority should be contacted to discuss whether an online referral to the National Referral Mechanism should be made.

If the child is not subject to a current Child Protection Plan or child protection or care proceedings, a supervision order or at risk of being trafficked, or is not known to the service, the LSE SMRSA DSO should make an assessment of whether the information received is deemed to be a child protection referral (i.e. the child is at risk of significant harm). If they are unsure of the course of action to take, they can seek guidance through the LSE safeguarding structure and/or Local Authority. *Remember that the Children's Service team of the Local Authority in which the participant resides should be contacted in the case of any referral (see postcode checker: https://www.gov.uk/find-local-council).*

If the LSE SMRSA DSO's assessment is that the child is suffering, or likely to suffer, significant harm, a referral must be made to the Children's Services team of the relevant Local Authority to discuss the case. They will agree with Children's Services what the child and parents/carers will be told about the next steps, by whom and when and actions which need to be taken. Referrals of suspected child abuse must always be confirmed by encrypted email within 24 hours. The SMRSA DSO should also inform the LSE Lead Safeguarding Officer if any referral is made. If Children's Services do not make further contact with the LSE SMRSA DSO within three days, the LSE SMRSA DSO must contact them for an update. If the LSE SMRSA DSO is not satisfied that the child protection service's response adequately safeguards the child they must inform their line manager who can make representations on LSE's behalf.

If the LSE SMRSA DSO's assessment is that a referral is not needed, they must identify what course of action is to be taken to respond to the concerns identified and ensure that all decisions and the reasons for them are recorded.

If a report is deemed to be unsubstantiated, false, malicious or unfounded, the LSE SMRSA DSL will contact with other professionals in order to ensure that appropriate ongoing support is in place for the individual, where appropriate.

Step 4: What to do if there are professional disagreements or escalation is needed

Internally
If there is a disagreement between the LSE SMRSA DSO and other member/s of staff about the need to report concerns/make a referral, the LSE Lead Safeguarding Officer must be consulted immediately. If a member of staff disagrees with the decisions of the LSE SMRSA DSO and has evidence to suggest that the child is not adequately safeguarded they should seek advice from another senior manager in LSE. They should do this with their direct line manager's agreement if possible but also have the right to raise their concerns without their line manager's consent and could do this via the LSE Whistleblowing Policy.

Externally
If the decision of the Children's Services team is different to the decision of the LSE SMRSA DSO, they should contact the Children's Services Manager for discussion to follow up concerns within 24 hours. The SMRSA DSO should also inform LSE's Lead Safeguarding Officer and their line manager to discuss possible actions and options available.

c) Dealing with safeguarding allegations or concerns relating to an adult engaged in an LSE SMRSA activity, or when someone makes an allegation or complaint about a staff member to you

A safeguarding allegation is one where information comes to light from any source, which suggests that an adult working for or on behalf of LSE's SMRSA team has or may have:
a) caused significant harm to a child or vulnerable adult;
b) committed a criminal offence against a child or adult; or

c) behaved in such a way that calls into question their suitability to work with children or vulnerable adults and/or is not following the LSE SMRSA staff code of conduct.

This includes historical information about abuse an adult may have experienced as a child whilst participating in activity with LSE's SMRSA team.

You may become aware of this from a range of sources, for example the person may tell you themselves, you may witness something or be told by someone else about something they have seen, or you may receive information about an allegation from a relevant authority, such as the Police or the Disclosure and Barring Service. You may also have concerns about the conduct or behaviour of an LSE staff member engaged in an LSE SMRSA activity, for example you may have witnessed unacceptable behaviour or become aware that an LSE staff member has breached the LSE SMRSA Safeguarding Code of Conduct.

Some examples of concerns might include:

- An LSE SMRSA staff member is seen engaging in an inappropriate relationship with a participant, such as by giving gifts or talking about inappropriate topics
- An LSE SMRSA staff member is seen sending messages online during events to individual participants or arranging to them meet them in person
- A participant tells you that one of the other LSE SMRSA staff members has given them their personal contact details and asked them to be 'friends' on a social media site

Managing an allegation of abuse may involve one or all of: a police investigation of a possible criminal offence; enquiries and assessment by children's social care about whether a child is in need of protection or in need of services; and/or consideration by an employer of disciplinary action in respect of the individual.

Immediate action to take:

- It is not your job to investigate the allegation or concern, and you should not discuss this with the individual concerned or anyone else.
- You should report your concerns to the LSE SMRSA staff member responsible for the activity immediately (or one of the LSE SMRSA DSOs if you cannot contact the LSE SMRSA staff member).
- If the allegation relates to the LSE SMRSA staff member you are working with, you should contact the LSE SMRSA DSOs directly.
- If the allegation relates to one of the LSE SMR DSOs, you can contact the
- LSE Safeguarding Lead Officer (the Chief Operating Officer) directly.
- Upon receiving information concerning an allegation, the LSE SMRSA DSO should firstly ensure the safety of any child or young person involved.
- The LSE SMRSA DSO should advise the Director of Recruitment and Admissions and LSE HR team of the allegation and work with them to manage the next steps, including referring to the relevant Local Authority Designated Officer (LADO) and following LSE's Staff Disciplinary Procedures.
- The LSE SMRSA Safeguarding Reporting Form must be regularly updated when there is significant new information, and/or reviewed quarterly, and updated when the outcome of the investigation is known.

d) Dealing with concerns relating to the 'Prevent Duty'

According to the Counter-Terrorism and Security Act 2015, universities are legally obliged, under the 'Prevent Duty', to have due regard to the need to prevent people from being drawn into terrorism, known as 'radicalisation'. LSE has no direct legal duty to take action under the Prevent Duty in respect of suspected radicalisation of children or young people involved in our LSE SMRSA activities, as that will fall to another agency (e.g. their school or college). However, we must report any concerns we have to the relevant authority, as set out below, so that they can take action.

Immediate action to take:

- Contact the SMRSA DSO immediately, informing them of your concerns in relation to radicalisation
- If you suspect that an individual has actually committed a crime of any sort (including a terrorist crime), or is about to do so, you should call the police, then report the matter to the LSE SMRSA DSO.
- Make a full and accurate record of your concerns as soon as possible using the SMRSA Team Safeguarding Reporting Form.
- In all cases where the LSE SMRSA DSO suspects that the suspected vulnerability may have an angle requiring further investigation under the Prevent duty, they will contact the LSE Prevent Lead. The LSE Prevent Lead will then assess the situation and as necessary take any action to inform the individual's school, college or local authority of the concerns.

e) Dealing with concerns relating to sexual violence, bullying and harassment

LSE has two specific policies that deal with bullying/ harassment and sexual harassment/violence:

- Anti-Bullying and Anti-Harassment Policy
- Sexual Harassment and Sexual Violence Policy

Incidents can be reported through the Report It, Stop It online form, and there is specific advice about sexual harassment/violence on LSE's Making a Choice website. This website also lists designated and trained Safe Contacts, who can be approached directly or through the EDI Office via edi@lse.ac.uk.

f) Dealing with wellbeing concerns about participants, student staff, staff or volunteers

LSE SMRSA staff concerned about the wellbeing of a LSE SMRSA participant, student staff member, staff member or other volunteer/contributor can contact one of the LSE SMRSA DSOs at any time for advice and support. A range of support and assistance is available internally and from external organisations, including:

For LSE students / student staff:

- LSE Student Wellbeing
- LSE Student Counselling Service
- Confidential 24/7 Spectrum Life mental health support
- LSE cause for concern guidance on supporting LSE students in difficulty
- LSE HR partner team

For LSE staff:

- LSE Staff Wellbeing
- LSE Staff Counselling Service
- Confidential 24/7 Employee Assistance Programme
- Mental Health First Aid (England) Line manager's resource

- LSE HR partner team

General

- LSE mental health first aider network
- LSE advice on support in a crisis
- Advice from MIND charity on supporting someone with their mental health
- Young Minds charity for supporting young people's mental health
- NSPCC charity resources on supporting children's mental health

5. Record keeping and information sharing

All records must be completed and stored in accordance with the LSE Information Asset and Records Management Policy as soon as possible. In all circumstances, full records of concerns, action taken and outcomes must be recorded, using the LSE SMRSA Safeguarding Reporting Form (see Appendix 4).

GDPR and the Data Protection Act (DPA) 2018 do not prevent or limit the sharing of information for the purpose of keeping children and young people safe. However, all practitioners who have access to information about children and young people have a duty to preserve confidence and an individual's right to confidentiality must be respected. All personal information must be treated with care and kept securely; this means not disclosing it to people who do not need to know. Information sharing should take place on the basis of the 'Seven golden rules to sharing information'.

In normal circumstances the adult or young person who is the subject of the information will be required to give consent before information about them can be shared. The consent of the person who provided the information may also be required. However, if information is disclosed which indicates that an individual is at serious risk of harm, then confidentiality cannot be preserved as safeguarding procedures must take precedence. The term *'lawful basis'* within GDPR and the DPA 2018 permit the sharing of information such as where a failure to do so would cause the safety or well-being of a child to be compromised.

6. Support for you in dealing with a safeguarding concern

We recognise that dealing with a safeguarding issue as a member of staff may be upsetting and challenging for you. Staff are encouraged to seek support at any time, including from the following:

- Confidential LSE Employee Assistance (available 24 hours a day, 7 days a week)
- Confidential LSE Staff Counselling
- Support from your own Line Manager and / or one of the LSE SMRSA DSOs
- The Listening Service helpline operated by the mental health charity, Mind

Appendix 1: Useful contacts

Internal

LSE SMRSA Designated Safeguarding Officers

- Alice Else – Senior Student Recruitment Officer (UK and Events) a.else@lse.ac.uk / 020 7852 3694
- Claudia Cocozza – Student Recruitment and Events Coordinator c.cocozza@lse.ac.uk / 0207 955 6298
- Nazia Taznim – Uggla Family Scholars Programme Coordinator s.n.taznim@lse.ac.uk / 020 7107 5084

- **LSE Student Marketing, Recruitment and Study Abroad Team** 020 7955 6613

- **LSE Lead Safeguarding Officer** Andrew Young, Chief Operating Officer Andrew.young@lse.ac.uk / 020 7955 7797

- **LSE Prevent Contact** Louise Nadal, School Secretary l.nadal@lse.ac.uk / 020 7849 4959

- **LSE Security Team** Internal phone – 666 / External phone – 0207 955 6555

External

- **NSPCC Advice** 0808 800 5000 (10am-8pm, Monday-Friday) / nspcc.org.uk

- **Police** If you are concerned about the immediate safety of a child, call 666 from an LSE campus phone or 999 from an outside phone and ask for the police.

- **City of Westminster Children's Services Team** If you are concerned that a child or young person is being harmed through abuse or neglect or for advice and guidance on all child protection issues telephone 020 7641 6000 / 020 7641 4000.

- **Local Authority Designated Officer (LADO)** For advice and guidance and to report an issue about an adult who is working with children and young people telephone 020 7641 7668 and ask to speak to the Duty Child Protection Adviser for City of Westminster.

- **Medical assistance**
  - Campus - St Philips Medical Centre - Pethick-Lawrence House, 2nd Floor, Clement's Inn, London, WC2A 2AZ.
  - Nearest NHS Walk-In Centre - St Bartholomew's Hospital, West Smithfield, EC1A 7BE.
  - Nearest A&E Department - St Thomas' Hospital, Westminster Bridge Road, SE1 7EH
  - NHS Direct – dial 111

- **Childline** 0800 1111 / childline.org.uk
- **Carers UK** 020 7378 4999 / carersuk.org
- **Anxiety UK** 08444775774 (9.30am-5.30pm. Monday-Friday) / anxietyuk.org.uk

Appendix 2: Useful links and glossary of terms

Useful documents

Working together to safeguard children (2018) – statutory guidance
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Keeping children safe in education (2023) – statutory guidance
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf

Keeping children safe in out of school settings – non statutory guidance
https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings

NSPCC safeguarding children and child protection resources
https://learning.nspcc.org.uk/safeguarding-child-protection

Glossary of terms

Child	The Children Acts 1989 & 2004 and the Children (Northern Ireland) Order, 1995 define a child as anyone who has not yet reached their 18th birthday.
Safeguarding	In England, safeguarding children and promoting their welfare means protecting them from maltreatment, preventing impairment of their health and development, and ensuring that they grow up in circumstances consistent with the provision of safe and effective care.
Child Protection	Child protection is part of safeguarding and promoting welfare. This action refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. Alongside physical, sexual and emotional abuse and neglect this includes children affected by: domestic abuse, female genital mutilation, forced marriage, honour-based violence, 'missing' children, young runaways, children exploited by gangs, child sexual exploitation and trafficking.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). An adult or adults, or another child or children may abuse them.
Hazing	Hazing (initiation ceremonies) refers to the practice of rituals, challenges, and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.
Physical Abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child though it may also occur alone.
Sexual Abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: - provide adequate food, clothing and shelter (including exclusion from home abandonment); - protect a child from physical and emotional harm or danger; - ensure adequate supervision (including the use of inadequate care-givers); or - ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
Domestic Abuse and Violence	The Domestic Abuse Act 2021 introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act). Types of domestic abuse include intimate partner violence, abuse by family

	members, teenage relationship abuse and child to parent abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government will issue statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.
Child Sexual Exploitation (CSE)	CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include noncontact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited for example they believe they are in a genuine romantic relationship.
Peer-on-peer /Child-on-child abuse	Children can abuse other children (often referred to as child-on-child or peer-to-peer abuse), and that it can happen both inside and outside of school or college and online. It is important to challenge inappropriate behaviours between children that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. Child-on-child abuse is most likely to include, but may not be limited to: bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse'); physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse); sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)

Upskirting	Upskirting typically refers to the practice of taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks. In England and Wales upskirting is a criminal offence under the Voyeurism Act.
Child criminal exploitation (CCE), including county lines	Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.
Honour-based abuse, including female genital mutilation (FGM)	So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.
Modern slavery	Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in Statutory Guidance. Modern slavery: how to identify and support victims - GOV.UK
Gang Exploitation	There are a number of areas in which young people are put at risk by gang activity both through participation in and as victims of gang violenc. Safeguarding procedures can provide a key tool for all agencies working with young people to assist them when working together to prevent young people from being drawn into gangs, to support those who have been drawn into the margins of gangs; and to protect those who are at immediate risk of harm either as members or victims of gangs. Gang activity can also be used as the means through which children and young people are sexually exploited

	and/or trafficked.
Young Carer	A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work).
Private Fostering	Private fostering falls within safeguarding as it relates to the legal status, wellbeing and protection of children under 16 years, or under 18 years if disabled, who reside for more than 28 days in the care of someone who is not a parent, close relative, or someone with parental responsibility. The duty here is to ensure reporting of these children to the relevant local authorities.
Allegation	An allegation is information, which comes to light from any source which suggests that an employee or volunteer has behaved in a way that has harmed, or may have harmed, or had the potential to harm a child or adult at risk. Although there are some differences in how allegations are handled across the four nations, the process for responding to allegations remains the same.

LSE Student Marketing, Recruitment and Study Abroad Team
Safeguarding Concern Reporting Form

Use this form to supply as much detail as is immediately available to you, but do not attempt to obtain additional details from, or about, anyone involved in the concern/allegation. Do not include any assumptions or details that are not explicitly stated by or observed about the person about whom you have a concern. Any additional line of questioning, no matter how well intentioned, may further jeopardise the welfare of the child or young person involved.

This form must be completed if there are any concerns or incidents which relate to the protection of a child participating in an LSE SMRSA activity or the conduct/behaviour of a member of staff. It must be completed immediately after the incident/concern is raised, and certainly within 24 hours.

Please complete electronically or in block capitals taking care to ensure that your writing is legible. Please ensure that this form is given to the LSE SMRSA staff member or the LSE SMRSA DSO as soon as possible. If sending electronically, please password protect the document and send the password to the recipient in a separate email.

Details of the person reporting a concern initially

Name:
Department:
Position:
Contact telephone number:
Contact e-mail address:

Details of the person about whom you have a concern

Name:
Role (eg participant, student ambassador etc):
LSE SMRSA activity/event:

Details of concern

Are you reporting your own concerns or passing on those of somebody else?
Brief description of what has prompted these concerns *Include dates, times, venue, what was said etc. of any specific incidents and description of any alleged or suspected abuse - e.g. neglect, emotional abuse, sexual abuse, physical abuse, discrimination or financial/ material abuse – include descriptions of any injuries or marks which are observed.*

Action taken and by whom (including any agencies/people contacted)
Follow up actions taken

Signatures

Signed (person reporting initial concern):
Name:
Position:
Date :

Signed (LSE SMRSA DSO):
Name:
Position:
Date:

Review schedule

Review interval	Next review due by	Next review start
Annual	01/10/2024	01/09/2024

Version history

Version	Date	Approved by	Notes
1.0	18/6/2021	C.R.Baldwin	Final version
2.0	14/10/2022	A.Else	Annual review
3.0	19/09/2023	A.Else	Annual review

Links

Reference	Link

Contacts

Position	Name	Email	Notes
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Communications and Training

Will this document be publicised through Internal Communications?	**No**
Will training needs arise from this policy	**Yes**
If Yes, please give details Safeguarding training for relevant staff	