



Safeguarding Policy







LSE STUDENTS' UNION

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1. Policy Statement

LSE Students' Union (LSESU) is committed to creating a safe and inclusive environment where the safety and wellbeing of children, young people, and adults at risk are paramount. We recognise our responsibility to provide a secure setting for everyone who interacts with our services, and we take all allegations of harm or abuse with the utmost seriousness.

The aim of this policy is to ensure that: *Safeguarding concerns are identified, assessed, reported and acted upon promptly and consistently.*

- All staff and student leaders are equipped with the training and knowledge necessary to fulfil their safeguarding responsibilities.
- We meet our legal obligations and maintain transparent reporting standards with statutory agencies and the Charity Commission.
- We take a proactive approach — identifying, preventing, and guarding against all risks of harm and exploitation across all Union activities, not simply responding after harm has occurred.

It sets out how the LSESU adheres to the duty of care and legal obligations for children and adults at risk of harm, as set out in the Children Act 1989, the Care Act 2014 Safeguarding Vulnerable Groups Act 2006, Homelessness Reduction Act 2017, the Counter Terrorism and Security Act 2015, the Mental Capacity Act 2005, the Equality Act 2010, the Data Protection Act 2018 and UK GDPR, the Charities Act 2011, the Sexual Offences Act 2003, and the Crime and Policing Act 2026, and the Protection of Freedoms Act 2012.

2. Scope

This policy applies to all LSESU employees, Sabbatical Officers, student staff and student leaders. This policy applies to all activities LSESU delivers as a service provider, representative body and an employer - including conduct at our premises as well as related meetings, events, and activity off site.

While LSESU is the employer of its staff, we operate within buildings owned by the London School of Economics (LSE) and provide services to students registered with the School. To ensure clarity and safety across the campus, this policy operates in alignment with LSE's overarching safeguarding framework.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

3. Principles

LSESU wishes to ensure that all students have a positive experience when engaging with their Students' Union. In the case of those who are under 18, or adults who may be at risk for other reasons, LSESU wishes to make certain that these students can be confident that their safety is taken seriously and that all reasonable steps have been taken to provide a safe environment. This policy also provides protection for staff and volunteers by ensuring that appropriate systems are in place.

LSESU aligns with the key principles of safeguarding as set out in the Care Act 2014:

- Empowerment - People being supported and encouraged to make their own decisions and informed consent.
- Prevention - It is better to act before harm occurs.
- Proportionality - The least intrusive response appropriate to the risk presented.
- Protection - Support and representation for those in greatest need.
- Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability - Accountability and transparency in delivering safeguarding.

4. Definitions

We adhere to a "survivor-centred" approach, ensuring that our systems for reporting and response are mature, accountable, and transparent.

- **Abuse:** The violation of an individual's human or civil rights by any other person or persons. This is inclusive of, but not restricted to, physical abuse, sexual abuse, financial abuse, and psychological/emotional abuse.
  The Care Act 2014 identifies ten types of abuse adults may suffer: discriminatory, psychological, financial, organisational, neglect and acts of omission, self-neglect, sexual abuse, modern slavery, physical abuse, and domestic abuse. Abuse may be a single act or repeated acts; opportunistic or part of a pattern of serial abusing where the perpetrator seeks out and grooms individuals; an act of neglect or a failure to act; multiple in form; deliberate or the result of negligence or ignorance; or a criminal offence. We recognise this is not an exhaustive list and that abuse may present in ways outside of this definition.
  LSESU also considers adults who are at risk of exploitation, including radicalisation, as falling within scope of our definition.

- **Adult at Risk**: Any individual who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and/or support, as defined by the Care Act 2014. An adult may have needs for care and support because of a range of factors including, but not limited to:
  - they are experiencing acute mental ill health, such as psychosis or severe depression;
  - they have a disability or long-term health condition; they are misusing alcohol or drugs; or they are homeless.

  An adult may be unable to protect themselves due to factors including:
  - disabilities which impair their capacity to make decisions about protecting themselves; not understanding an intention to harm them;
  - being trapped in a domestic situation they are unable to leave, or where coercion and control means they cannot make a decision about making change;
  - or resilience and resourcefulness eroded by, for example, coercive control and/or a high-risk environment.

  Note: LSESU uses "adult at risk" rather than "vulnerable adult", reflecting current safeguarding terminology. Risk arises from a person's circumstances and care and support needs, rather than from inherent vulnerability.

- **Child**: The Children Act 1989 states that the legal definition of a child as any 'individual under the age of 18'. A small number of students may be under 18 when they arrive at LSE and wish to engage with SU services. LSESU has specific duties of care towards a child and cannot assume that a student under the age of 18 can be treated as an adult or make their own decisions - although listening to their views is still important.

- **Extremism:** Defined by the UK Government as the vocal or active opposition to fundamental values, including democracy, the rule of law, individual liberty, and the mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of the armed forces are also regarded as extremist.

- **Neglect:** The persistent failure to meet basic physical and psychological needs is likely to result in the serious impairment of health or development. This may involve factors, such as, inappropriate clothing, food, inappropriate attention, lack of supervision, lack of safety or exposure to undue cold or unnecessary risk of injury. It may also include neglect of basic emotional needs.

- **Proscribed organisations:** Organisations which the Home Secretary believes to be concerned in terrorism, as defined by the Terrorism Act 2000. It is a criminal offence to be a member of, invite support for, or arrange a meeting on behalf of a proscribed organisation. The current list is maintained by the Home Office at gov.uk.

- **Radicalisation:** The process by which a person comes to support terrorism or forms of extremism that may lead to terrorism.

- **Regulated Activity with Children:** Regulated activity with children is work that a person included in the Children's Barred List must not undertake. It includes certain activities involving teaching, training, instructing, caring for or supervising children where the applicable statutory conditions are met.
  From 1 September 2026, otherwise eligible activity may constitute regulated activity even where the person carrying it out is supervised by another person. The frequency condition may be met where the activity takes place on more than three days in any 30-day period, or where the applicable statutory overnight condition is met. Eligibility must be assessed against current DBS guidance and the nature, frequency, location and circumstances of the role. The removal of the supervision exemption applies only to regulated activity with children. It does not change the definition of regulated activity with adults. Roles involving adults at risk must continue to be assessed separately against the applicable statutory and DBS eligibility criteria

- **Safeguarding**: Taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse, and harassment from occurring, to protect people, especially adults at risk and children that harm; and to respond appropriately when harm does occur. Proactively identifying and preventing risks of harm, exploitation, and abuse across all Union activities

- **Vulnerability:** LSESU recognises that risk and vulnerability are not fixed but exist on a continuum, and that the unique circumstances of working in a Students' Union means we will encounter a wide range of people - particularly students - who present a variety of vulnerabilities, including mental health concerns.

5. Responsibilities

5.1. LSE Safeguarding Leads

The School's Safeguarding Lead and Departmental Officers are responsible for monitoring and reviewing the School's Safeguarding Policy in line with current legislation, coordinating student cases with statutory agencies, and acting as the primary contact for safeguarding matters and providing information and training to the School community.

5.2. LSESU Board of Trustees

The Board is responsible for setting the strategic direction of safeguarding at LSESU, annual monitoring adherence to and performance of this policy, and ensuring that serious incidents are reported to the Charity Commission.

Where a safeguarding incident meets the threshold of a serious incident as defined by the Charity Commission — including any allegation of abuse suffered by a beneficiary as a result of the actions or inactions of LSESU employees, volunteers, or others connected with the charity — this must be reported to the Charity Commission promptly.

Responsibility for making the report lies with the Board of Trustees, but may be delegated to the Chief Executive. The Chief Executive is responsible for notifying the Chair of the Board of Trustees immediately upon becoming aware of a potential serious incident, so that the trustees can discharge their reporting duty. A serious incident report must not wait for the outcome of any investigation before being submitted. All serious incident reports made to the Charity Commission must be logged by the DSO alongside the related incident record.

5.3. LSESU Safeguarding Subcommittee

The Safeguarding Subcommittee provides focused oversight and assurance that safeguarding arrangements across the Students' Union are appropriate, effective and aligned with legal requirements and good practice.

The Subcommittee operates in an advisory capacity. Safeguarding remains the collective responsibility of the Board of Trustees

5.4. LSESU Designated Safeguarding Officers (DSOs)

DSOs lead the implementation of local procedures, manage safeguarding audits, and facilitate referrals to the School's Safeguarding Lead through the Report + Support function – LSE's online reporting tool for students, staff, and visitors.

DSOs are responsible for monitoring and managing any continuing or emerging risk within LSESU's own activities and spaces following a referral to LSE, and for escalating to LSE where risk is identified to persist.

The Head of Student Voice, Head of Student Communities and Partnerships, Head of Communications, Events and Commercial, and Chief Executive Officers are trained Designated Safeguarding Officers. Their contact details are published on the LSESU website.

They report, through the Chief Executive, to the Safeguarding Subcommittee on their referrals to LSE via their Report + Support function, or referrals directly to external authorities in cases that would not be shared with LSE (i.e., non-students or LSESU Staff).

5.5. LSESU Managers and Senior Leadership

Managers must ensure their teams understand this policy, are aware of their obligations relating to the policy and that these are carried out – this may include risk assessments for their areas of work, ensuring student staff receive adequate training, and identifying where DBS checks are required. Managers must ensure any staff in roles requiring Disclosure and Barring Service (DBS) checks receive them in coordination with HR.

5.6. All LSESU Staff and Student Leaders

Every member of the Union has a duty to maintain professional, age-appropriate, and culturally sensitive relationships, proactively identify and report any safeguarding concerns immediately to a DSO, and cooperate fully with any investigations or safeguarding audits.

Staff who have concerns about LSESU's own safeguarding practice, or about the behaviour of a colleague that does not meet the threshold for a formal allegation, should refer to LSESU's Whistleblowing Policy.

6. Training

Who	Training Required	Frequency
All staff	Safeguarding policy induction briefing	On joining
All volunteers and student leaders	Safeguarding awareness during induction	On joining
Advice Team Staff	Safeguarding Level 1 (Local Authority)	At least every 2 years
Designated Safeguarding Officers	Safeguarding Level 1 and Level 2 (Local Authority)	At least every 3 years

Club & Society committee members	Safeguarding guidelines and reporting procedures (via Head of Student Communities)	Annual
Managers and staff responsible for roles or activities involving children	DBS eligibility, regulated activity with children, role assessment and safer recruitment	On appointment to the responsibility

All staff will be retrained following any significant change in legislation or guidance

7. Disclosure and Barring Service (DBS) Checks

Where appropriate, staff and volunteers are required to undergo DBS checks at the appropriate level. There is no intention to require blanket DBS clearance: in some cases it may be possible to redesign existing practice to significantly reduce or eliminate one-to-one contact with under-18s or adults at risk.

Individual managers, in coordination with HR, are responsible for identifying which members of staff and/or volunteers require DBS clearance by completing a risk assessment for their area of work or events. The risk assessment should consider:

- The nature, length, and frequency of contact with children or adults at risk.
- Whether under-18s or at-risk adults involved in the activities are particularly vulnerable.
- Any potential areas for harm, and what action would prevent harm from occurring.
- Whether the role meets the eligibility criteria for a DBS check (see the DBS eligibility guidance on gov.uk).
- Whether the person teaches, trains, instructs, cares for or supervises children;
- Whether the activity takes place on more than three days in any 30-day period;
- Whether the applicable statutory overnight condition is met;
- Whether the role was previously treated as outside regulated activity solely because the person was supervised;
- Whether an existing DBS certificate includes Children's Barred List information;
- Whether the nature of the role, the activity undertaken or the frequency of contact with children has changed;
- Whether an Enhanced DBS check with a Children's Barred List check is legally available and appropriate for the role; and
- What interim safeguarding arrangements are required while a role assessment or DBS check is being completed.

Risk assessments must be reviewed annually, or when significant changes occur. Reviewed risk assessments are to be supplied to the HR team. HR will retain records of completed DBS checks for continuing staff, with renewals required every three years. Staff are responsible for informing

their line manager if there is any change to their circumstances that may affect their clearance.

All applicants for relevant roles must be informed in advance of the requirement for a DBS check. A copy of the DBS certificate must be supplied to HR for verification and compliance purposes.

All coaches and instructors working with LSESU-affiliated clubs and societies must hold a valid DBS check before working with any group that includes members aged under-18. This applies regardless of whether the coach or instructor is an LSESU employee or is engaged externally. The Head of Student Communities and Partnerships is responsible for ensuring compliance and for communicating this requirement to all relevant clubs and societies.

8. Identifying a Safeguarding Risk

Concerns are raised, recorded and escalated according to a proportionate assessment of actual or potential harm. The categories set out in this policy ("child", "adult at risk") determine which external referral routes and legal duties apply once a concern is being progressed — they are not a precondition for whether a concern is raised, recorded or considered in the first place.

If in doubt, report it. Staff should be alert to signs that a child or adult at risk may be experiencing abuse, neglect, or harm. Anyone unsure whether a person meets a statutory category should still report the concern; the DSO will make that assessment as part of responding to it.

The following indicators, while not exhaustive, should prompt a report to the DSO.

Indicators of concern in children (under 18):

- Unexplained or suspicious injuries, bruising, or changes in physical appearance.
- Significant changes in behaviour, mood, or academic engagement.
- Withdrawal, fearfulness, or signs of distress around particular individuals.
- Disclosures of abuse, neglect, or harm — whether direct or indirect.
- Signs of grooming, including unexplained gifts or contact with unknown adults.
- Indicators of exploitation, including sexual exploitation, trafficking, or forced marriage.
- Expression of extremist views or signs of radicalisation.

Indicators of concern in adults at risk:

- Unexplained deterioration in mental or physical health or appearance.
- Fearfulness, withdrawal, or anxiety, particularly around specific individuals.
- Unexplained financial difficulty or signs of financial exploitation.
- Disclosures of abuse, coercion, or control by another person.
- Signs of self-neglect or inability to manage basic self-care.
- Indicators of domestic abuse or coercive control.

If any of the above indicators are present, or if a disclosure is made, the concern must be reported to a DSO as soon as possible.

Where a concern relates to harm, abuse, or online safety risks between students — including peer-on-peer abuse or student use of social media — LSESU's role is to ensure the concern is reported to LSE's Designated Safeguarding Lead promptly via the Report + Support platform. LSESU does not investigate such concerns independently.

9. Responding to a Safeguarding Concern

Any staff member, student leader, or volunteer who has reason to believe that a person interacting with LSESU may be experiencing harm, or who receives a disclosure, must raise their concern with a Designated Safeguarding Officer (DSO) at the earliest opportunity. It is not your job to investigate — your job is to report.

In an emergency, report verbally but always follow up in writing. An email to the DSO is sufficient for non-emergency reports. Use the Safeguarding Incident Report Form (Appendix A) to record the details.
If an individual discloses that they are being abused or are at risk, you should:

- Clarify, don't investigate. Use open questions only to clarify your understanding - do not "quiz" or lead the individual.
- Handle and record it in a secure and responsible way. Document the date, time, and exactly what was said and done using the Safeguarding Incident Report Form (Appendix A).
- Act quickly, ensuring you stop or minimise any further harm or damage
- Do not promise confidentiality. Explain that you must pass this information to the DSO, but it will only be shared with those who need to know. Report it to all relevant agencies and regulators when required
- Be as open and transparent as possible, we can act with integrity while protecting confidentiality appropriately
- Review what happened to understand how to stop it from happening again

You should consider whether the incident or concern involves criminal behaviour and whether you therefore need to report it to the police. Follow the guidance on reporting to the police for further details.

While LSESU is not subject to the Prevent Duty under the Counter Terrorism and Security Act 2015, we work in partnership with LSE to assist them in having "due regard to the need to prevent people from being drawn into terrorism." We recognise that some at-risk groups may be more susceptible to radicalisation and extremism. Any concerns of this nature should be reported to a DSO in the same way as any other safeguarding concern.

10. Reporting Concerns and Escalation

If in doubt, report it. You are not wasting anyone's time by raising a genuine concern. It is better to report and allow the DSO to assess the situation than to wait and allow harm to worsen. Do not investigate yourself - your role is to pass the concern on promptly and accurately.

For concerns about LSESU's own safeguarding practice or culture, staff should follow the Whistleblowing Policy rather than this procedure.

10.1. Information Sharing and Data Protection

LSESU is committed to handling personal data in accordance with UK GDPR and the Data Protection Act 2018. However, data protection law does not prevent the sharing of information where it is necessary to safeguard a person at risk.

Information shared in safeguarding contexts should be:

- Accurate and based on facts, not assumptions.
- Passed on promptly, without unnecessary delay.
- Shared only with those who need it in order to safeguard the individual.
- Shared with the data subject's consent wherever possible, unless this is not practicable or would increase risk.

The DSO may seek guidance (within confidentiality parameters) from LSE's Student Health and Wellbeing Service and other appropriate university departments. If confidentiality must be extended, the DSO will report this to the Chief Executive, who will inform the Board of Trustees. All identifiable information will be handled with appropriate discretion.

LSESU's Advice Service makes clear to clients at the outset that confidentiality may need to be extended when:

- We are required to do so subject to a legal warrant or court order.
- It is necessary to comply with our legal duties under the Counter Terrorism and Security Act 2015.
- There is a significant risk to the safety of the individual or others, and sharing information confidentiality is the only practicable way to prevent harm.
- The individual is incapable of giving consent (for example, due to intoxication or mental health crisis) and sharing information is necessary to protect their welfare.

10.2. Referring Student Concerns to LSE

Where a safeguarding concern relates to an LSE student, LSESU's primary referral route is to LSE's Designated Safeguarding leads through LSE's Report + Support platform. The DSO is responsible for making or overseeing this referral. Once a concern has been referred to LSE, LSE's own

safeguarding procedures govern the investigation and response — LSESU does not conduct a parallel investigation.

LSESU will share information with LSE to the extent necessary to enable LSE to fulfil its safeguarding responsibilities, in line with the information-sharing principles in section 10.1. Where a student has not consented to their information being shared, the DSO will determine whether the risk is sufficient to justify sharing without consent, in accordance with section 10.1.

Referral to LSE does not remove LSESU's own responsibility for its activities, services and communities. Where LSESU has ongoing contact with a student or group connected to a referred matter, it remains responsible for managing any continuing or emerging risk within those activities and spaces (for example, by adjusting a student's participation in a club or society, or reviewing access to LSESU premises or events) independently of LSE's own investigation. Where LSESU becomes aware, through its own contact with those involved, that risk persists within its activities or spaces, it will escalate this to LSE and take any further action necessary within its own remit, but will not seek to duplicate or audit LSE's handling of the referral itself.

Where a concern involves a non-student - for example a member of LSESU staff, a volunteer, or a visitor - referral to LSE via Report + Support is not appropriate. In those cases the DSO will refer directly to the relevant statutory authority as set out in the referral contacts table in section 11.

Where a concern relates to an LSE employee, worker or volunteer, it must also be reported promptly to LSE's Designated Safeguarding Lead through LSE's Report + Support platform

10.3. Routine reporting

All LSESU staff, officers, and volunteers must contact a Designated Safeguarding Officer if they have any reason to believe that a person covered by this policy is in any way at risk. The DSO will act proportionately and, where necessary, contact LSE's Designated Officer and follow the LSE Safeguarding procedure.

Unless there is an immediate risk to the individual, LSESU will only disclose information to LSE with the consent of the person who was deemed at risk.

Anonymised summaries will be shared with the Chief Executive for reporting to the Board of Trustees as part of the regular governance cycle.

10.4. Low Level Concerns

Where a concern relates to an LSE student, LSESU's primary referral route is to LSE's Designated Safeguarding leads through LSE's Report + Support platform. You are not wasting anyone's time by raising a genuine concern. Do not investigate yourself - your role is to pass the concern on promptly and accurately.

Where a concern about the behaviour of a staff member, volunteer, or trustee does not meet the threshold for a formal safeguarding referral but is nonetheless uncomfortable, inappropriate, or inconsistent with this policy, it should be reported to the DSO. The DSO will record it confidentially. If a pattern of low-level concerns emerges about the same individual, the DSO will escalate to the Chief Executive to determine next steps. Low-level concern records are held separately from HR files and are reviewed by the DSO annually.

10.5. Staff Welfare and Capacity

Where a staff member or volunteer appears to be experiencing circumstances that affect their ability to carry out their duties safely — particularly in roles involving contact with children or adults at risk — the line manager should contact the DSO and the CEO immediately. They will determine whether temporary reallocation of duties is required pending appropriate support. This does not replace LSESU's duty of care to its staff under its separate HR procedures, which apply in parallel.

10.6. Allegations involving a member of staff Officer, Trustee, Volunteer or Person Working on behalf of LSESU

Allegations involving a member of staff, Officer, Trustee, Volunteer or Person Working on behalf of LSESU should be reported to the lead DSO. If the allegation concerns the lead DSO, it should be reported to the Chief Executive. If it concerns the Chief Executive, it should be reported to the Chair of the Board of Trustees.

Where an allegation concerns a person who works or volunteers with children and indicates that the person may have harmed a child, may have committed an offence against a child, may pose a risk of harm to children or may be unsuitable to work with children, the DSO must consider whether the matter should be referred to the relevant Local Authority Designated Officer.

Where a criminal offence is alleged, the police must be informed. Internal disciplinary procedures must be managed separately from any statutory investigation.

LSESU will also consider whether it has a legal duty to make a referral to the Disclosure and Barring Service where a person has been removed from regulated activity, or would have been removed had they not resigned or otherwise ceased the activity, because they harmed or posed a risk of harm to a child or adult at risk.

10.7. Urgent and out-of-hours situations

If there is an immediate risk of harm to a person or to others, do not wait — follow these steps:

1	Call 999. Give the emergency services as much detail as possible, including the person's location, especially if they are not with you. Follow all guidance from the emergency services.

2	Contact LSE Security on 020 7405 7066 (24-hour emergency line). Give them the individual's name, student ID, and location if known. This is especially important if emergency services need access to campus.
3	Contact a Designated Safeguarding Officer as soon as possible. Contact details are listed in Appendix B. Outside normal hours, attempt to reach an Assistant DSO.
4	Complete the Safeguarding Incident Report Form (Appendix A) as soon as it is safe and practical to do so.

11. DSO Response and Decision-Making

Following a report, the DSO will confirm in writing the action to be taken, including any further steps, who is responsible, and any deadlines. Responses may include:

- Deciding there is no cause for concern, with reasons recorded.
- Monitoring the situation without taking further action at this stage.
- Agreeing further action within LSESU.
- Referring the individual to LSE student services or external agencies with their consent.
- Informing statutory safeguarding services or the police without consent, where there is a significant risk of harm and no other practicable way to ensure safety.

Where statutory referral is required, the DSO will contact the relevant authority. If the individual does not live in the local borough, contact the safeguarding team for the local authority where they reside.

Service	Contact	When to use
Police	999 (emergency) / 101 (non-emergency)	Immediate danger to any person
Local Authority Children's Services	Contact at 020 7641 6000 or visit Westminster Children's Social Care	Child or young person at risk of abuse or neglect
Local Authority Adult Social Care	Call 020 7641 2500 or email adultsocialcare@westminster.gov.uk or visit Westminster Adult Social Care.	Adult at risk of abuse or neglect
NSPCC Helpline	0808 800 5000	Advice on child protection; if uncertain whether to share information
Counter Terrorism / Prevent	ACT Hotline: 0800 789 321	Concerns about radicalisation or extremism

Decisions about breaking confidentiality are made by the DSO and the Chief Executive. If confidentiality must be extended, the Chief Executive will inform the Board of Trustees. All identifiable information will be handled with appropriate discretion.

The greater the risk and the severity of potential harm, the more likely information will be shared — with or without consent. If in doubt about whether to share information, the DSO should contact the NSPCC helpline (0808 800 5000) for expert advice before acting.

12. Under 18s and Specific Operational Contexts

12.1. Bars and licensed premises

Under-18s may attend certain LSESU events, such as external events for schools or LSE student-only events where alcohol is not served, subject to the specific licensing conditions of the venue. However, where alcohol is being served at an event, under-18s are not permitted to attend. In all cases, in line with the law, under-18s are not permitted to purchase or consume alcohol, and LSESU is not permitted to sell or serve alcohol to under-18s.

All bar and security staff must check the identification of anyone they suspect may be under 18. Accepted forms of ID are: valid passport; UK driving licence (provisional or full); national identity card issued by a government authority; CitizenCard; PASS card (Proof of Age Standards Scheme); or a Home Office-issued Biometric Residence Permit (BRP).

All licensed premises must comply with the Licensing Act 2003. Events restricted to over-18s must be clearly advertised as such. The following monitoring and enforcement measures apply at all times:

- Bar and security staff are briefed before every shift on age-verification procedures.
- Under 18s found inside an alcohol-serving area during operating hours will be asked to leave.
- Under 18s will be reminded at entry points that they are not permitted in bar areas during club nights, social events, and regular hours of operation.

12.2. Clubs, societies, and volunteering

Activities and events organised by LSESU or affiliated student groups may be available to all. Where events are over-18s only, this must be clearly identified in advance.

Activities involving visiting children or young people who are not registered LSE students, including school visits, sixth-form conferences, competitions, outreach projects and community events, must be notified to the Head of Student Communities and Partnerships in advance. An activity-specific safeguarding risk assessment must be completed before the activity takes place.

Written parental or guardian consent must be obtained before any photographs or video recordings are taken of students under 18 at LSESU activities or events.

12.2.1 Pre-arrival communication for incoming under-18 students

At the beginning of the academic year, the Head of Student Communities and Partnerships receives from LSE a list of incoming students who are under 18. Each of these students is contacted directly by email, outlining the process for joining a club or society and detailing the activities they are not permitted to take part in during the Give It A Go (GIAG) period and beyond, until they turn 18.

Before a student under 18 can join a club or society, or participate in any LSESU activity, written consent must be obtained from their parent or guardian. Consent forms must be retained by the Head of Student Communities and Partnerships and made available to the relevant DSO on request.

Ahead of the GIAG period, all club leaders and coaches are also emailed to notify them that under-18 students may be present during this time. This communication sets out the same guidance provided when an individual under-18 student joins a club, ensuring club leaders and coaches are prepared in advance rather than only once a specific student's membership is confirmed.

Under 18s wishing to join a club or society must follow the approval process set out below. They are not able to purchase membership directly via the website. The process is managed by the Head of Student Communities and Partnerships, who must be notified whenever a student under 18 applies to join. The President of the relevant club or society must review and update their risk assessment accordingly.

Onboarding process for under 18 members

- Ask the student to complete the Under 18s Clubs and Societies Permission Form, including written parental or guardian consent. This includes:
    - Confirming that the parent or guardian is aware of the activity restrictions applicable to under 18 members.
    - Providing emergency contact details.
    - Giving their consent and signing the form.
- Send the student a guidance email covering activity restrictions and reminders relevant to their club or society.
- Notify the student that their name will be shared with the relevant club or society for safeguarding purposes.
- Send the club, society and coach a guidance email setting out their responsibilities in relation to the under 18 member.
- Send an approval email to the club or society confirming the student’s name. Copy in the coach or instructor if applicable.

- Add the student to the 'Approved Under 18s' membership group to enable membership access.
- Send a confirmation email to the student with full details of their membership and applicable restrictions.

Responsibilities of club and society committees:

- Create a welcoming and safe environment for all members, particularly those under 18.
- Include under 18 members in all activity and event risk assessments.
- Ensure all coaches and instructors working with the club hold a valid DBS check before any under 18 member joins.
- Not assume that supervision by another coach, instructor, employee or volunteer removes the need for the role to be assessed as regulated activity with children.
- Report any concerns about an under 18 member's welfare or safety to the relevant LSESU staff member immediately.

Responsibilities of under 18 students:

- Comply with all safeguarding rules and guidelines set by LSESU and the club or society.
- Respect the activity restrictions that apply to their membership.
- Report any concerns about an activity or interaction to a committee member or LSESU staff immediately.

The Head of Student Communities and Partnerships is responsible for undertaking risk assessments for all volunteering projects. Each project should have its own risk assessment covering control measures for under-18s.

Under 18s are not permitted to attend overnight or residential trips. For any other trips or visits involving under-18s, students must sign up in advance and provide their date of birth.

Additionally, the following activities are not available to Under 18s. This list is not exhaustive; if you are unsure whether an activity is suitable, contact the Head of Student Communities and Partnerships.

Restricted activity	Reason
Overnight / residential trips	Safeguarding concerns around supervision
Rugby	Identified as high-risk by LSESU activity risk rating and insurance providers
Surfing and Wakeboarding	External water-based sport
Equestrian and Polo	High activity risk rating
All BUCS and LUSL competitions	Under 18s cannot compete under applicable rules and regulations

Fight Night events (e.g. Boxing, Muay Thai)	Higher risk of injury
Outdoors and Hiking Society	External, higher-risk activity
Automotive and Karting Society	Motorsport — increased risk of injury
Any alcohol-based societies or social events	Under 18s not permitted at alcohol-based events
Student elections	Under 18s are not eligible to stand for election
Running or organising events	Under 18s may not take responsibility for event management

12.3. Recruitment and Declarations

References must be taken up and verified prior to appointment for all paid and voluntary roles. Recruitment forms for paid and voluntary roles will ask candidates to declare any convictions or cautions, including the nature of the offence, sentence or outcome, and the date. LSESU will only ask applicants, employees, volunteers or trustees to disclose criminal-record information that it is legally entitled to request. Protected convictions and cautions must not be requested or considered

Unrelated convictions or cautions are not automatically a barrier to paid or voluntary work with LSESU. However, false declarations will be considered grounds to terminate the application. For paid staff, a false declaration may constitute gross misconduct and trigger the Disciplinary Policy and Procedure. For volunteers, the commitment will be cancelled with immediate effect.

All staff, volunteers, and trustees are expected to declare any unspent cautions or convictions during recruitment and at yearly intervals thereafter.

Staff must also notify their line manager if they become the subject of an external safeguarding investigation. The line manager will consult with HR and the DSO to determine whether the staff member should continue in their current duties pending the outcome. Failure to disclose such an investigation may constitute gross misconduct and result in immediate suspension.

12.4. Personal, Romantic or Sexual Relationships

Relationships between LSESU staff and LSE students are strongly discouraged. Any relationship that creates a safeguarding concern — where a person may be at risk or has suffered harm — or that jeopardises the reputation of LSESU, may lead to disciplinary proceedings.

Advice Service staff are expressly forbidden from forming personal or romantic relationships with current clients. This prohibition applies regardless of whether the client is a child, adult at risk, or an adult with full capacity. Forming such a relationship with a current client constitutes gross misconduct.

Sexual relationships between any LSESU staff member, officer, or volunteer in a position of trust and a young person aged 16–17 are a criminal offence under the Sexual Offences (Amendment)

Act 2000, regardless of consent as the adult is in a position of trust. Any LSESU staff member, officer, or volunteer who is in a position of trust must be aware of this obligation.

13. Safeguarding from Extremism and Radicalisation

13.1. Actions and Responsibilities

While LSESU is not subject to the Prevent Duty under the Counter Terrorism and Security Act 2015, we work in partnership with LSE to assist them in having due regard to the need to prevent people from being drawn into terrorism.

Any concerns about radicalisation or extremism must be reported to a DSO in the same way as any other safeguarding concern.

Trustees must report to the Charity Commission under its Reporting Serious Risks regime if LSESU, or any individual staff member, trustee, or volunteer, has any known or alleged link to a proscribed organisation or to terrorist or other unlawful activity, as soon as LSESU becomes aware of it.

Concerns about external speakers at LSESU or student group events must be reported to the relevant DSO, who is responsible for ensuring LSESU complies with LSE's Code of Practice for Events.

13.2. LSESU Context

LSE is a place of learning and open debate. Younger students may be questioning ideas they have grown up with and may be attracted to apparently radical perspectives. LSESU will not take action that criminalises students for expressing opinions, but recognises that students — particularly those under 25, living independently for the first time — may be more vulnerable to manipulation, including from extremist individuals or organisations.

Our approach to a student at risk of radicalisation is to treat them as an adult or child at risk. We will consider involving LSE's student welfare and the LSE Faith Centre, alongside any reasonable action needed to safeguard the wider student community.

13.3. External Speakers

LSESU and affiliated Clubs and Societies must follow the LSESU Code of Conduct and the LSE Code of Practice for the conduct of events held on university premises. The relevant DSO is the approving officer for LSESU events and is responsible for ensuring procedures are followed.

Compliance with this procedure is mandatory. Non-compliance may lead to disciplinary action against the relevant Club, Society, or individual.

13.4. Conduct and Association

LSESU staff, trustees, and members must not engage in conduct or activities that would lead a reasonable member of the public to conclude that LSESU is associated with a proscribed organisation or with terrorism or extremism.

Where an LSESU representative has given, or appeared to give, support to terrorist or extremist activity, LSESU will dissociate itself from that activity and, where appropriate, report to relevant authorities.

Staff, trustees, or members who give or appear to give support to terrorism or extremist activity may be subject to disciplinary proceedings, reported to the Board of Trustees.

Designated persons (individuals subject to financial restrictions in the UK, as listed on the HM Treasury Consolidated List) may not be appointed as LSESU trustees. If a trustee is subsequently designated, they must resign or they will be in breach of charity law.

14. Review and Compliance

This policy will be reviewed and approved annually by the Board of Trustees to ensure it remains effective and compliant with current legislation. Failure to comply with safeguarding procedures may result in disciplinary action.

The policy and associated procedures may also be subject to review following any critical incident, significant change in legislation or statutory guidance, or recommendations arising from a safeguarding audit.

LSESU will maintain a log of all safeguarding concerns and incidents, in compliance with UK GDPR, to inform ongoing review and improvement of practice. Anonymised summaries will be reported to the Safeguarding Subcommittee of the Board of Trustees as part of the regular governance cycle.

APPENDIX A – Safeguarding Incident Report Form

Use this form to record information following an allegation, suspicion, or disclosure of a potential safeguarding concern. Completing this form should not delay contacting the Police or other agencies in an emergency.

First name and last name of the person completing this form (YOU)	
Date and time of completing this form	
Your position or relationship to the person your concern is about	
Your telephone number	
Your place of work address	
Name(s) of the person(s) the safeguarding concern is about	
Date and time of any incident	
Address (if known) of the person the concern is about	
Telephone number (if known) of the person the concern is about	
Age and date of birth of alleged victim (if known)	
Name and address of parent, carer, or guardian of alleged victim	
Telephone number of parent, carer, or guardian	
What have you witnessed or been told?	
Has the alleged victim said anything to you? (Do not lead or investigate – record actual details only)	
Has the alleged victim given you consent to share their information?	
Action taken so far	
External agencies contacted? See referral contacts in section 11	
Name and contact number of agency contacted	
Advice received	
Signature	

Please send a copy of this form to the relevant Designated Safeguarding Officer (DSO) as soon as possible, but after any urgent or emergency calls you believe need to be made.

APPENDIX B– Designated Safeguarding Officer Contacts

Role	Name	Contact
Lead Designated Safeguarding Officer	Freda Chisambi	F.Chisambi@lse.ac.uk 07 835 294398
Out-of-hours / Assistant DSO	Alex Newton	A.Newton@lse.ac.uk
Deputy DSO	Nish Kumar	N.Kumar14@lse.ac.uk
Deputy DSO	Warren Bingham-Roberts	W.Bingham-Roberts@lse.ac.uk

This list is maintained by the Lead DSO and updated whenever postholders change. The current contacts are always available on www.lsesu.com/union/safeguarding