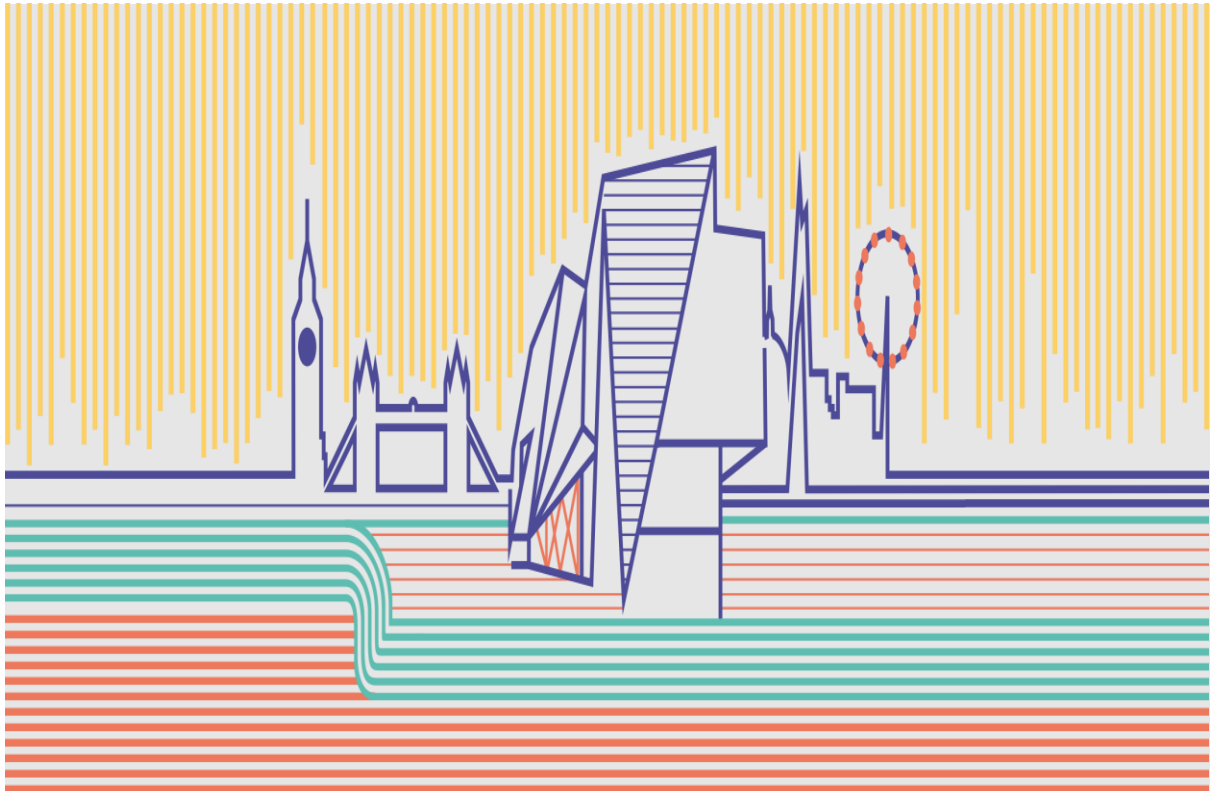


# London School of Economics Students' Union



## Safeguarding Policy and Procedure June 2025

This document is available in large print format and alternative formats. Should you or someone you know require this in an alternative format please contact us on [su.hr@lse.ac.uk](mailto:su.hr@lse.ac.uk)

VERSION AND REVISION RECORD:
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<b>Date</b>	<b>Version No</b>	<b>Details</b>	<b>Review date</b>
23 <sup>rd</sup> June 2025	1.0	Safeguarding Policy and Procedure	23 <sup>rd</sup> June 2026

<b>Contents</b>	<b>Page</b>
Safeguarding policy rationalise	3
LSESU and LSE relationship	3
Definitions	3
Policy statement	4
Responsibilities for Safeguarding	4-5
Arrangements for Safeguarding	6
Appendix A: Definitions and glossary of terms	7 -8
Appendix B: Safeguarding incident report form	9 - 10
Appendix C: Safeguarding policy for under 18s	

## **The LSE Students' Union Safeguarding Policy Rationalise**

To set 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 1969, 2004 & 2006, Safeguarding Vulnerable Groups Act 2006, and the Protection of Freedoms Act 2012.

### **LSE Students' Union / LSE relationship**

The LSESU recognises that its responsibility for safeguarding is important, and they have a shared responsibility with the school because:

- LSESU are the employer of all SU staff
- LSE are the landlord of all buildings occupied by the SU
- LSE are the University at which the SU student members are registered at

The SU recognises that this relationship could cause confusion, therefore, the SU will ensure in setting out the following policy, and any relating procedures, that these are in line with the LSE's own where reasonable appropriate.

The LSE's Safeguarding policy can be found at: [safPol.pdf](#)

### **Definitions**

As part of this policy and the related procedures the following definitions apply:

- A **Child** is defined as anyone under the age of 18
- An **Adult at risk of harm** is a person aged 18 or over who has care and support needs (irrespective of whether the Local Authority (Westminster Council) is meeting those needs), and is experiencing, or at risk of abuse and neglect and as a result of those care and support needs is unable to protect themselves from abuse and neglect or the risk of it. We also consider adults who are at risk of exploitation, including radicalisation, as falling within scope of our definition.

## **Policy statement**

The SU recognises the importance of safeguarding the safety and wellbeing of children, young people, and adults at risk of harm who come into contact with the SU.

The SU aims to meet our safeguarding commitments by:

- Taking concerns or allegations seriously, investigated and acted on as appropriate.
- Identifying relevant SU staff are familiar with this policy and receive training on their responsibilities.
- Reporting criminal acts to the relevant statutory agency
- Reporting to the Charity Commission if a serious incident happens or is suspected to have taken place.

## **Responsibilities for Safeguarding**

**The School's Safeguarding Officers Lead and those within each Department of the School are responsible for:**

- Ensuring that the School's Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children and adults at risk of harm.
- Acting as the main contact within the school for safeguarding children and adults at risk of harm.
- Ensuring that members of the school are provided with information, advice, and training on the protection of children and adults at risk of harm, consistent with their roles and responsibilities.
- Engaging with the Westminster Council's Safeguarding team and the Local Authority's Designated Officer (LADO).
- Maintaining the confidentiality of records of relevant cases and action taken and managing all data in a manner that is consistent with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

**The SU Board of Trustees are responsible for:**

- Setting and monitoring strategy and policy for safeguarding within the SU.
- Monitoring safeguarding performance and seeking reassurance that performance is satisfactory.
- Reporting to the Charity Commission if a serious incident happens or is suspected to have taken place in relation to the SU.

**The SU Designated Safeguarding Officers are responsible for:**

- Consulting with the School on matters of Safeguarding and ensuring this policy is up to date.
- Ensuring the SU is complying with the safe recruitment of staff and students in line with the LSEs [safPol.pdf](#) see 3.4.2 and section 5.

- The design and implementation of local safeguarding procedures as they apply to the SU.
- Monitoring safeguarding performance across the SU and providing assurance reports to the HR sub-committee and to the Board of Trustees.
- Managing an ongoing programme of audits of compliance with the SU safeguarding policy on behalf of the Board of Trustees.
- Facilitating referrals to the School's Safeguarding Lead and Departmental Safeguarding Officers.

**Senior Leadership Team and managers are responsible for:**

- Having an appropriate awareness of the safeguarding policy and the requirements of legislation as they apply to the work of their department/team.
- Ensuring that staff, student leaders are aware of and understand the safeguarding policy along with its related procedures.
- Ensuring that staff, student leaders who require safeguarding training for their work receives it.
- SU HR working with LSE's HR to ensure that any staff roles that require a DBS check receive this see LSE's [safPol.pdf](#) see 3.4.2 and section 5.

**All staff, student leaders are responsible for:**

- Cooperating with managers on safeguarding matters.
- Ensuring they maintain age and culturally appropriate relationships with children and adults at risk of harm.
- Reporting any safeguarding concerns to the SU Designated Safeguarding Officer in accordance with procedures.

**Identifying Safeguarding Concerns**

Please refer to the LSEs [safPol.pdf](#) see 3.3, 3.4 and section 8.

**Responding to a Suspicion of Allegation of Exploitation, Harm or Abuse of a child**

Please refer to the LSEs [safPol.pdf](#) see 2.3 and 2.4

**Responding to a Suspicion of Allegation of Exploitation, Harm or Abuse of an adult at risk.** Please refer to the LSEs [safPol.pdf](#) see 2.3 and 2.4

**Arrangements for Safeguarding**

The general arrangements for safeguarding within the SU will be recorded within procedures which, alongside this policy, will be reviewed to ensure that they are kept up to date. Amendments to this policy will be approved by the HR Sub-committee.

## Responding to a Safeguarding disclosure

If you receive an allegation that a child or adult at risk is being abused, has been abuses, or is at risk of abuse you should:

- Listen carefully and stay calm
- Please do not 'quiz' the child or adult at risk. Moreover, if necessary, you may seek to clarify, using open questions and without putting words into the child's mouth but only to the extent that they understand what the child or adult at risk is telling them
- Please reassure the child or adult at risk that by telling you they have done the right thing.
- Inform the child or adult at risk that you must pass the information on, but that only those that need to know about it will be told.
- Inform the child or adult at risk to whom you will report the matter.
- Make a detailed note of the date, time, place, what the child or adult at risk said and did and the questions asked of the child or adult at risk (**see Appendix B: Safeguarding incident report form**)

## Review schedule

The review of the Safeguarding Policy and Procedure will be undertaken by the Human Resources Manager [su.hr@lse.ac.uk](mailto:su.hr@lse.ac.uk) as per the below review interval.

Review interval	Next review due by	Next review start
Annually	23 June 2026	23 June 2027

## Version history

Version	Date	Approved by LSESU Trustee Board	Notes
1.0	3 June 2025	23 June 2025	

## Contact

Position	Email	Notes
Human Resources	<a href="mailto:Su.hr@lse.ac.uk">Su.hr@lse.ac.uk</a>	

1	<b>Communication and training</b>	
2	Will this policy and procedure be publicised through internal communications?	Yes
3	Will training needs arise from this policy and procedure?	Yes
4	Will Safeguarding level 2 training be conducted? Will be facilitated by our external Safeguarding professional	Yes

**Appendix A – Definitions and glossary of terms**

<b>Definitions</b>	
<b>Adult at risk</b>	Under the Care Act (2014), an adult at risk is someone over 18 years old who: has care and support needs. is experiencing, or is at risk of, abuse or neglect. as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
<b>Adult at risk 10 categories</b>	<p><b>The Care and support statutory guidance identifies ten types of abuse, these are:</b></p> <ul style="list-style-type: none"> <li>• Physical abuse.</li> <li>• Domestic violence or abuse.</li> <li>• Sexual abuse.</li> <li>• Psychological or emotional abuse.</li> <li>• Financial or material abuse.</li> <li>• Modern slavery.</li> <li>• Discriminatory abuse.</li> <li>• Organisational or institutional abuse.</li> </ul>
	<p>An adult at risk may be a person who:</p> <ul style="list-style-type: none"> <li>✓ is unable to demonstrate the capacity to decide and needs care and support</li> <li>✓ is a carer, such as, a family member/friend who provides personal assistance and care to adults and is subject to abuse</li> <li>✓ misuses substances or alcohol</li> <li>✓ has a long-term illness or condition</li> <li>✓ has a mental health needs such that their capacity is reduced</li> <li>✓ has a physical disability and/or a sensory impairment</li> <li>✓ has a learning disability</li> <li>✓ is elderly, frail due to ill health, has a physical disability or cognitive impairment</li> </ul>
<b>Safeguarding</b>	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. Safeguarding applies consistently and without exception across all activities associated with the Union. It requires proactively identifying, preventing, and guarding against all risks and harm, exploitation and abuse and having mature, accountable, and transparent systems for response, reporting, and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until a decision is made.
<b>Child Sexual Abuse/Exploitation</b>	Which can be applied to those over 16 but under 18 years of age.

<b>Glossary</b>	
<b>Safeguarding</b>	The protection of a person's rights, health, and wellbeing from abuse, neglect, and harm
<b>Abuse</b>	A form of maltreatment of a child, young person, or adults at risk. Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children. The abuse of children four areas
<b>Emotional Abuse</b>	A form of abuse which may involve the persistent emotional maltreatment of an individual, such as, to cause severe and persistent adverse effects on emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may include not giving a child or adult at risk the opportunity 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 the child, young person, or adult at risk's developmental capability as well as overprotection and limitation of exploration and learning or preventing the individual participating in normal social interaction. It may involve serious bullying (including cyber bullying), causing individuals to 3 relevant to adults <i>taken from Working Together to Safeguard Children 2018</i> frequently feel frightened or in danger, or the exploitation or corruption, relevant to adults
<b>Neglect</b>	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.
<b>Physical Abuse</b>	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.
<b>Sexual Abuse of Children</b>	A form of abuse involving forcing or enticing a child, young person, or adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether the individual 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 or young people in looking at pornographic material, watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate Sexual abuse. Women can also commit acts of sexual abuse, as can other children and young people.

## **Appendix B – Safeguarding Incident report form**

### **Safeguarding Incident Report Form**

This form is to be used to record basic information in the light of an allegation, suspicion, or disclosure of a potential safeguarding concern. Completing this record should not stand in the way of contacting Police or other agencies in the event of an emergency or urgent safeguarding incidents

First name and last name of the person completing this form (YOU):

\_\_\_\_\_

Date and time of completing this form:

\_\_\_\_\_

Your position or relationship to who your safeguarding concern is about:

\_\_\_\_\_

Your telephone number:

\_\_\_\_\_

Your place of work address

\_\_\_\_\_

Name/names of person/s the safeguarding concern or incident is about:

\_\_\_\_\_

Date and time of any incident:

\_\_\_\_\_

Address (if known) of person the safeguarding concern is about:

\_\_\_\_\_

Telephone number (if known) of the person safeguarding 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:

\_\_\_\_\_

What have you witnessed or been told?

\_\_\_\_\_

Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details):

\_\_\_\_\_

Action taken so far:

External agencies contacted? yes, no 999 or Social Services? yes no

Name and contact number:

\_\_\_\_\_

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 that you feel need to be made.