



Safeguarding Students Policy and Procedure

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Target Audience

People who need a detailed knowledge of the document	Dean of Education; Safeguarding Focal Points in Education; Registry Staff, and Student Advice and Wellbeing Staff.
People who need a broad understanding of the document	Director of Studies of courses, course leads and moderators and lecturers.
People who need to know that the document exists	All staff and students.

Annex of Modifications

Version	Date of issue	Details of modification from previous version

Contents	Page
1 Introduction - What is safeguarding	4
2 Equality and Diversity statement	4
3 Definitions used in this policy	5
4 Purpose	5
5 Roles and Responsibilities	6
6 Scope	7
7. Safeguarding Procedure	8
8. Forms of harm/abuse	9
9. Dealing with suspicions or allegations of harm or abuse	12
10. Safeguarding students in overseas research settings	14
11. Safe recruitment & selection of educational staff	14
12. Allegations of staff misconduct	15
13. Allegations of student misconduct	16
14. Use of photographs and videos	16
15. Training	17
16. References	18
17. Appendices (1-5)	19

1. INTRODUCTION - WHAT IS SAFEGUARDING?

- 1.1 Safeguarding is the responsibility that organisations have to make sure that their staff, operations and programmes do no harm (Keeping Children Safe (KCS), 2014). Safeguarding is a term used to describe how we protect adults, children and young people from abuse or neglect. It is an important shared priority of many public facing services.
- 1.2 Safeguarding is about protecting certain people who may be in vulnerable circumstances. These people may be at risk of abuse or neglect due to the actions (or inactions) of another person/organisation. In these cases, it is vital that organisations work together to identify people at risk and put steps in place to help prevent abuse or neglect (Office of the Public Guardian, 2017).
- 1.3 The Liverpool School of Tropical Medicine (LSTM) recognises its duty of care in safeguarding and protecting beneficiaries, research participants, patients and communities with whom we have direct and indirect contact through our work and also in protecting any vulnerable staff, students, volunteers and other representatives.
- 1.4 We endorse and support the principles of the [UN Convention on the Rights of The Child](#), (UNICEF, 1989); the [Declaration on the Elimination of Violence Against Women](#), (UN, 1993) and of the [UN Global Compact](#) (UN, 2004).
- 1.5 We will develop our procedures and processes for safeguarding students with due consideration of the key guidance documents from [UUK](#), [IASC](#) and [KCS](#).
- 1.6 This policy should also be read in conjunction with the:
[LSTM Student Mental Health Policy](#)
[LSTM Protecting children and vulnerable adults' policy and procedure](#)
[The taking, use and storage of photographs and videos policy](#) (to follow)
- 1.7 LSTM also has specific policies in place in relation to safeguarding students at risk of being drawn into extremism:
[Policy on the prevent escalation process at LSTM](#)
[Policy in Response to Prevent Guidelines as part of the Counter-Terrorism and Security Act 2015](#)

2. EQUALITY AND DIVERSITY

LSTM is committed to promoting equality of opportunity, combatting unlawful discrimination and promoting good community relations. We will not tolerate any form of unlawful discrimination or behaviour that undermines this commitment and is contrary to our equality policy.

3. DEFINITIONS USED IN THIS POLICY

3.1 The Safeguarding Vulnerable Groups Act (UKPGA, 2006) and the UN Convention on the Rights of the Child, 1989 (UNCRC) define a “child” as a person under the age of 18 years old. For the purposes of this policy and the associated code of conduct, the terms:

- “*child*” and “*children*” will therefore be used to describe all children and young people who have not yet reached their 18th birthday.
- “*staff*” will be used to describe employees, volunteers, contractors and representatives including those employed under consultancy arrangements.
- “*student*” will be used to describe all undergraduate, post-graduate and short course students registered with us, or learning on our premises.
- “*vulnerable adult*” – is a person aged 18 years or older who may need health and/or care services because of mental or other disability, age or illness; and who is or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation (NHS England, 2017). For LSTM, this may include members of staff, students, research participants, beneficiaries, patients and other community members who we have direct and indirect contact with through our work.
- “*Radicalisation*” - the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- “*Prevent*” - part of the government’s overall anti-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. Higher Education has been identified as a sector where vulnerable people may be radicalised. This strand of the anti-terrorism strategy aims to prevent vulnerable people getting involved in terrorism.
- “*Channel*” - a multi-agency process which aims to provide support to individuals at risk of being drawn into violent extremism, thereby helping to prevent radicalisation and divert children, young people and vulnerable individuals from extremist views associated with terrorism.

4. PURPOSE OF POLICY

The purpose of this policy is to ensure that as an organisation we:

- Have systems and processes in place to guide and support staff in their role in safeguarding and protecting vulnerable students
- Protect students from all types of abuse, exploitation or intentional and/or unintentional actions and failings that place them at risk of injury and/or any other harm.
- Have systems in place to deal well with any allegations, complaints and cases of all types of abuse and exploitation by our own personnel against students or by students themselves, through effective implementation of safeguarding policies and procedures.

5. SAFEGUARDING ROLES AND RESPONSIBILITIES

5.1 All students and staff

- It is everyone's responsibility to safeguard and protect children and vulnerable adults and all staff and students should raise any concerns regarding safeguarding or conduct (whether in our education and research work in the UK or overseas), through the [Freedom to Speak Up](#) system
- Should follow LSTM's safeguarding and protecting children & vulnerable adults' policy, safeguarding students' policy and the LSTM code of conduct (see Appendix One for the LSTM Student code of conduct)
- LSTM recognises that staff, students and contractors are not expected to be experts in the field of safeguarding. However, we all have a duty to:
 - Be alert and responsive to problems and the potential indicators of physical, mental or emotional abuse or neglect;
 - Be alert and responsive to the risks which individual abusers or potential abusers may pose to young people or vulnerable adults;
 - Be alert and responsive to situations and activities during which young people or vulnerable adults may place themselves at risk of abuse, neglect or other harm;
 - Be alert and responsive to situations and activities which may pose a more general risk to the health and safety of young people or vulnerable adults.

5.2 Safeguarding Focal Points

- Provide support, advice and guidance to staff and students about safeguarding policies and processes within LSTM
- Act as a point of contact for any individual who may wish to discuss a safeguarding concern or make an allegation or disclosure
- Be aware of how to identify signs of abuse and signpost appropriately to other services and know when to escalate concerns to the Designated Safeguarding Lead.
- Take part in training activities to maintain and develop knowledge in relation to protecting children and vulnerable adults, signs of abuse, internal processes and procedures
- Ensure detailed and accurate written records are kept of concerns/referrals and that they are secure, confidential, yet accessible to those with designated authority
- Support the Designated Safeguarding Lead with the roll-out of training and policies re: safeguarding and protection of children & vulnerable adults across the organisation.

5.3 Designated Safeguarding Lead

Act as the designated lead for LSTM for safeguarding to:

- Oversee, implement and monitor the ongoing assurance of safeguarding arrangements through the development and implementation of the safeguarding action plan
- Develop, implement and audit policy and strategy in relation to safeguarding
- Identify named focal points/lead professionals for safeguarding across the organisation and ensure support and mentoring of these individuals
- Support staff, through the design and delivery of safeguarding training and mentoring

- Work in partnership with groups/departments across LSTM, including partner organisations and donors, to ensure best practice in safeguarding/protection of children and vulnerable adults
- Ensure systems are in place across the organisation to assess risk in relation to safeguarding and promote protection of children and vulnerable adults
- Ensure that serious incidents relating to safeguarding are reported immediately and managed effectively and that appropriate systems are in place to learn lessons
- Oversee the referral of serious safeguarding incidents to appropriate external organisations and inform relevant donors and the charity commission.
- Ensure systems are in place to monitor progress against the implementation of our safeguarding action plan, policies and procedures through the Strategic Safeguarding Oversight Group, The Management Committee and the Board of Trustees.

5.4 Dean of Education

Act as the designated lead for safeguarding and conduct within education at LSTM:

- Have overall responsibility for the effective implementation of the safeguarding student policy across LSTM
- Have specific powers to oversee suspension of students pending investigations and where a significant risk of harm to a vulnerable individual is considered to exist
- Ensure induction processes are in place for staff and students within education which clearly outline the organisations' policies and processes to protect children and vulnerable adults and expected behaviour and conduct of educational staff and students.

5.5 Contact details for student safeguarding:

LSTM Designated Safeguarding Lead Philippa Tubb, Managing Director, Well Travelled Clinics	phil.tubb@LSTMed.ac.uk Tel: + 44 151 705 3744
Phil Padfield Dean of Education	phil.padfield@LSTMed.ac.uk Tel: + 44 151 702 9550
Lesley Bennett Student Welfare and Experience Manager	lesley.bennett@LSTMed.ac.uk Tel: + 44 151 702 9593
Leah Dempsey Student Experience Officer	leah.dempsey@LSTMed.ac.uk Tel: + 44 151 702 9591
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Frances Wood Director of Studies Diploma in Tropical Nursing	frances.wood@lstmed.ac.uk Tel: +44 151 705 3130

6. SCOPE

6.1 This Policy applies to:

All LSTM students and staff (including: employees, volunteers, consultants, contractors and other representatives of LSTM and the wider LSTM group of companies and subsidiaries; whether national or international, full time, part time or engaged on short-term contracts in the UK and overseas.

6.2 Breaches in the policy by staff and students may lead to disciplinary action including possible dismissal in the case of staff and removal from the programme of study for

a student. In some cases, it could lead to criminal prosecution. In this respect, LSTM reserves the right to refer alleged instances of abuse to the relevant professional body and/or the police authorities.

- 6.3 For partners/contractors and volunteers, breaches can lead up to and including termination of relation including contractual & partnership agreements. Where relevant, the appropriate UK legal or other frameworks will be referred to. In this respect, LSTM reserves the right to refer alleged instances to the relevant professional body and/or the police authorities.

7. SAFEGUARDING PROCEDURE

- 7.1 LSTM aims to create a safe learning environment (in classroom settings, in the field and on-line), where our students can study safely and enjoy rewarding and stimulating experiences.

- 7.2 LSTM recognises its responsibility to safeguard the welfare of vulnerable students and, where necessary, to work closely with statutory and voluntary local agencies to ensure that they are not put at risk of harm or abuse.

- 7.3 This may take many different forms and individuals may have different perceptions of what constitutes harm or abuse. For the purposes of this policy, LSTM consider the types of safeguarding harm/abuse that can be experienced or perpetrated by vulnerable students to be:

- Physical abuse
- Domestic abuse/domestic violence
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse, including hate crime
- Organisational/institutional abuse
- Neglect or acts of omission
- Self-neglect

These are explained in more detail in section 8 of this policy.

- 7.4 LSTM has developed a Safeguarding Process (see section 9 onwards) which sets out how LSTM staff and students can report concerns about an individual's welfare within LSTM and that these will be addressed quickly and appropriately.

- 7.5 As far as possible, the confidentiality of all individuals involved in safeguarding concerns will be respected. However, there may be circumstances in which it is necessary to share information with third parties such as the police, health care professionals or social workers external to LSTM, or to a child's or vulnerable adult's parents or guardians. Remember that **where there are concerns about the welfare or safety of a person under 18 years, information will have to be shared.** Any decision to share such information will be taken on a case by case basis.

7.6 Students may be particularly vulnerable when they are working in isolated, overseas settings during their research and study. All supervising academics and Principal Investigators have a responsibility to assess whether a student's research project could pose safety, security and/or safeguarding risks to the student.

7.7 In undertaking this risk assessment, we need to identify:

- What are the potential safeguarding/protection risks for research participants that may occur within/as a result of a student undertaking the research?
- Whether there are any potential safeguarding risks to the staff and students working in these areas? (including contractors, consultants and volunteers)
- Are there any other safety, security or safeguarding issues that could arise unrelated to the research activity which the student may be affected by?
- What international and national legislation/policy is in place within the country to support the protection of children and vulnerable adults that we need to follow whilst working there?
- Whether any partner organisations we are working with have systems, policies and procedures in place to deal with safeguarding issues.
- What services are available nationally and locally to refer to (if necessary) if we have safeguarding concerns about an individual?
- Standard operating procedures for the programme in how they will deal with safeguarding concerns.

7.8 A safeguarding risk assessment should be carried out during the planning and design stage of programme development and reviewed once the programme has started to assess the potential safeguarding risks. A copy of the LSTM safeguarding risk assessment tool can be found at Appendix 8 in the [LSTM Protecting children and vulnerable adults' policy and procedure](#)

8. FORMS OF HARM/ABUSE

8.1 There are many forms of harm/abuse that can be experienced by or carried out by students. Concerns can be disclosed to a member of staff or to another student; be observed directly by that person, or be reported by another person. Please refer to Table One on page 11 for a description of the types of abuse.

8.2 Any of these forms of harm/abuse can be deliberate, or be the result of ignorance, or lack of training, knowledge or understanding. Often if an individual is being abused in one way they are also being abused in other ways.

8.3 Table two on page 13, highlights the signs and symptoms of different types of abuse and what to watch out for. The presence of any of the characteristics does not prove that a child or vulnerable adult is being abused, nor does their absence mean there is no need for concern.

8.4 All concerns related to students should be reported using LSTM's [Freedom to Speak Up](#) system or to the Designated Safeguarding Lead or one of the Educational Safeguarding Focal points.

8.5 If a student raises a concern with you, encourage them to report the concern, or you as the person who it is reported to, can raise a concern using the [Freedom to Speak Up](#) system. Both staff and students can raise concerns in this way.

- 8.6 If you don't have access to the sharepoint (intranet) system, you can also raise concerns using the paper form which can be found on the Safeguarding section of the external LSTM website: <https://www.lstmed.ac.uk/about/safeguarding> by completing it and emailing it to safeguarding@lstmed.ac.uk

Table One: Types of abuse (These definitions are drawn from [Safeguarding Adults](#) NHS, 2017).

Type of abuse	Which can include but may not be limited to:
Physical	Assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.
Domestic abuse and domestic violence	Any incident of threatening behaviours, violence or abuse between adults who are or have been, in a relationship together, or between family members, regardless of gender or sexuality". We think of domestic violence as hitting, slapping and beating, but it can also include emotional and financial abuse as well as forced marriage and so-called "honour crimes". It's abuse, if a partner, ex-partner or a family member: <ul style="list-style-type: none"> ▪ Threatens/frightens an individual ▪ Shoves or pushes an individual ▪ Makes an individual fear for their physical safety ▪ Puts an individual down, or attempts to undermine their self-esteem ▪ Controls an individual, for example by stopping them seeing friends and family ▪ Is jealous and possessive, such as being suspicious of friendships and conversations
Sexual	This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photographs, making someone look at pornography or watch sexual acts, sexual assault or sexual acts the adult didn't consent to or was pressured into consenting.
Psychological	This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.
Financial or material	This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possessions or benefits.
Modern slavery	This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.
Discriminatory abuse (Hate crime)	This includes discrimination on grounds of race, gender identity, disability, sexual orientation, religion and other forms of types of harassment, insults or slurs.
Organisational/ Institutional abuse	This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated, on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation and can range from isolated incidents to continuing ill treatment.
Neglect or acts of omission	This includes ignoring medical, emotional or physical care needs, failure to provide access to health, care, support or educational services, or not giving someone what they need to help them live, such as medication, enough nutrition and heating.
Self-neglect	This covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.

9. DEALING WITH SUSPICIONS OR ALLEGATIONS OF HARM OR ABUSE

In dealing with suspicions or allegations of abuse in relation to students, staff members should follow The **FOUR Rs**:

Recognise

Respond

Report

Refer

Please refer to the [Protecting Children and Vulnerable adults policy and procedure](#) for detailed information and guidance on the four Rs

- 9.1 RECOGNISE** - the ability to recognise signs and behaviour(s) that may indicate abuse (see table two on page 13)
- 9.2 RESPOND** – how to respond to someone making a disclosure/allegation of the types of abuse and neglect that are listed in section eight.
- 9.3 REPORT** (and record) - Make sure you know how to record and report a safeguarding concern. If you are worried that a child or vulnerable adult is being abused in any way you should raise a concern. **If in doubt, report** using the [Freedom to Speak Up](#) reporting system or complete the paper based safeguarding incident disclosure form (please refer to Appendix 2). You can raise concerns anonymously through the system, but whenever possible we would encourage staff and students to give a contact name so that we may follow up on the issue with them. (for summary outline of reporting process please refer to Appendix 3).
- 9.4 REFER** - if there is danger to a child or vulnerable adult then you **MUST** refer the matter to the Designated Safeguarding Lead (or a safeguarding focal point) as soon as possible. If the situation is an emergency, then you should contact the police. For cases in Liverpool, it is the role of the Designated Safeguarding Lead, or one of the Senior HR team to carry out a safeguarding referral regarding a child or vulnerable adult to the local child or vulnerable adult safeguarding board in Liverpool, via the appropriate Child or Adult Careline (please refer to appendix 4). If an individual makes a disclosure to you, they may ask that the matter not to be escalated further and ask you to keep the matter confidential. In some circumstances it may be appropriate to maintain this confidentiality provided:
- a) there is no risk to a child or vulnerable adult
 - b) a serious crime has not been committed
- Provided these two criteria are met, then a recipient of a disclosure may signpost the individual towards an appropriate external organisation themselves (please refer to Appendix 5), in order that they may get support with their problem.
- For safeguarding issues cases overseas, you should refer any safeguarding matters to the safeguarding focal point or the Principal Investigator/Senior Manager in your location.

Table Two: Signs and symptoms of abuse

Signs of abuse in children and vulnerable adults	
Physical	<ul style="list-style-type: none"> ▪ Unexplained bruising, marks or injuries on any part of the body. Bruising which looks like hand or finger marks, burns, cigarette burns, scalds, sprains, dislocations, human bites, cuts ▪ Frequent visits to the GP or A&E (or Doctor/Clinic/Hospital) ▪ An injury inconsistent with the explanation offered. Flinching when approached ▪ Fear and distrust of adults/parents/carers, particularly those with whom a close relationship would normally be expected ▪ Aggressive behaviour or severe temper outbursts ▪ Reluctance to get changed or wearing long sleeves in hot weather ▪ Depression, withdrawn behaviour or other behaviour change ▪ Lack of confidence and low self-esteem ▪ Drug and alcohol abuse
Emotional/ Psychological	<ul style="list-style-type: none"> ▪ A failure to thrive or grow, physical mental or emotional development is delayed ▪ Sudden speech disorders or delayed speech ▪ Behaviour change, confusion ▪ Being unable to socialise with others ▪ Low self-esteem, self-harm, eating problems, such as overeating, anorexia or bulimia ▪ Drug or alcohol abuse ▪ Compulsive stealing ▪ Running away
Sexual	<ul style="list-style-type: none"> ▪ Pain or itching in the genital/anal areas, bruising or bleeding near genital/anal areas, bedwetting ▪ Sexually transmitted disease, genital discharge or urinary tract infection ▪ Stomach pains or discomfort when walking or sitting down ▪ Pregnancy ▪ Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn ▪ Showing fear or distrust of a particular adult(s) ▪ Sexual knowledge/language particularly in not appropriate for age, ▪ Saying they have secrets they cannot tell anyone about ▪ Self-harm or mutilation, sometimes leading to suicide attempts
Neglect	<ul style="list-style-type: none"> ▪ Constant hunger, stealing food from others, weight loss, constantly being underweight, malnutrition ▪ Poor personal hygiene ▪ Inappropriate dress for the weather ▪ Untreated medical problems ▪ Pressure sores ▪ Child mentioning that they are being left alone or unsupervised ▪ Sore or extreme nappy rash, skin infections, poor condition of skin ▪ Lack of response to stimuli or contact, "frozen watchfulness" ▪ Anxiety, depression, distress ▪ Drug or alcohol abuse ▪ Child moves away from parent under stress <u>or</u> little/no distress when separated from primary carer ▪ Inappropriate emotional responses ▪ Language delay in children

10. SAFEGUARDING STUDENTS IN OVERSEAS RESEARCH SETTINGS

10.1 The UK Collaborative on Development Research (UKCDR) report which reviewed existing evidence on safeguarding in international development research (2019); noted that students, doctoral researchers and early career researchers may face additional safeguarding risks and vulnerabilities during overseas fieldwork, this can be due to:

- Less experience and familiarity/knowledge of local politics and society
- Being less prepared to respond to security issues, physical and mental rigours and emotional and ethical challenges of overseas fieldwork
- Additional pressures faced with degree timelines, funding constraints and failing to complete their research
- Less support available from in-country research teams
- May tolerate harassment to allow their research to proceed, and they may want to “downplay” any difficulties they are having, so they are seen as a good/competent researcher
- Being less willing to report issues or concerns for fear of jeopardising research and worries about educational and career prospects.

(UKCDR commissioned report by D Orr et al, 2019)

“These findings highlight the importance of fieldwork training addressing the ethical, emotional and physical dimensions of research and the complexity of risk and vulnerability associated with research settings and relationships” (D Orr et al, 2019, page 18).

11. SAFE RECRUITMENT & SELECTION OF EDUCATIONAL STAFF

11.1 LSTM’s recruitment process reflects our organisational commitment to keeping children and vulnerable adults safe. We will apply specific (additional) recruitment practices for those posts which will have contact with children and vulnerable adults, with the intention of identifying individuals who are suitable to work for such roles.

11.2 As part of our recruitment process, we will:

- Assess all advertised jobs to identify those that have contact with children and vulnerable adults, and for those that do, applicants will be asked to disclose all criminal convictions during their job application process and will complete either a: [Disclosure and Barring Service](#) (DBS) enhanced check carried out or [Criminal record check for overseas applicants](#)
- Include a standard safeguarding statement on all educational job adverts
- Ensure that appropriate selection measures and pre-employment checks are carried out for recruitment of educational staff
- Careful reference checking is one of the most effective tools for preventing child abuse. This should take place in accordance with LSTM’s “Recruitment and Selection Policy and Procedure”. Applicants should not start work until satisfactory references are received. Any reference check for a candidate working with children

and/or vulnerable adults should ask explicitly about their suitability to work with children and/or vulnerable adults (where applicable)

- Ensure that staff receive, read and sign a copy of our code of conduct at the time of signing their employment contract so that anyone who represents our organisation is clear regarding expected behaviour and never abuses the position of trust that comes with being a representative of LSTM.
- Include safeguarding as part of our corporate induction and ensure mandatory online safeguarding training is completed by all staff. To ensure that staff are aware of their obligations and respond appropriately to safeguarding and child/adult protection issues.

12. ALLEGATIONS OF STAFF MISCONDUCT

- 12.1 If a safeguarding incident report alleges that a member of staff has been involved in a safeguarding incident, then a senior member of the HR team must be part of the incident investigation process and should give guidance regarding the action to be taken in relation to the employee.
- 12.2 A separate member of the HR team should be allocated to liaise with the staff member
- 12.3 The HR Manager/Global Director of HR in conjunction with the lead investigator and the staff member's line manager will decide whether suspension is appropriate during the period of investigation. HR will advise on the process requirements for this action. **Suspension is seen as a non-punitive action in order to protect both those who are accused and those who have reported an allegation.**
- 12.4 HR advice will be also be sought for staff employed on a consultancy basis, secondees, self-employed staff, other types of contractors and volunteers working on behalf of LSTM.
- 12.5 The member of staff will be dealt with using the appropriate HR policies and/or procedure. A member of staff may be subject to formal disciplinary action, if it found that his/her conduct has contravened the Safeguarding Students Policy.
- 12.6 If appropriate, the incident will be reported to the appropriate professional regulatory body if the member of staff is a registered professional (such as the General Medical Council for doctors, or the Nursing and Midwifery Council for nurses and midwives).
- 12.7 It is essential that every effort must be made to maintain confidentiality and manage communications while an allegation is being investigated.
- 12.8 LSTM recognises that it has a duty of care to all its staff. Any LSTM staff member or student facing an allegation and the alleged victim will be offered counselling advice and support.
- 12.9 If an allegation of abuse is made against you, then you must inform your line manager immediately. You should record all the details as you know them, and then sign, date

and keep a copy for yourself, and send a copy to your line manager who will then pass the information immediately to the Global Director of Human Resources at LSTM or the Designated Safeguarding Lead.

13. ALLEGATIONS OF STUDENT MISCONDUCT

- 13.1 If a safeguarding incident involves an allegation against an LSTM student, the Dean of Education should be notified for investigation under the School's Student Disciplinary Code <insert hyperlink>. Referral to the Dean should take place irrespective of whether a police investigation into a possible criminal offence is taking place.
- 13.2 A LSTM student may be subject to formal disciplinary action, if it found that his/her conduct has contravened the Safeguarding Students Policy.
- 13.3 LSTM recognises that it has a duty of care to all its students. Any LSTM student facing an allegation and the alleged victim will be offered counselling advice and support.

14. USE OF PHOTOGRAPHS AND VIDEOS

LSTM has a safeguarding responsibility to make sure that its staff and operations do no harm and protect children and vulnerable adults. Please refer to the *Taking, use and storage of photographs and videos policy* <insert hyperlink> for detailed information.

The following set of guidelines should be adhered to when using photographs or videos.

- Reason and purpose: All photographs and videos should accurately represent any depicted situation both in its immediate and in its wider context. Images should be taken based on values of respect and equality
- Appropriateness of images: Any photograph or video should not stereotype or discriminate against people, situations or places. In addition, the images should conform to the highest standards in relation to human rights and protection of children and vulnerable people
- Identification of subjects: A photograph or video should not permit any unauthorised person to identify the subject and where feasible their location. Personal details such as names, email addresses or home addresses and telephone numbers should not be revealed in the images or accompanying text. When photographs are used with no record of consent every effort should be taken to anonymize the image by obscuring facial or other identifying features.
- Use of photographs/images produced by a third party: If photographs are supplied by third parties, whether by an institution, individual or an agency, the provider of the images must be able to confirm that any clearly identifiable individuals have consented to distribution and subsequent use of the photograph. It is ultimately LSTM's responsibility to ensure that permission has been obtained.

- If you wish to use a photograph for which no consent was sought at the time or for which you are unsure whether consent was given, you must make reasonable efforts to obtain consent. If it is impossible to trace the subject and gain consent, you should consider whether they were aware that their photograph was being taken. When photographs are used with no record of consent every effort should be taken to anonymize the image by obscuring facial or other identifying features.

15. TRAINING

15.1 The induction programme for all new masters' and PHD students will include information on:

- An introduction to student safeguarding, (both in the UK and in overseas research settings)
- Expected behaviour of students (and in turn what they can expect from staff) and the student code of conduct
- Information on the Student Advice and Wellbeing (SAW) service.
- How to raise a concern about a member of staff or student

15.2 Safeguarding in overseas research contexts will be introduced as part of the core curriculum into our Masters' and PhD programmes from the academic year commencing September 2019.

15.3 Safeguarding will be covered in the new corporate induction programme for new employees who also have to take the mandatory online safeguarding training on starting with the organisation.

15.4 Additional training and support is provided to the safeguarding focal points in the education team, via the quarterly safeguarding focal points meeting.

16. REFERENCES

Keeping Children Safe (2014). Child safeguarding standards and how to implement them.

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Appendix One: LSTM Student Code of Conduct

As a student of LSTM, you are expected to promote its values and protect its reputation by adhering to the principles set out under the student code of conduct. The code sets out the standard of conduct LSTM expects of its students so that everyone can undertake their studies in a supportive and non-threatening environment.

Our taught programmes cross institutions, countries and cultures, thus, this code of conduct applies across this “study environment” which includes:

- When we are studying on LSTM premises
- When we are representing LSTM, or any of its subsidiaries, or partner organisations at any location, at any time
- At all times when we are studying or undertaking a dissertation project in an overseas location (including outside working hours and social occasions)
- Travelling to and from national and international destinations for study purposes
- When we are participating in educational/social events; “time out” days and/or “away” days.

The code incorporates the principles developed by the [Inter-Agency Standing Committee \(IASC\)](#) on preventing sexual exploitation, abuse and harassment (PSEAH) and the Report of the [Universities UK Taskforce examining violence against women, harassment and hate crime affecting university students](#)

Behaviour that is expected of students both on and off campus.

- To behave in a responsible manner that will help to foster mutual respect and understanding between all members of the LSTM community
- To act within the law and not to engage in any activity or behaviour that is likely to bring the LSTM, or any of its subsidiaries, or partner organisation at any location into disrepute
- To behave and communicate in ways that do not unreasonably offend others. Examples of unreasonably offensive behaviour include using abusive or obscene language and engaging in any form of discriminatory or anti-social behaviour
- To treat everyone with respect with whom they come into contact, whether within the LSTM or outside
- Be responsible for the use of information, equipment, money and resources to which we have access, through our study with LSTM
- To comply with requests of members of staff
- To adhere to all LSTM’s health, safety, fire and security policies and procedures and to any specific requirements that apply to areas where they operate
- To disclose immediately to LSTM, via the Academic Registrar, if they are charged with, and/or convicted of, a serious criminal offence
- Know how to raise safeguarding concerns and report any matters that breach the principles contained in this code of conduct
- Promote human rights, protect the environment and oppose criminal or unethical activities.

Behaviour that LSTM regards as constituting misconduct

Students at LSTM are expected to behave, both within the School and outside, in a manner which demonstrates respect for the organisation, its staff, fellow students and property and for other members of the local community in general. LSTM considers the forms of inappropriate conduct that are set out below to constitute misconduct that is likely to lead to disciplinary action under the LSTM Students Disciplinary Code. However, the list should not be regarded as exhaustive.

- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour, noise or language, whether expressed orally, in writing or electronically, (including blogs, social networking sites and other electronic means), and/or excessive consumption of alcohol on or off LSTM premises
- Possession, sale or use of illegal drugs or any substance that has a similar effect to illegal drugs
- Using LSTM resources/equipment or accessing the internet via LSTM’s networks for potentially unsafe or unlawful practices, including:
 - Downloading of illegal or uncertified material (music, movies, software, etc.)

- Viewing, downloading, creating or distributing online content that are legally prohibited or that are designed to incite hatred and/or violence, (including content with sexually explicit, racist, sexist discriminatory or insulting or offensive materials)
 - Sending, forwarding or saving messages (e-mail, SMS etc.) that are of a pornographic, racist, sexist, discriminatory, insulting, offensive or sexually intimidating nature, or that are legally prohibited or that are designed to incite hatred and/or violence
- Unwelcome sexual advances, requests for sexual favours, and other verbal or non-verbal harassment of a sexual nature or engaging in a sexual act involving LSTM staff or students without their consent
 - Any behaviour that damages LSTM's relationship or reputation with local communities, local groups or organisations, other representatives or the police (including complaints from any of these)
 - Any act of fraud, deception or dishonesty in relation to LSTM or its staff or in relation to being a student of LSTM
 - Theft or misuse or defacement/damage of LSTM property, or the property of its students, staff or visitors caused intentionally or recklessly
 - Action which may cause injury or jeopardise safety on LSTM premises, including occupation of LSTM premises after being required to leave by an authorised member of staff
 - Failure to provide identity such as name or student ID card to a member of staff in circumstances where a request to do so is reasonable
 - Any conduct which brings LSTM into disrepute
 - Any breach of LSTM regulations or codes of practice
 - Failure to comply with any punishment imposed as a result of LSTM disciplinary procedures or contempt of those procedures.

In line with the IASC guidelines on PSEAH in humanitarian settings, in addition to the above, behaviour that constitutes misconduct when we are studying or undertaking a dissertation project in an overseas location (including out of hours and on social occasions) also includes:

- Sexual exploitation and abuse by students of beneficiaries, research participants or other students/staff. Sexual relationships between students and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of our education and research work overseas
- Sexual activity with children (persons under the age of 18 years) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries/research participants
- Where a student develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker or student, (whether in our organisation or not), he or she must report such concerns via LSTM's established safeguarding reporting mechanisms.

I have read the LSTM student code of conduct. I understand that any of the inappropriate behaviours highlighted in this code will constitute misconduct that is likely to lead to action under the Student Disciplinary Code.

Signed: _____ Name (IN PRINT): _____

Course: _____ Date: _____

IASC: <https://interagencystandingcommittee.org/product-categories/protection-sexual-abuse-and-exploitation>

UUK: <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/changing-the-culture-final-report.aspx>

Appendix 2: Safeguarding incident disclosure form (for reporting safeguarding incidents/raising concerns of abuse)

You can report incidents or concerns using the online freedom to speak up reporting system and/or by completing this form.

Remember, if a child is/could be in danger, then their **safety is paramount**. Any concerns or allegations must be reported to maintain their safety. Be honest, never make promises to keep what you are being told confidential.

If a child is being abused or is in danger of abuse, you will need to tell someone.

A. I have a safeguarding concern about (please mark X):			
<input type="checkbox"/>	A child or vulnerable adult (e.g. a research participant, patient or beneficiary)		
<input type="checkbox"/>	A vulnerable member(s) of staff (or other representative of LSTM)		
<input type="checkbox"/>	A vulnerable student		
<input type="checkbox"/>	The behaviour of a member(s) of staff (or other representative of LSTM) towards another person		
<input type="checkbox"/>	The behaviour of a student(s) towards another person		
<input type="checkbox"/>	The behaviour of someone from a partner organisation towards another person		
B. Are you reporting (please mark X):			
<input type="checkbox"/>	Your own concerns		
<input type="checkbox"/>	Concerns raised by others (please give details of who raised the issue with you):		
C. please give any details of any specific person(s) affected by this incident(s) (if applicable/if known)			
Full name of individual:			
Date of birth or age (if known):		Gender:	
Parent/Carer's name (if applicable):			
Home address of individual (if applicable/known):			
Please provide factual details of the incident or concern you have or other relevant information: (such as describing any injuries, your observations of the individual, e.g. any changes in behaviour, and whether you are recording this incident as fact, opinion or hearsay)			
The person's account (if possible) of what happened (use their own words):			
Were there any witnesses to the incident? (If yes please provide details)			
Witness account of what happened (use their own words):			
Have you spoken to the parents/carers? (if applicable) (if yes, please provide details of what was said)			
Any further action taken to date? (can include immediate action taken to protect/care/keep the person safe, e.g. referral to health/care organisations, or other arrangements made with the community/family members):			

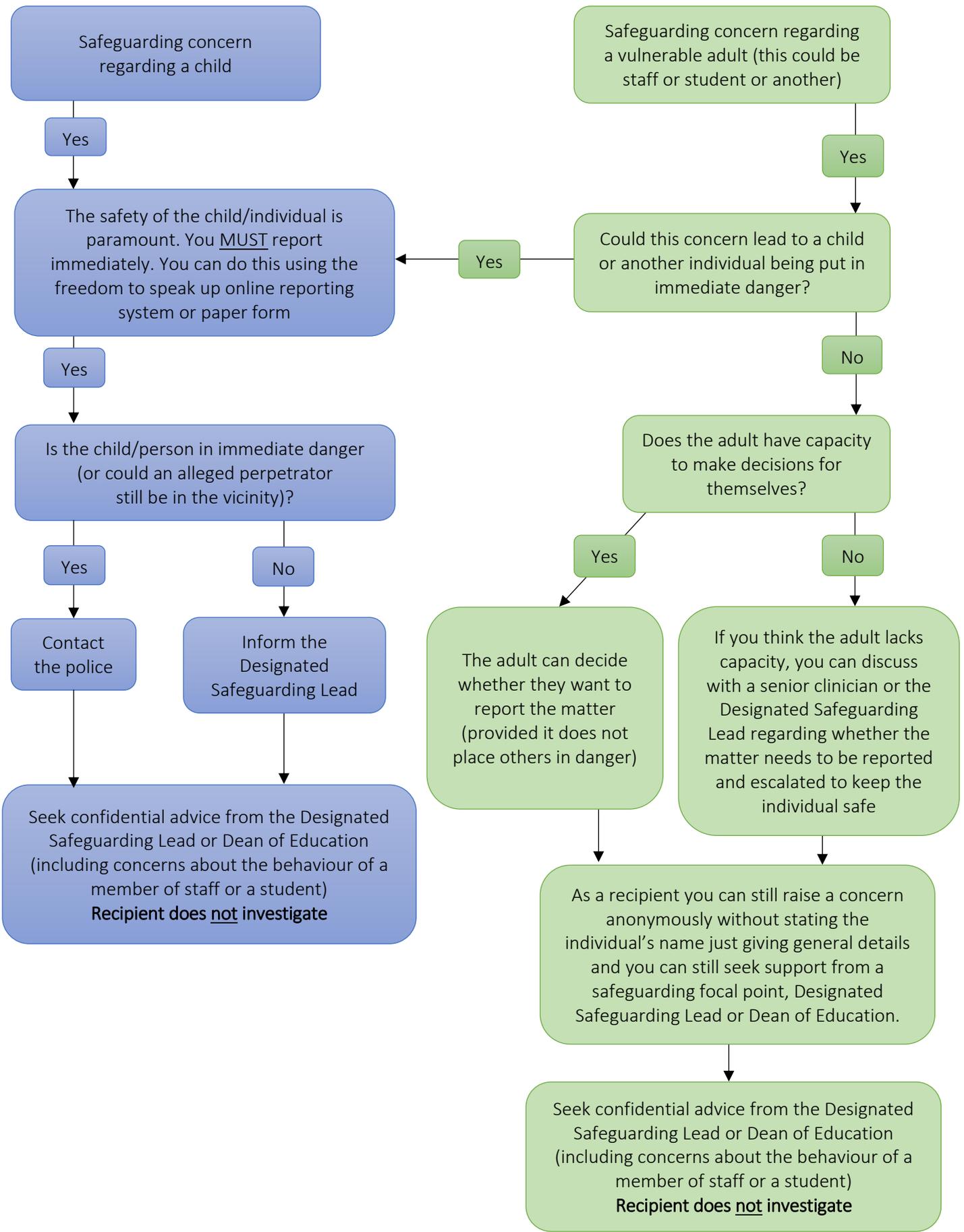
D. Please provide details of any person where you have concerns about their behaviour (alleged perpetrator) (who was involved in any incident/harm/abuse <u>or</u> alleged to have caused any incident/harm/abuse):	
Name:	Position held:
Organisation:	
Address (if known):	
Tel:	Email:
Date/time and place of incident and details about the incident:	
Have you spoken to the person against whom the allegations were made? (if yes, please provide details of what was said)	
Have you informed any local governmental or non-governmental authorities/organisations? (if yes, what advice did they give? Please provide name of person and organisation and give their contact details):	
Have you informed the police? (if yes, please provide name of person and organisation and give their contact details):	
Any further action taken to date?	

E. If this concern relates to a specific project, programme or department, please give details:	
Name of project, programme or department:	
Brief description of the programme activity:	
Country:	PI:
Please detail what your safeguarding concern is in relation to the above:	
Is this concern about a partner organisation in the project/programme? (If yes please give details)	

F. Your details: (You may leave this blank if you wish to remain anonymous, but it will help the investigation if the safeguarding officer is able to contact you)	
Your name:	Your position:
Your email:	Your phone no:
Signature:	Date/Time:

Send this form to LSTM's Safeguarding Officer: safeguarding@LSTMed.ac.uk Tel: 0151 705 3744

Student safeguarding incident REPORTING process



Appendix 4: Safeguarding referrals - LIVERPOOL

1. SAFEGUARDING CHILDREN

- 1.1 If you are worried that a child has suffered harm, neglect or abuse or, you are worried that a child may be at risk if suffering harm should contact:

Liverpool Careline Children's service on 0151 233 3700. Phone lines are open 24/7

Or if you need to contact Merseyside Police dial: 0151 709 6010 or dial 999.

1.2 Liverpool Safeguarding Children Board (LCSB)

5th Floor
Cunard Building
Water Street
Liverpool

L3 1DS

Tel: 0151 233 0493/0510

Web: <https://liverpoolscb.org.uk/lscb>

2. SAFEGUARDING ADULTS:

- 2.1 Liverpool Social Services Careline is Liverpool Council's social care contact services where staff are available 24/7, providing a central contact point for enquiries about services for children, adults, homeless families and people with mental health problems. You can contact Careline by telephone as follows:

Careline (Liverpool Adults) 0151 233 3800 (for all queries about people aged 18 and over)

2.2 Merseyside Safeguarding Adults Board

Old Market House
Hamilton Street
Birkenhead
CH41 5AL

Tel: 0151 666 3635

Web: <https://www.merseysidesafeguardingadultsboard.co.uk/>

Appendix 5 - Other UK organisations offering help and support

1. National Society for Prevention of Cruelty to Children (NSPCC)

UK Charity working in Child Protection

Helpline: 0808 800 5000

Email: help@nspcc.org.uk

Web: <https://www.nspcc.org.uk/>

2. Childline

Childline is for anyone under 19 in the UK with any issue they're going through. Childline is free, confidential and available any time, day or night. (Joined with NSPCC in 2006)

Helpline: 0800 1111

1-2-1 Counsellor chat: <https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/>

Web: <https://www.childline.org.uk/>

3. Samaritans

Aim of the organisation is to alleviate emotional distress and reduce the incidence of suicide feelings and suicidal behaviour. They offer a service 24-hours a day to provide emotional support for people who are struggling to cope, including those who have had thoughts of suicide

Helpline: 116 123 (24 hours a day, 365 days a year)

Email: jo@samaritans.org

Web: <https://www.samaritans.org/>

4. MIND

Mental health charity. Provide advice and support to empower anyone experiencing a mental health problem.

Helpline: 0300 123 3393 Lines are open 9am to 6pm, Monday to Friday (except for bank holidays).

Email: info@mind.org.uk

Text: 86463

5. Young Minds

Young People's mental health charity

Offer a Parents Helpline: 0808 802 5544

Web: <https://youngminds.org.uk/>

6. Wellbeing Liverpool

Online directory for mental health and wellbeing services, activities and groups in Liverpool.

Web: <http://wellbeingliverpool.org.uk/>

7. Rape Crisis England and Wales

The national umbrella body for the network of Rape Crisis Centres across England and Wales and was set up to support their specialist work. They currently have 44-member Rape Crisis Centres, providing services in 55 locations across England and Wales.

Helpline: 0808 802 9999 between 12 noon - 2.30pm and 7:00- 9.30pm every day of the year for confidential support and/or information about your nearest services.

Web: <https://rapecrisis.org.uk/>

- [If you've just been raped](#)
- [If you've been raped abroad](#)
- [Supporting a survivor](#)

Rape Support Cheshire and Merseyside: Cheshire & Merseyside Rape and Sexual Abuse Support Centre (RASASC) - For men and women. PO Box 35, Warrington, Cheshire, WA1 1DW
Helpline: 0330 363 0063 (9am-4.30pm Monday to Friday)

8. National Domestic Violence Helpline

National service for women experiencing domestic violence, their family, friends, colleagues and others calling on their behalf.

Run in partnership between [Women's Aid](#) and [Refuge](#)

Helpline: 0808 2000 247

Web: <http://www.nationaldomesticviolencehelpline.org.uk/>

9. Liverpool Domestic Abuse Service

Liverpool Domestic Abuse Service (LDAS) is a free independent confidential service; who's aim is to Protect, support and empower women/girls who suffer from domestic abuse, to live safe independent lives. Specialist BME service with multi lingual staff and volunteers and have access to interpreters and information in different languages.

Phone: 0151 263 7474 (Monday – Thursday 9am – 5pm, Friday 9am- 3pm)

Freephone: 0800 084 2744 (Monday – Thursday 9am – 5pm, Friday 9am- 3pm)

Mobile/Text for hard of hearing: 07562 013316

Web: <http://liverpooldomesticabuseservice.org.uk/>

10. Victim Support

Independent Charity to help support people after crime

Support line: 0808 168 9111

Victims' Information Service: 0808 168 9293

Web: <https://www.victimsupport.org.uk/>

Lots of information available on line and Victim Support have sections on lots of different types of crime including:

- [Crime Abroad](#)
- [Domestic Abuse](#)
- [Hate Crime](#)
- [Rape and Sexual Assault](#)
- [Sexual Harassment](#)
- [Stalking and Harassment](#)

11. Addaction

Mental health drug and alcohol charity working with adults and children and young people

Web: <https://www.addaction.org.uk/>

Liverpool Central Addaction Recovery Centre (ARC): The Gateway, 4 Roscoe Street, Liverpool, L1 2SX

Phone: 0151 706 7888

Opening Times: Mon 09:00-17:00; Tuesday 09:00-19:00; Weds-Fri: 09:00-17:00

Web: <https://www.addaction.org.uk/services/liverpool-central-addaction-recovery-centre-arc-gateway>

12. Alcoholics Anonymous (AA)

AA supports the personal recovery and continued sobriety of alcoholics who turn to them for help.

National helpline: 0800 9177 65

Email: Help@aamail.org

Web: <https://www.alcoholics-anonymous.org.uk/>

13. Forced Marriage Unit

The FMU operates a public helpline to provide advice and support to victims of forced marriage as well as to professionals dealing with cases. The assistance provided ranges from safety advice, through to helping a forced marriage victim prevent their unwanted spouse moving to the UK ('reluctant sponsor' cases). In extreme circumstances the FMU will assist with rescues of victims held against their will overseas.

Web: <https://www.gov.uk/stop-forced-marriage>

Telephone: +44 (0)20 7008 0151

14. Saneline - Mental health and emotional support for all including family, friends and carers.

Phone: 0300 304 7000 (Local call rates, 6pm-11pm, 7 days a week)

Web: www.sane.org.uk

15. Liverpool Light – (Mental health crisis support)

Phone: 07970 738 229

Address: Liverpool Light, 181 - 185 London Road, Liverpool. L3 8JG (Mon - Sun - 6pm - 1am)

16. Papyrus

Suicide prevention charity that provides a dedicated suicide prevention hotline. HOPElineUK is available to anyone under the age of 35 or for those who are concerned about a young person:

Phone: 0800 068 4141 (Freephone) Mon-Fri 10am-10pm, weekends 20m-10pm

Email: pat@papyrus-uk.org

Web: www.papyrus-uk.org

17. CALM (Campaign Against Living Miserably) – Charity which exists to prevent male suicide in the UK.

Phone: 0800 58 58 58

Email: info@calmzone.net

Web: www.thecalmzone.net

18. Student Minds – UK's student mental health charity aimed to provide students with the skills, knowledge and confidence to talk about their mental health and to support peers.

Email: info@studentminds.org.uk

Web: www.studentminds.org.uk

19. SAFE Place Merseyside

SAFE Place offer a service to both men and women who have been sexually assaulted both recently and at any time in the past. SAFE Place offers support 24 hours a day, 365 days a year.

Phone: 0151 295 3550

Web: www.safeplacemerseyside.org.uk/

20. Wellbeing Liverpool

Phone: 0300 77 77 007

Web: <http://wellbeingliverpool.org.uk/>

21. Accident & Emergency Department: The Royal Liverpool Hospital

Phone: 0151 706 2000

Address: Prescot Street, Liverpool, L7 8XP