PROCEDURE FOR SAFEGUARDING LSE SUMMER SCHOOL STUDENTS AGED UNDER 18

1. Introduction/purpose

These procedures support the implementation of the LSE Safeguarding Policy and LSE Safeguarding Standards, as they specifically relate to LSE Summer School students aged under 18. They ensure that LSE Summer School applicants, offer-holders and students, and their parent(s) / legal guardian(s), can understand and agree to their responsibilities before an individual aged under 18 enrols on the LSE Summer School.

2. Procedures

a) Concerns and disclosures relating to LSE students aged under 18

Under English law, an individual under 18 is regarded as a child and therefore LSE is required to follow the statutory guidance in *'Working Together to Safeguard Children (2026)'*, which applies to all organisations that have functions relating to children and includes an obligation to report concerns about significant harm or abuse of children to relevant authorities.

LSE staff may become aware of a concern relating to harm or abuse of an LSE Summer School student aged under 18 through a variety of ways. This might include seeing, hearing or being told something that relates to significant harm or abuse (or the risk of it happening) or being concerned about the behaviour or conduct of an adult towards an LSE Summer School student under 18.

Any individual who receives a disclosure or becomes aware of a safeguarding concern must:

- remain calm and listen carefully without interrupting or asking leading questions;
- if someone is making a disclosure reassure them that they have done the right thing and explain that the information will be taken seriously, but that it cannot be kept confidential;
- report the concerns at the earliest opportunity, in line with the School's safeguarding reporting procedures (see Appendix 1);
- make written factual record of what was shared, including dates, times and those present.

It is not the responsibility of a staff member to investigate or to decide whether harm or abuse has taken place. However, all staff must promptly report any safeguarding concerns - if the individual is an LSE Summer School student, complete a LSE Student Cause for Concern form.

More detail on reporting, including in an emergency when the Police should be called immediately, is available on the Safeguarding@LSE webpage and in the reporting flowchart in Appendix 1.

b) Data Protection and Information Sharing

i. Sharing information internally

The LSE Summer School Team will share a list of all LSE Summer School students aged under 18 at the time of enrolment with appropriate staff. This list will also be shared with the LSE Students' Union (LSESU), in line with the Data Sharing Agreement between LSE and LSESU.

ii. Sharing information with parent(s) / legal guardian(s)

LSE deals directly with LSE Summer School applicants, offer-holders, and students, including those aged under 18. LSE will only share information about students aged under 18 with their parent(s) / legal guardian(s) if the student has given written consent, or if there is another lawful basis for sharing. This might include, but not be limited to, an emergency situation, a situation where there is risk of significant harm or abuse or if the student is admitted to hospital.

All LSE Summer School students are required to provide details of an emergency contact during the Summer School application process, who must be a responsible adult. The emergency contact may be contacted if needed to support a student's safety or wellbeing when it is in their vital interests, as set out in the LSE Privacy Notice for Students and Prospective Students. If LSE needs to contact the emergency contact of an LSE Summer School student aged under 18, it will also contact the student's parent(s) or legal guardian(s) where there is a lawful basis as explained above, at the same time (i.e. if they are *not* listed as the emergency contact), except in exceptional circumstances.

iii. Sharing information externally

LSE may share relevant information about LSE Summer School students aged under 18 with external agencies, such as the Police or local authority children's social care, where necessary. Consent will be sought where appropriate, but information may be shared without consent where there is a lawful basis for doing so, for example to prevent significant harm or abuse.

iv. Use of images, video, and audio

Images and recordings must be captured, stored, used, and shared in accordance with relevant LSE policies and data protection legislation.

Where video or audio recordings are being made for lecture recording, no specific consent is required from LSE Summer School students aged under 18 because by attending lectures in person or online, all students give their consent to recordings, as set out in the LSE Lecture Recording Policy. If a student does not wish to be recorded they should follow the process set out in the policy to discuss this with their lecturer.

Where images, video or audio recordings of LSE Summer School students aged under 18 are made for communications, marketing or promotional purposes, consent must be obtained from the student, and they must be informed about how they may be used and how consent can be withdrawn.

c) Arrangements for specific activities

i. Student accommodation

Arrangements for LSE Summer School students aged under 18 living in LSE Residences is set out in the LSE Accommodation Policy. Arrangements with other accommodation providers are the responsibility of the student and their parent(s) / legal guardian(s).

ii. Contracts and legal obligations

LSE Summer School students aged under 18 have the legal right to enter into the necessary contracts for education and accommodation and will be liable for fees and charges payable under those contracts.

iv. Programme content, access to IT services and Library materials

LSE offers unregulated email and internet services and unregulated access to books and journals (in print and electronic form) to all students. Some academic programmes of study may also contain teaching materials that would be considered 18-rated; these are provided on an unsupervised basis.

v. LSE-organised non-teaching activities (including events and off campus visits)

The LSE Summer School staff member organising the activity must ensure that appropriate arrangements are made to safeguard LSE Summer School students aged under 18 who are participating and to ensure compliance with relevant safeguarding legislation and obligations, including identifying and assessing relevant risks and how they will be mitigated and managed. The organiser should consult the LSE DSL for advice on safeguarding risks and specific measures to put in place on a case-by-case basis, prior to activities being approved. In all cases, Professional Service Leaders are responsible for ensuring these arrangements are in place, in line with the roles and responsibilities set out in the LSE Safeguarding Policy.

d) Interactions between adults and LSE students aged under 18

i. Supervision

The LSE campus is monitored 24/7 by LSE Security, however some areas of campus are public areas which are open to visitors and members of the public. LSE Summer School students aged under 18 may encounter staff, students, visitors and members of the public who are on campus, including in campus buildings, at any time. LSE does not provide any individual supervision to students aged under 18. LSE Summer School students aged under 18 are expected to have the necessary skills to study alongside people from a wide range of backgrounds and take responsibility for their own studies / participation in extra-curricular activities / free time.

ii. Vetting and Disclosure and Barring Service (DBS) checks

LSE is registered with the Disclosure and Barring Service (DBS) and DBS checks may be required for specific staff members or individuals working on behalf of LSE, in line with the LSE DBS policy, LSE DBS process guidance note and the DBS eligibility guidance.

Staff interacting with LSE Summer School students aged under 18 are not automatically required to hold DBS checks solely because they may come into contact with students aged under 18. LSE will not conduct DBS checks on students over the age of 18 on the sole basis that they may come into contact with a fellow student aged under 18.

If a staff member has substantial, regular and unsupervised one-to-one contact with LSE Summer School students aged under 18 they may require a Disclosure and Barring Service (DBS) check. Line managers should work with their HR Adviser to check the DBS online tool and determine whether a DBS check will be required, and if so, at what level. Line managers are responsible for ensuring that DBS checks are conducted where necessary, including those working in regulated activity.

LSE is undertaking a project to review its approach to vetting and DBS checks during 2026/27; further information about this process will be available in due course.

iii. Professional boundaries

All staff must follow the LSE Ethics Code and the LSE Policy and Procedure on Personal Relationships. In particular, staff are reminded that whilst a child can consent to sexual activity once they reach the age of 16, under the Sexual Offences Act 2003, it is a criminal offence for an adult who is in a position of trust or authority to have a sexual relationship with a child aged under 18, even if the relationship is consensual.

Communications with LSE Summer School students aged under 18 must take place using LSE communication channels and platforms only. LSE may provide students with the opportunity to opt-in to online communication and networking platforms with other Summer School students, but will not share a individual's personal details with other students.

Staff can have one-to-one contact with LSE Summer School students aged under 18 where there is a legitimate purpose. Professional boundaries must always be maintained in these circumstances. Contact should, wherever practicable, take place in open or observable settings (e.g. within sight of others) and measures must be taken to minimise the risk of any situation where abuse could occur or be alleged.

3. Scope

These procedures apply to all students under 18 attending the LSE Summer School only.

These procedures do not apply to:

- Students under 18 on any other LSE programme of study – in these cases the LSE Procedure for Safeguarding LSE Students Aged Under 18 applies;
- children aged under 18 who are interacting with the School on any events or activities organised by the LSE Recruitment and Admissions Division – in these cases the LSE Recruitment and Admissions Safeguarding Procedures apply;
- activities run by the LSE Students' Union (LSESU), including LSESU clubs and societies – in these cases the LSESU Safeguarding Policy applies;
- children under 18 interacting with the School for any other reason.

When an LSE Summer School student reaches the age of 18, they will assume full legal responsibility and these procedures will cease to apply.

4. Responsibilities

a) LSE and its staff

All LSE staff have a responsibility for safeguarding, as set out in the LSE Safeguarding Policy, and must follow the LSE Ethics Code and the LSE Policy and Procedure on Personal Relationships. In addition, LSE Safeguarding Policy sets out additional responsibilities that certain groups and members of staff at LSE have in relation to LSE students under 18.

Specifically, School Leaders (i.e. Professional Service Leaders, Heads of Department, Department Managers, Centre/Institute Directors and Centre/Institute Managers) are:

- accountable for the implementation of the LSE Safeguarding Policy in their area; and
- responsible for ensuring that appropriate safeguarding resources, systems and procedures are in place to manage safeguarding risks in their area, including relating to LSE students aged under 18.

However, LSE is not *'in loco parentis'* (i.e. in the place of the parent) and cannot accept the responsibilities of a parent / legal guardian for any member of its community.

b) LSE Summer School students aged under 18

All LSE Summer School students aged under 18, are expected to:

- have the necessary skills to study and live independently alongside people from a wide variety of ages and backgrounds without formal supervision;
- act responsibly, appropriately and abide by the law, including in relation to age-restricted activities, such as the purchase of alcohol and tobacco;

- take responsibility for their own behaviour and adhere to the LSE Summer School terms and conditions and LSE policies or procedures, codes, rules, or regulations in the same way as all other students;
- follow the LSE Safeguarding Policy and these Safeguarding Procedures.

c) Parent(s) / legal guardian(s) of LSE Summer School students aged under 18

Parent(s) / legal guardian(s) of LSE Summer School students aged under 18 retain the usual rights, responsibilities and authority that they have in relation to their child/ward. Parent(s) / legal guardian(s) will remain responsible for the student until they reach the age of 18.

5. Supporting/relevant documents

Safeguarding @ LSE webpage

LSE Ethics Code

LSE Discrimination, Harassment and Bullying Policy

LSE Policy on Addressing and Preventing Sexual Misconduct

LSE Policy and procedures on Personal Relationships

LSE Risk Policy and procedures

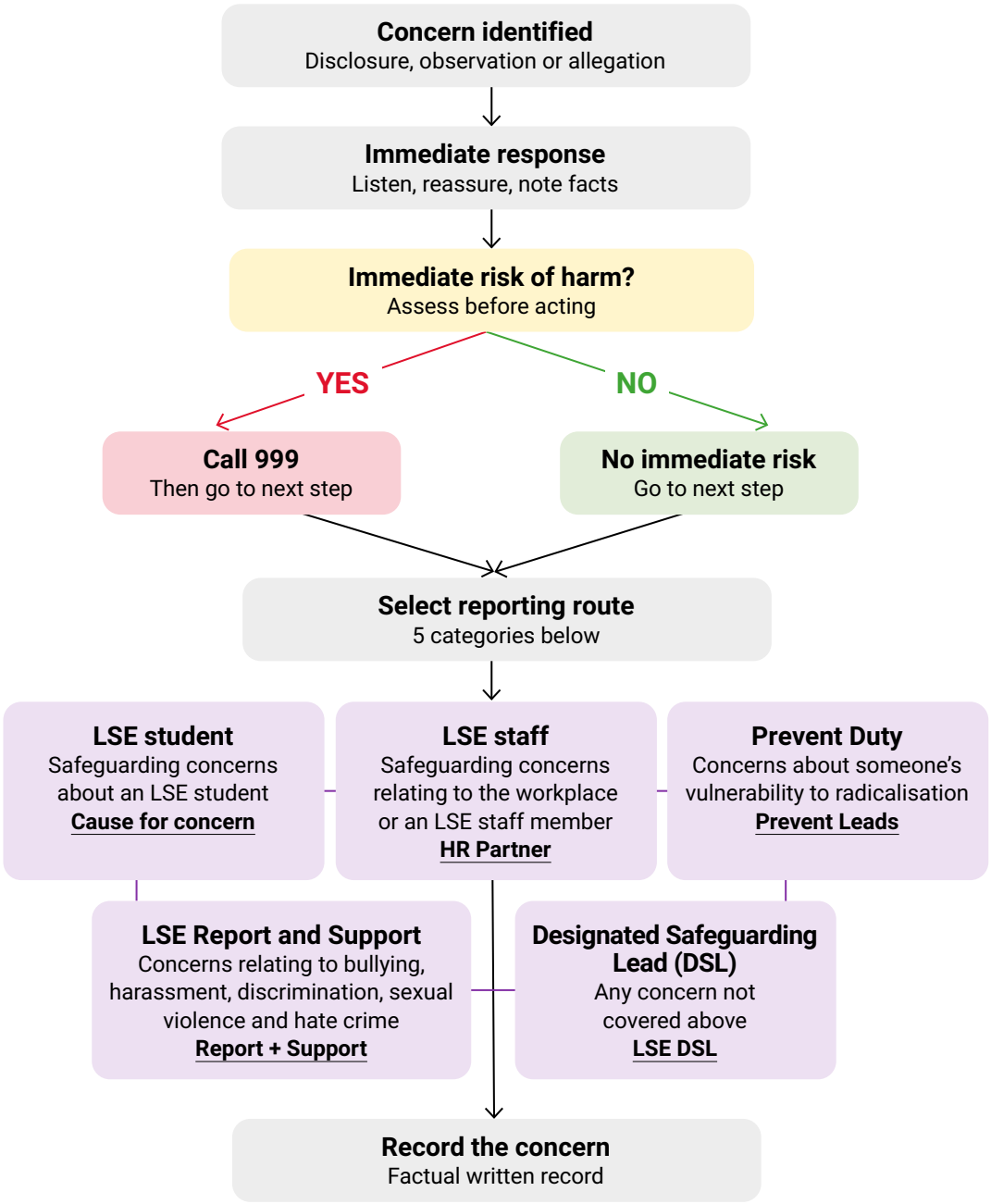
LSE Speak Up (Whistleblowing) Policy

Spotting the signs of child abuse | NSPCC

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

Use the flowchart below to identify the right reporting route.

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



Is it an emergency?

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

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

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

Document Control

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