



PROCEDURE: DEVELOPING LOCAL SAFEGUARDING PROCEDURES / GUIDANCE DOCUMENTS

1. Introduction/purpose

1.1 This procedure must be used whenever an LSE Department, Division or team needs to create a local safeguarding procedure/guidance document relating to safeguarding children¹ and/or safeguarding adults-at-risk². Please note that only School-wide policy and procedures on Prevent Duty are permitted. No local procedures or guidance relating to the Prevent Duty should be created.

1.2 It ensures that all local safeguarding procedures/guidance documents are aligned with relevant legal and regulatory obligations, and the LSE Safeguarding Policy and LSE Safeguarding Standards and are subject to appropriate approval, assurance, review and oversight.

2. Procedure

2.1 The author of the document can contact the LSE Designated Safeguarding Lead (DSL) during the development process, especially if this is a new and/or complex area of work.

2.2 The author should draft the document in line with the guidance in this procedure, including the guidance in Appendix 1, and consulting with other colleagues as relevant.

2.3 Once a first draft of the document is written, the author must send it to the LSE DSL for a review of its safeguarding content. The document draft should be sent to the LSE DSL a minimum of **four** weeks before it is required to be finalised, unless there are exceptional circumstances.

2.4 Depending on the content, the LSE DSL may also require that additional feedback or review be sought from other specialist teams within LSE, for example, Legal Services; Governance; Human Resources; Student Services; Research and Innovation; Health and Safety; or Procurement.

2.5 Once all requested feedback has been reviewed and incorporated, the final version of the document must be sent by the author to the relevant Department/Centre/Institute Manager (or nominee) or Professional Services Leader (or nominee) for review of the operational content. After they have reviewed it, the final version of the document must be sent to the LSE DSL for final approval.

2.6 No document can be published, distributed or implemented until the approval of the LSE DSL has been received by email.

¹ A child is defined as anyone who has not yet reached their 18th birthday, in line with the Children Act 1989.

² This procedure uses 'adult-at-risk' rather than vulnerable adult, reflecting current safeguarding terminology in England. The term recognises that risk arises from a person's circumstances and care and support needs, rather than from inherent vulnerability. In this policy, an adult-at-risk means an adult who meets the safeguarding criteria under the Care Act 2014.

3. Scope

3.1 This procedure applies to any local safeguarding document (for example, a procedure or guidance document) related to safeguarding children and/or adults-at-risk across any aspect of LSE's activities. Please note that only School-wide policy and procedures on Prevent Duty are permitted. No local procedures or guidance relating to the Prevent Duty should be created.

3.2 The LSE Safeguarding Policy and LSE Safeguarding Standards are the authoritative School-wide policy documents. Local safeguarding procedures/guidance documents must align with them and must not amend, override or reinterpret them. Local safeguarding procedures/guidance documents can provide additional operational detail, but must always fully align with the LSE Safeguarding Policy and LSE Safeguarding Standards.

3.3 If there is any conflict between a local document and the LSE Safeguarding Policy or LSE Safeguarding Standards, the LSE Safeguarding Policy or Standards take precedence.

4. Roles and responsibilities

4.1 The author of a local safeguarding procedure/guidance document is responsible for:

- following this procedure and waiting for final written approval by the LSE DSL before the document is distributed, implemented or published
- ensuring that once the document is approved, all relevant individuals are made aware of it and that role-specific briefings or trainings are provided, where required
- monitoring local compliance with the document and ensuring that it is understood and implemented effectively as required
- ensuring that the document is reviewed and updated at least every three years and that the procedure outlined in Section 2 is followed for all reviews and updates.

4.2 Department/Centre/Institute Managers (or their nominees) or Professional Services Leaders (or their nominees) are responsible for ensuring that appropriate safeguarding arrangements (including resources, systems and procedures) are in place to manage safeguarding risks in their area.

4.3 The LSE DSL is responsible for:

- providing advice and guidance on local safeguarding procedures/guidance documents
- identifying other specialist teams who may need to provide feedback on local safeguarding procedures/guidance documents
- providing final approval of all local safeguarding procedures/guidance documents in writing
- ensuring that a central record of all local safeguarding procedures/guidance documents, their authors and their renewal periods is maintained
- ensuring that the authors of all local safeguarding procedures/guidance documents are notified when the LSE Safeguarding Policy and Standards are being updated so they can ensure their documents are aligned with any changes.

5. Supporting/Relevant documents

- [LSE Safeguarding Policy and Standards](#)

- [LSE Risk Policy and procedures](#)
- [LSE Research Ethics Policy and procedures](#)
- [LSE Speak Up \(Whistleblowing\) Policy](#)

Appendix 1: Guidance on writing a local safeguarding document

All local safeguarding documents must be based on the following principles:

- **Consistency:** Local areas may adapt procedures to reflect their operational context, but safeguarding policies, standards, thresholds, referral routes and responsibilities must remain consistent across LSE.
- **Proportionality:** Procedures should be proportionate to risk. Higher-risk activities – such as frequent and regular work with children or adults-at-risk, regulated activity, or international activities – are likely to require more detailed procedures.
- **Clarity:** Procedures should clearly identify who is responsible for taking action, when action is required, how concerns are escalated and where records are held.
- **Accountability:** Local areas are responsible for implementing safeguarding arrangements within their activities. These must be aligned with and not contradict roles and responsibilities for safeguarding as set out in the LSE Safeguarding Policy.
- **Survivor- and risk-centred practice:** Procedures should promote safety, dignity, choice, participation and appropriate support, while recognising LSE's responsibilities to act where there are risks of harm or abuse.

The table below outlines where local safeguarding documents are permitted to include local variations, as relevant to their specific context, and where this is not permitted:

AREA	LOCAL VARIATION PERMITTED	LOCAL VARIATION NOT PERMITTED
Terminology	Local areas may include examples relevant to their context, such as research participants, summer school students, apprentices, placement providers or outreach participants.	Local areas must not redefine key safeguarding terms in a way that conflicts with the LSE Safeguarding Policy, including "child", "adult-at-risk" and "safeguarding concern".
Local roles	Local procedures may identify local managers or nominated points of contact.	Local procedures must not create specific safeguarding roles, unless this has been approved by the LSE Designated Safeguarding Lead (DSL).
Reporting routes	Local areas may explain how staff, students, volunteers or participants should report concerns within their specific context.	Local procedures must not bypass, replace or unduly delay the School's central safeguarding reporting and escalation arrangements.
Thresholds	Local procedures may include local triage, immediate safety steps and named escalation points.	Local procedures must not create different thresholds for escalation or referral from those set out in the LSE Safeguarding Policy.
Risk assessment	Local areas may add context-specific risk assessment tools, checklists or control measures.	Local procedures must not remove mandatory risk assessment requirements or approve high-risk activity without appropriate approvals.

Safe recruitment and DBS checks	Local procedures may identify roles that require checks, training or supervision within the local context, subject to confirmation from HR.	Local areas must not independently decide to omit DBS checks, alter regulated activity definitions, or apply their own recruitment standards.
Training	Local areas may require individuals to undertake additional role-specific training.	Local procedures must not replace mandatory School safeguarding training or create lower training expectations.
Information sharing	Local procedures may explain local recording procedures and information sharing procedures.	Local procedures must not create separate standards for confidentiality, consent, data protection or information sharing that conflict with School requirements.
External partners	Local procedures may include partner-specific due diligence, contracting or monitoring arrangements.	Local areas must not contract out safeguarding responsibilities without documented agreements in place.
Review arrangements	Local procedures may specify more frequent local review where risk requires it.	Local procedures must not avoid the required School-wide review and approval process.

Document Control

Procedure owner:	Head of Safeguarding
Procedure author:	Head of Safeguarding
Responsible office:	Executive Office
Approving body:	N/a
Effective date:	1 October 2026
Date of next review:	1 October 2028
Review schedule:	2 years

Version history

Version	Date	Approved by	Details of amendments
1.0	1 October 2026	Head of Safeguarding	