# Safe Contact Application Pack

Thank you for expressing an interest in becoming a Safe Contact.

Safe Contacts are members of LSE staff who have received training and can offer a confidential 'signposting' service for staff and students who have previously or are currently experiencing some form of bullying, harassment, or sexual violence.

**In this pack you will find:**

1. **Job description for Safe Contact A (Bullying, discrimination, and harassment)**
2. **Job description for Safe Contact B (Bullying, discrimination, harassment, AND sexual violence)**
3. **Safe Contact Application form**
4. **Safe Contact biography template**

*Please take time to read part 1 and 2 before completing your application form.*

**The Process to become a Safe Contact is:**

1. Complete your application form and biography. Return this to EDI.
2. An informal chat with 2 members of staff. This is the chance for us to get to know you and for you to ask us any questions you may have.
3. Induction training. This usually takes place online over a few hours (3 hours).
4. Additional training. If you have signed up to become a Safe Contact who can support with Sexual Violence you will receive an afternoon or morning of training from Rape Crisis.
5. Once all your training is complete your biography will be added to the website, and you are ready to support our students and staff!

**The commitments of the safe contacts in addition to supporting students and staff over the academic year are:**

* 1 reflective practise session per term. Held with a member from staff counselling and the Anti-harassment support advisor. This takes place online for 1 hour.
* 1 meeting per term. This takes place online for 1.5 hours.

*In addition to the above you will have the chance to attend additional training.*

The Safe Contact scheme is coordinated by the EDI (Equity, Diversity, and Inclusion) Office (edi@lse.ac.uk)

# Job description for Safe Contact A (Bullying, discrimination, and harassment)

# Volunteering as a Safe Contact is an important contribution to the development of a welcoming, inclusive LSE, and your involvement in the scheme is much appreciated.

# The role of Safe Contacts is to support members of staff and students who are concerned that they have been subjected to bullying or harassment. Safe Contacts operate as a neutral, first port-of-call and provide advice on the possible courses of action available to the persons reporting.

# As a Safe Contact, your role is to:

# Provide information on the range of options available to the individual and suggest sources of support.

# Deal with cases with complete confidentiality and explain this to the individual, including the circumstances under which confidentiality may be broken. Confidentiality should only be broken where there is an unacceptable risk to a student, a member of staff or to the institution, and you should consult with the relevant part of the school in such an instance (namely, HR, Student Services, HR mediators, the Student and Staff Counselling Services, or LSE Security)

# Listen to staff and students who are concerned about experiencing bullying or harassment in a non-judgemental manner (i.e., without offering an opinion on any allegations made or acting as an advocate)

# Notify the individual that the case will be referred to another adviser, in the event that there is a conflict of interest (such as where you are already providing advice to another individual in the case in question)

# Limit your involvement in a case to advising individuals on the options available to them, rather than seeking to be involved in any formal procedures that may result.

# Act in accordance with the LSE Anti-Bullying and Harassment Policy

# Undertake Safe Contact training and participate in periodic meetings with the network of advisers to discuss experiences and to feedback on good practice.

# As a Safe Contact, your role is:

# Not to offer legal advice

# Not to give an opinion on a case, such as by stating that a behaviour or action definitely constitutes bullying or harassment that will lead to disciplinary action, or that a behaviour or action does not constitute bullying or harassment.

# Not to seek to contact individuals alleged to have harassed or bullied others in an endeavour to resolve a case.

# Not to act as a representative or advocate

**Confidentiality**

For issues of confidentiality relating to the safeguarding of individuals under 18, please see the LSE Safeguarding Policy:

<https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/safPol.pdf>

Confidentiality should only be broken if an victim-survivor has indicated that they are thinking of taking their own life and /or if they disclose the full name of the reported individual of sexual violence and or harassment as an individual who is also part of the LSE Community within the School In the latter case, confidentiality may only be waived if it is assessed that there may be a continued risk of harm to the victim-survivor, other students and staff and or members of the wider LSE Community as LSE has a wider duty of care to protect individuals studying, working and visiting the institution.  In some very exceptional cases, the school may have to report the matter to the police if it is necessary to protect the victim-survivor from further harm or to prevent a further crime from taking place. The Safe Contact, with support from HR and/or the Legal Team, would inform the victim-survivor they are supporting about this.

Additionally, there may be other circumstances where confidential information may have to be disclosed without the individual’s consent, such as if there is a legal requirement to do so or if a Judge or Magistrate directs that information must be disclosed to the court. This would be with the reporting individual’s knowledge.

Please also see the Student Wellbeing Services confidentiality policy: <https://info.lse.ac.uk/current-students/student-services/assets/documents/sws-confidentiality-policy.pdf>

1. **Job description for Safe Contact B (Bullying, discrimination, harassment, AND sexual violence)**

Volunteering as a Safe Contact is an important contribution to the development of a welcoming, inclusive LSE, and your involvement in the scheme is much appreciated. There are two levels to this scheme, Safe Contacts provide advice on issues relating to Harassment and Bullying. A Safe Contact (Sexual Violence) are those members of staff who have received additional training as outlined below.

The role of the Safe Contact (Sexual Violence) is to support members of staff and students who have been affected by issues of bullying, discrimination, harassment, AND sexual violence/sexual harassment.

Safe Contact (Sexual Violence) are members of LSE staff who have received additional sexual violence training and can offer a confidential, non-judgemental space for victim-survivor(s) to disclose details of an incident and provide appropriate assistance, helping staff and students to feel supported and to gain a better understanding of their rights and options.

**As a Safe Contact (Sexual Violence), your role is to:**

* Provide a confidential listening service starting from a position of belief.
* Provide details of support available, both internal and external to LSE, signposting to the most appropriate.
* Provide assistance by talking through the reporting options available at LSE. If it is relevant, Safe Contacts can provide information about some time limits that might affect the individual’s choices. If it is helpful to the victim-survivor, either yourself or another individual that the victim-survivor chooses can accompany the individual to report or to access support services.
* If someone does want to report to the police, the role of a Safe Contact is to provide information about the local specialist ISVA support service.
* Depending on circumstances, offer help with writing letters of support in line with the policy and accessing independent specialist support where required.
* Deal with cases with confidentiality (see Confidentiality below) and explain this to the individual, including the circumstances under which confidentiality may be broken.
* At the start of the discussion, ensure the victim-survivor is aware the disclosure needs to be recorded on the Report It Stop It tool, which has the option of anonymity or disclosing the names of individuals concerned. The victim-survivor has the choice to complete the form on Report it Stop It or for the Safe Contact can complete it. The victim-survivor has the option to review the notes taken during the session by the Safe Contact.
* If the Safe Contact liaises with a member of the Harassment Management Group, a record will be kept either by the Legal Team or Student Services Centre (SSC).
* By tracking incidents, whether anonymous or otherwise, via records made by the Harassment Management Group or on the Report It Stop It online tool, this enables LSE to have some idea of the number of harassment incidents taking place and the potential nature of those incidents – e.g. sexual misconduct, racial harassment, religious related hate crime, etc.
* Notify the individual that the case will be referred to another Safe Contact, in the event that there is a conflict of interest. This may include where you are already providing advice to another individual in the case in question, or if you belong to the Department or Division where any disclosure/report originates from and may be privy to information relating to the reported incident, prior to the individual approaching you.
* On disclosure of a name of the reported individual that is a member of the LSE community, if a serious incident is reported and the victim-survivor would like to report it, the Safe Contact should consult with the Harassment Management Group or relevant part of the School (namely, HR, Legal Team, Student Services, Residences, the Student and Staff Counselling Services, or LSE Security). The Group or relevant part of the School named above, will undertake a risk assessment to consider what action, if any, would need to be taken.
* For staff cases, consult with the HR Partner for your Department/Division. For students cases, consult with the Head of Student Services/Senior Advocate for Students/Female Advisor to female students or The Legal Team as appropriate, as per the [Guide to Managing Disclosures of sexual violence or harassment.](https://info.lse.ac.uk/staff/divisions/equity-diversity-and-inclusion/Assets/Documents/PDFs/Internal/LSE-staff-guide-to-handling-cases-of-student-sexual-violence-harassment-and-abuse.pdf)
* As part of looking after your own mental health and wellbeing, we ask you to please inform the EDI Office that you have received a disclosure and discuss what support you may need in addition to the Reflexive Practice group meetings.
* Limit your involvement in a case to advising individuals on the options available to them, and helping them access those services, rather than seeking to be involved in any formal procedures that may result. A Safe Contact or any other person nominated by the individual can accompany them to speak to the Police. Members of the LSE Security Management Team are also able to accompany the individual if required.
* Act in accordance with the [LSE Sexual Harassment and Sexual Violence Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/harVioPol.pdf)
* Undertake annual Safe Contact refresher training and participate in all Reflexive Practice group meetings scheduled by LSE Counselling Service. This is a requirement of being a Safe Contact, if you do not attend a minimum of 4 out of 6 meetings a year, you may not be able to continue in your role as a Safe Contact.

As a Safe Contact (Sexual Violence), your role is:

* Not to offer legal advice
* Not to give an opinion on a case
* Not to act as a representative or advocate, other than as outlined above.
* Safe Contacts are not to seek to contact reported individuals in an endeavour to resolve a case.

**Confidentiality**

For issues of confidentiality relating to the safeguarding of individual’s under 18, please see the LSE Safeguarding Policy:

<https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/safPol.pdf>

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Additionally, there may be other circumstances where confidential information may have to be disclosed without the individual’s consent, such as if there is a legal requirement to do so or if a Judge or Magistrate directs that information must be disclosed to the court. This would be with the reporting individual’s knowledge.

Please also see the Student Wellbeing Services confidentiality policy: <https://info.lse.ac.uk/current-students/student-services/assets/documents/sws-confidentiality-policy.pdf>

# LSE Safe Contact Volunteer

# Application Form

Many thanks for your interest in volunteering as a Safe Contact. Please complete the following form with your details, background, motivation, and suitability for the role. All information will be treated in confidence.

|  |
| --- |
| **Name:** |
| **LSE email address:** |
| **Job title:** |
| **Department:** |
| **Which best describes your gender?** |
| **Ethnic origin or racial group** |
| **Do you have a disability?** |
| **Sexual orientation** |
| **Religion or belief?** |
| **Professional Services Staff Academic Staff** |
|  |
| **Please outline your motivation to be a Safe Contact and your suitability for the role. This could include your employment experience, voluntary experience, education or personal interests:**  **(150-200 Words)** |
| **Please indicate whether you have the permission of your line manager to undertake this role:**  **Yes No** |
| **Please indicate whether you are interested in being a specialist Sexual Violence Safe Contact:**  **Yes No** |

**Please return this form to** [**edi@lse.ac.uk**](mailto:edi@lse.ac.uk)

If you would like to discuss anything further, please contact The Anti-harassment support advisor- Laura Boland. ([l.d.boland@lse.ac.uk](mailto:l.d.boland@lse.ac.uk))

**Safe Contact biography template**

The biography template will be what is added to the website so students and staff can get to know you! You can look at [this link](https://info.lse.ac.uk/Making-a-choice/Safe-Contact-Sexual-Violence) and [this link](https://info.lse.ac.uk/Making-a-choice/Safe-Contacts) to get some ideas what the current Safe Contacts have written.

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Department** |  |
| **Contact info** |  |
| **Preferred pronouns** |  |
| **Biography** |  |
| **Picture for your profile** |  |

**Appendix:**

**Definitions**

For the purposes of this document, the following definitions apply:

**Sexual harassment** is defined as unwanted behaviour of a sexual nature which has the purpose or effect of violating an individual’s dignity; making an individual feel intimidated, degraded or humiliated and/or creating a hostile or offensive environment. Sexual harassment also occurs if an individual treats a person less favourably because that person has rejected or submitted to unwanted conduct of a sexual nature or that is related to gender identity or sex, and which has had the purpose or effect described in this section. In this scenario, the person who treats someone less favourably might not be the person who engaged in the unwanted conduct.

**Sexual violence** is any sexual act or attempt to obtain a sexual act by violence or coercion which takes place without consent.

Actions or behaviour which may constitute sexual harassment or sexual violence include, but are not limited to, the following: sexual comments or jokes, touching, sexual assault including groping, unwelcome sexual advances, displaying or showing material of a pornographic or sexual nature, making requests for sexual favours, stalking in person or online, rape. Online harassment may take the form of intimidating, offensive, or graphic posts on social media sites or chat rooms, or sexually explicit communications by email, text, or instant messaging.

**Consent** is providing permission for something to happen or agreement to do something with a full understanding of the facts and without coercion. In cases of sexual activity, consent cannot be presumed but must be explicitly given, verbally or non-verbally. Consent cannot be deemed to have been given if it is provided under pressure or in situations where someone is not capable of providing it. Consent can be withdrawn at any time.

**LSE community** includes all salaried and non-salaried members of staff, students and members of council of the School. The School will take steps to ensure other relevant parties who may have a contractual relationship with the School comply with the required standards of behaviour in this policy by way of contract.