



Safeguarding and Child Protection Policy & Procedures

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Safeguarding and Child Protection Policy & Procedures

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1. Introduction

London Studio Centre (LSC) is a predominantly adult learning environment delivering Higher Education programmes at Undergraduate and Postgraduate levels. Activities throughout LSC, such as delivery of the programmes, extra-curricular and co-curricular opportunities, performances and social events involve staff, fellow students and others. Group classes feature a range of ages and genders, and it is possible that some classes take place on a one-to-one basis.

LSC often works directly with children and occasionally adults at risk, therefore takes the issue of safeguarding those parties very seriously. LSC is aware that as a company working with children and adults at risk it may be the target of those who wish to cause harm to those parties.

All staff members have a responsibility to understand how to look for and respond to types and signs of abuse in children and adults at risk. LSC's open door policy encourages students and staff to discuss issues or concerns they may have.

2. Policy Statement and Aims

2.1 Policy Statement

LSC has a duty of care to safeguard its students, in particular children and adults at risk, it must ensure that they are provided with a safe working environment. LSC recognises that all staff have a responsibility in the implementation of this policy, ensuring they understand the signs to look out for and knowing how to respond to any concerns/disclosures. LSC acknowledges it has legal responsibilities in relation to safeguarding but also a moral duty of care for its students.

This policy explains the responsibilities of LSC and its staff, provides procedures should they have concerns about safeguarding, highlights the appropriate contacts at LSC, provides information about how to identify abuse and action taken to prevent issues in the first instance.

2.2 Policy Aims

LSC is committed to:

- Valuing and protecting children and adults at risk who come into contact with LSC and promoting their welfare
- Providing a safe environment for children and adults at risk that is supportive of their needs
- Actively seeking to identify any children or adults at risk who could be at risk of abuse
- Making all practical provision available for the inclusion of children and adults at risk within its courses
- Ensuring that all staff, academic and administrative, are aware of their duties in regard to children and adults at risk in order to achieve its commitments
- Ensuring that all staff or volunteers working with children and adults at risk have completed an Enhanced DBS check
- Responding to concerns quickly and ensuring they are rigorously investigated
- Working in partnership with those for whom it has a duty of care as well as with appropriate parents, guardians, and agencies.

3. Definitions

A **child** is defined as anyone who has not yet reached their 18th Birthday. 'Children' therefore means 'children and young people' throughout.

An **adult at risk** is defined as a person aged 18 or over who is or may have a care or support need because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation. This includes those people who have a difficulty in communication and may need additional support.

Safeguarding is the action that is taken to promote the welfare of children and adults at risk and protect them from harm.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Proportionality in safeguarding means that intervention, support or even investigation should be undertaken with the least amount of intrusion possible.

4. Scope

Children and adults at risk may be involved in various activities at LSC. These could include going through the admissions process, enrolling on courses (ranging from Associate Programmes through to Higher-Education programmes), and attending taster days (such as Open Days, Boys' Days, Summer School and Audition Experience Days). In addition, a student may experience a change of circumstances and become an adult at risk during their time with LSC. Therefore, this policy applies to all aspects of academic life and employment at LSC; it includes all applicants, students, employed staff and freelance workers.

5. Legal Requirements

LSC is committed to a teaching, learning and working environment that is safe and inviting to children and adults at risk. LSC is mindful of its duty of care and its legal obligations as set out in the Sexual Offences Act (2003), Children Act (2004), Safeguarding Vulnerable Groups Act (2006), the Equality Act (2010) the Protection of Freedoms Act (2012), the Counterterrorism and Security Act (2015), and Data Protection Act (2018).

See links below for further guidance and information on statutory responsibilities:

[Child protection system for England – NSPCC learning](#)

[Safeguarding adults NHS England – The Care Act 2014](#)

6. Roles and Responsibilities

6.1 Roles

6.1.1 Designated Safeguarding Lead

LSC has nominated a Designated Safeguarding Lead (DSL) who is also the Head of Pastoral Care. The DSL will act as the first point of contact for anyone with safeguarding concerns.

They will also be responsible for disseminating information about LSC's provision for children and adults at risk and advise on all safeguarding matters. In addition, the DSL will complete risk assessments for any new or changed activity (course, programme, or event) that involves children or adults at risk.

LSC's Designated Safeguarding Lead:

- Lizzy DuVerney

safeguarding@londonstudiocentre.ac.uk /

lduverney@londonstudiocentre.ac.uk

0207 520 2814

**Please note the safeguarding email will be received by the Designated Safeguarding Lead and Safeguarding Team (see below).*

6.1.2 Safeguarding Team

LSC's Safeguarding Team are the key staff that the Designated Safeguarding Lead will work with upon receiving an Incident Report.

- Stephanie Ahern – Assistant Director

safeguarding@londonstudiocentre.ac.uk / sahern@londonstudiocentre.ac.uk

0207 520 2800

- Lucy Walliker – Head of Student Welfare

safeguarding@londonstudiocentre.ac.uk / lwalliker@londonstudiocentre.ac.uk

207 2814

6.1.3 LSC Associates Programmes Safeguarding Lead

See LSC Associates Safeguarding Policy.

- Cris Penfold

cpenfold@londonstudiocentre.ac.uk

0207 520 2824

6.2 LSC Responsibilities

Children and adults at risk have a fundamental right to be protected from harm. It is the responsibility of all members of staff, and volunteers to identify and report cases of suspected abuse, disclosure of abuse or abuse of trust and be fully aware of the Safeguarding and Personal Relationships policies and procedures for doing this.

6.2.1 Designated Safeguarding

The Designated Safeguarding Lead is responsible for ensuring that this policy is communicated effectively and is being implemented at all required times.

6.2.2 Safeguarding Team

The Safeguarding Team support the Designated Safeguarding Lead in their responsibilities and act as additional contacts.

6.2.3 Staff

All staff are expected to understand and abide by this policy alongside artsdepot's safeguarding policy. The responsibility to execute this policy lies with all staff.

6.2.4 Senior Management

Senior Management are responsible for ensuring the implementation and review of the policy and procedures.

6.2.5 Directors

Final responsibility for the maintenance of the Safeguarding and Child Protection Policy and Procedures rests with the Directors of LSC.

6.2.6 All Stakeholders

Safeguarding is everyone's responsibility.

6.2.7 Staff Recruitment

All staff are recruited using LSC's Faculty Appointment Procedure. This ensures all staff are vetted, are qualified for the role, provide references and relevant documentation to work for LSC. All staff at LSC must have an Enhanced DBS check. As part of induction, staff are also required to complete online Safeguarding training (currently Educare's "Safeguarding young people in Colleges and Universities").

6.2.8 Staff Training

Staff training days (Lift-Off which takes place at the start of the autumn and spring terms) regularly provides safeguarding training to staff. Staff are well supported with training in co-learning pedagogy including learning, teaching and assessment implications.

6.3 Parental/Guardian/Students Responsibility

6.3.1 Limits of Guardianship

LSC cannot act *in loco parentis* (in place of a parent) and so ultimate responsibility for children and adults at risk lies with parents and guardians. Any offer of admission or inclusion in an activity is made with an assumption that a child or adult at risk is capable of engaging in such an environment, and able to act appropriately, responsibly, legally and within the confines of LSC's Student and Staff Code of Conduct.

LSC requires international students under the age of 18-years old obtain a UK guardian who will act as their emergency contact whilst they are studying in the UK. It is recommended that the Guardian be a family friend or relative or, where this is not possible, they can obtain a guardian through an agency; please see [The Association for the Education and Guardianship of International Students](#) for further details. LSC is unable to provide guardians to students, it is the parent's/guardians responsibility to choose, arrange and potentially pay for an appropriate person. LSC must be notified of any change in guardian at the earliest opportunity.

6.3.2 Guardian (for international students)

The role and responsibility of a guardian should be that they:

- Reside in the UK (has a UK postal address)

- Are normally aged over 25
- Are able to speak English.
- Be the student's emergency contact (must provide a mobile number)
- Act as a representative for the student's family
- Keep in contact with the student regularly and provide ongoing support
- Liaise with LSC about the student's welfare or any other concerns
- Make arrangements for the student in the case of illness.

6.3.3 Student Responsibility

LSC does not take responsibility for the student when they are not in attendance, this includes the student's free time, travel and when they arrive the UK. LSC does not own or operate any official halls of residence. Organising suitable rented accommodation and dealing with any issues that arise within that accommodation are the responsibility of parents/guardians and students, not LSC. However, LSC can give advice on suitable accommodation, and, whenever possible, support children and adults at risk living in the local area. Day-to-day transport for the duration of their studies is also the responsibility of the student.

6.3.4 Parental Consent to Study Form

LSC requires the parent/guardian of all students under the age of 18 years old to complete a consent to study form (see Appendix A). LSC's duty of care covers the student while they are studying on their enrolled course of study. The form notes the student is responsible when not in attendance at timetabled classes and for extra-curricular events. It provides authorisation for emergency medical treatment and consent to participate in extra-curricular events & activities. In addition, it provides authorisation for image Release for the following purposes:

- LSC's publications & performance materials
- Publication on LSC's intranet (only accessible to intranet users)
- In the public domain being shared or promoted online by LSC staff.

6.3.4.1 Photography and Videoing

Permission will be sought by the parent/guardian via the consent to study form before images of students and participants are taken. Images/recordings will be stored securely on LSC's computer system and retained for the designated period for the purposes it was obtained (e.g assessment or marketing) in line with LSC's Data Protection and Retention policies. Images/recordings cannot be used publicly without express permission.

Further information about photography, videoing and data protection can be found in LSC's [Publications Policy](#), [Social Media Policy](#) and [Data Protection and Retention Policy](#) on DIVA.

6.3.4.2 Medical Emergencies

Students who are over the age of 16 are able to give consent for most medical treatment without a parent's knowledge. Treatment will remain confidential. Where

this is not possible LSC will contact the parents/guardians, in extreme cases where it has not been possible to contact the emergency contact LSC can authorise emergency medical treatment on the student's behalf. LSC and artsdepot has qualified first aider's onsite, all accidents onsite are recorded in the accident record book. For further information, please see LSC's Health and Safety Handbook.

6.3.5 Additional Consent

Children and adults at risk who take up an offer of admission with LSC must understand that their participation in some activities, such as certain social functions or performance opportunities, will not always be permitted or may require explicit consent from their parents/guardian. This is due to factors like independent travel, inappropriate content or overnight arrangements. Participation is at the discretion of LSC and where the decision is made for participation to be denied, we will endeavour to explain and justify such decisions.

6.3.6 Safeguarding Induction Session

LSC holds a dedicated induction session for children and adults at risk, and their parents/guardians. In this meeting, students and parents/guardians will meet LSC's Safeguarding Team and key members from the student welfare department. LSC will discuss its commitment to safeguard its students, including the boundaries it has in regard to the children and adults at risk students within its care. It will also note its commitment to parents/guardians that it will provide a safe learning environment for its students, and that it ensures all staff members understand their responsibilities on how to look for and respond to types and signs of abuse in children and adults at risk. It will also highlight the co-learning that takes place at LSC with over 18's in the safe classes as children and adults at risk. LSC highlights the processes of how it does this by using the 5 R's of safeguarding:

- i. **Recognise** – ensuring there is a clear and definite understanding of the signs of potential harm, abuse and neglect.
- ii. **Respond** – ensuring that LSC responds to reports in an appropriate manner.
- iii. **Report** – ensuring that the reporting process and contacts are clear.
- iv. **Record** – ensuring that any disclosure or incident is reported in detail and in a timely manner.
- v. **Refer** – ensuring the appropriate referral has been made to continue the investigation.

Students and their parents/guardians are provided with the Safeguarding and Child Protection Policy so have access to the Safeguarding Contacts throughout the student's study and are encouraged to contact LSC should they have any concerns for the student. The Policy is also available on LSC's website.

7. Recognising Abuse

It is not the responsibility of staff or students decide whether or not child abuse has taken place, but there is a responsibility to report concerns to the appropriate authorities.

7.1 Signs of abuse

The following are possible signs of abuse to look out for:

- Marks on the body
- Change in appearance and/or mood this could be gradual or subtle over time
- Poor presentation, punctuality and/or attendance
- Inability to focus or reluctant to participate
- Depression and/or anxiety
- Financial problems

These are very general examples, there are more specific examples of signs of the main types of abuse which can be found on the [NSPCC website](#). Any questions or concerns should be reported to or discussed with the Designated Safeguarding Lead.

7.2 Child Protection

Child protection focuses on protecting individual children identified as suffering or likely to suffer significant harm. Children and adults at risk are a group susceptible to exploitation and abuse. Below are some examples that relate to children and adults at risk.

- **Physical abuse** is the inappropriate or unlawful use of restraint, such as assault, hitting, slapping, punching, kicking, hair-pulling, biting, rough handling, scalding, and burning.
- **Emotional Abuse** is the persistent emotional ill treatment of a child or adult at risk which can cause adverse effects on their emotional development. Changes in behaviour such as a sudden speech disorder, fear of making mistakes, self-harm, or fear of a parent/guardian being approached may indicate this.
- **Sexual Abuse** involves the forcing or enticing of a child or adult at risk to take part in sexual activities whether or not they are aware of what is happening. In addition, although a child can consent to sexual activity once they reach 16, it is a criminal offence for an adult to engage in sexual activity with anyone under 18 when the adult is in a position of trust in relation to the child. All of LSC's staff are considered to be in a position of trust.
- **Neglect** is the persistent failure to meet a child's basic and/or psychological needs. It can constitute a parent/guardian failing to provide adequate food, shelter, clothing, protection from harm, or appropriate medical care. Refusal to respond to a child's basic emotional needs can also be classed as neglect. Being always hungry, thin and malnourished, looking badly presented, parent/guardian seeming uninterested and/or not having access to basic study needs may indicate neglect.

Other types of safeguarding issues include:

- Child trafficking and modern slavery
- County lines
- Cuckooing
- Extremism
- Fabricated or induced illnesses
- Female Genital Mutilation (FGM)
- Forced Marriage
- Honour-based violence/abuse

- Online abuse
- Peer-on-peer abuse
- Radicalisation
- Sexual violence and harassment

Any staff member that has concerns for the safety and well-being of a child or adult at risk should take those concerns immediately to the Designated Safeguarding Lead. If the threat is immediate, they should contact the appropriate authorities. Please see LSC's [Sexual Misconduct Policy](#) and [Anti-Bullying & Anti-Harassment Policy](#) for further information on this subject as well as guidance on how to handle a disclosure of abuse and exploitation by a student.

8. Preventing Harm

8.1 Staff Code of Practice

Staff are encouraged to follow best practice in regard to children and adults at risk and should also refer to LSC's Code of Practice:

- Treat children and adults at risk fairly and without prejudice, ensuring that their contributions are taken seriously
- Not engage in any inappropriate physical contact. In the context of dance technique training, physical contact is likely and so should follow sector guidelines. The contact should be only when necessary and only after permission has been given
- Where possible, always work in an open environment, avoiding activities with lone children or adults at risk behind closed doors or in private, unobserved situations
- Kindly discourage all types of physical conduct that a child or adult at risk may wish to initiate, remembering that, when comforting, it is more appropriate to offer a glass of water or a tissue than a hug.

8.1.1 Personal Relationships at LSC

Staff are required to maintain professional relationships with students and colleagues at all times.

LSC recognises that socialising between colleagues and staff and students is often a positive aspect of being an active member of the Conservatoire's community, however, the nature of staff/student and staff/staff relationships imposes responsibilities and duties as laid out in the [LSC Code of Conduct](#).

LSC's [Personal Relationships policy](#) is intended to ensure that appropriate safeguards and processes are in place to prevent abuses of power and sexual misconduct. It seeks to protect students and staff from allegations of actual or perceived conflicts of interest and to limit circumstances where a position of power may be abused particularly with under 18s and adults at risk.

It is essential all staff read, understand and adhere to the [Personal Relationships Policy](#).

8.2 Student Code of Conduct

Students over the age of 18 are inducted in the safeguarding procedures at induction and instructed of their responsibilities to their fellow students who are under 18. This includes their responsibility to follow LSC's Code of Conduct which notes expectations of behaviour. Highlighting the need to be aware of their own conduct, demonstrate responsibility, maturity and understand what constitutes acceptable behaviour. Staff and students are required to be respectful, professional, have self-control, integrity, be law-abiding and demonstrate commitment to LSC. This document applies to all students and staff regardless of age or status.

8.2.1 Managing Student Interactions

LSC has provided students with fundamental guidance about respectful and professional conduct through LSC's Code of Conduct. Any interactions between students over/under 18 must be in accordance with this policy.

Students are advised to:

- Not engage in any inappropriate physical contact. In the context of dance technique training, physical contact is likely and so should follow sector guidelines. The contact should be only when necessary and only after permission has been given
- Where possible, always work in an open environment, avoiding activities with lone children or adult at risk behind closed doors or in private, unobserved situations
- Avoid all types of physical conduct with a child or adult at risk unless as part of their dance training.

8.2.2 Facilities

Children and adults at risk have access to a self-contained changing room and toilets. These students are advised to use these facilities when in the LSC building.

8.3 Support for Children and Adults at Risk

8.3.1 Staff/Student Safeguarding Training

Children and adults at risk will be taught by teachers who have been DBS checked and received safeguarding training. Fellow students have received a safeguarding induction and are reminded of the need to work respectfully with their peers under the age of 18.

8.3.2 Personal Tutors/Programme Leader

Each student has a personal tutor throughout their study at LSC, this is normally their Ballet Tutor who they see at least 3 times a week. This tutor provides guidance and support for the students throughout the year and is closest to identify and raise concerns about the student.

In addition, student's under-18 (predominately on LSC's Foundation Degree programme) have weekly tutorials with the Programme Leader to discuss issues, concerns or ideas. This member of staff knows the students well and is therefore in a position to identify changes and/or signs of harm.

Students are encouraged raise concerns with a staff member they feel comfortable, these students have various opportunities to feel able to disclose concerns they may have.

9. Safeguarding Procedures

If a member of staff has any concerns that a child or adult at risk, is at risk of harm or is being abused they must report this, by reporting this the member of staff will be supported in managing the situation and preventing further harm.

9.1 Handling a Disclosure

When a child or adult at risk makes a disclosure, this will need to be recorded and provided to the Designated Safeguarding Lead who will decide on the next appropriate steps. Any report must be treated with confidentiality and stored securely.

When raising and investigating safeguarding concerns, it is important to remember that one of the key principals is proportionality. If staff feel the need to ask the question – is this a safeguarding concern? – the chances are that it is worthy of investigation.

If a student talks about possible abuse the staff member should:

- Find a quiet place to ensure they feel comfortable
- Stay calm, and offer support and reassurance
- Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable)
- Take all complaints, allegations and suspicions seriously
- Try not to ask them to repeat what they've shared unless to clarify
- Do not promise confidentiality, however, do reassure them you will only need to inform the specific person who will follow up with them
- Ensure the immediate safety of the person affected – **if there is a risk of immediate harm the police should be contacted**
- Explain what will happen next
- Understand the time and immense courage involved in making a disclosure
- **Do not promise confidentiality, however, do reassure them you may need to inform the Safeguarding Team about the disclosure.**
- Staff must Report the disclosure as soon as possible, see 8.3 for details on the next steps.

9.2 Reporting a safeguarding issue

Designated Safeguarding Lead	Safeguarding Team	
Lizzy Du Verney	Stephanie Ahern	Lucy Walliker
safeguarding@londonstudiocentre.ac.uk		
0207 520 2814	0207 520 2800	207 520 2814

9.2.1 Staff Reporting

Staff should contact the Designated Safeguarding Lead as soon as possible after an issue is made known to them or a disclosure takes place. They would need to complete the Safeguarding Incident Report form (Appendix B) and securely email it to safeguarding@londonstudiocentre.ac.uk (password protected) within one working day, or the next working day if it is a weekend. All information must be treated as confidential, discussing the disclosure with any other party could put the person making the disclosure at further risk of harm.

Please note the importance of ensuring the security of the form, it should be saved securely and sent using password protection. If this is not possible then hand it directly to a member of the Safeguarding Team.

9.2.2 Student Reporting

Students should contact the Designated Safeguarding Lead using the contact details above to discuss their concerns/report as soon as possible after a concern is identified or a disclosure made.

9.2.3 Parent/Guardian Reporting

Parents of under 18's meet with the Safeguarding Team at an induction meeting at the start of the programme. The contact details of the Safeguarding Team are provided, this is also provided in the induction pack and available publicly on the website. Parents should contact the Designated Safeguarding Lead to discuss their concerns/report as soon as possible after a concern is identified or a disclosure made.

9.2.4 Safeguarding Incident Report Form

LSC's Safeguarding Incident Report Form is available in Appendix B.

The form gathers key information which should be collected if a disclosure is made or there is concern for a student. This includes:

- The details of the person making the report – name, role and contact details
- Details of the incident – date the issue was raised, date of the incident, details of the person who raised the concern, details of the child or adult at risk concerned, incident details, and any details of witnesses.
- What happened after the incident/disclosure
- Who is aware of the disclosure/incident.

Once completed the form should be securely returned to the Designated Safeguarding Lead at safeguarding@londonstudiocentre.ac.uk or delivered in person.

9.2.5 Action if staff abuse is suspected

If there is any suspicion a staff member suspects abuse has taken place they should contact the Designated Safeguarding Lead immediately. If the Designated Safeguarding Lead is the subject of suspicion then a member of the Safeguarding Team should be contacted on their private email/phone line.

9.3 Procedure following a Safeguarding Report

- i. Once the Designated Safeguarding Lead receives a report they would make the decision whether or not to refer the concern to the necessary authorities:
 - **Local Authority Designated Officer (LADO)**
Barnet Council LADO should be contacted via the [Multi Agency Safeguarding Hub \(MASH\) Team \(or appropriate authority\)](#). To make a referral the [LADO referral form](#) should be completed.
 - **Police** (as and when appropriate)
Call 999 if an emergency or 101 if non-emergency
- ii. The Designated Safeguarding Lead would be guided by the external authorities in the next steps to take.
- iii. The Designated Safeguarding Lead may inform LSC's Safeguarding Team (Assistant Director and Head of Student Welfare) if necessary.
- iv. The Designated Safeguarding Lead (and Team) would ensure they Respond, Report, Record and Refer the incident appropriately. [NSPCC guidance can be found here](#).

9.4 Consent/Confidentiality

9.4.1 Consent

In the event of needing to refer a disclosure, it would be advantageous to seek the consent of the individual concerned. However, in exceptional cases this could be considered counterproductive, and the information would be shared without the individual's consent. Each case would be considered on its own merits and the final decision will be taken by the Safeguarding Lead.

9.4.2 Confidentiality

In the first instance details of the disclosure/report would only be shared on a need-to-know basis, this would likely include the Safeguarding Team, the parents/carers of the person who is alleged to have been abused, the person making the allegation, Social Services/Police, the alleged abuser (and their parents/carer if under 18) and the person who the disclosure was made to. The Safeguarding Team may need to contact external bodies, but sharing details would be kept to the necessary individuals.

To ensure confidentiality when corresponding, initials and year group only are used in any written documentation and first names only (with consent) if absolutely necessary. Information will be stored securely and with limited access, and in line with GDPR regulations.

9.5 Emergency

If it is believed the situation is an emergency, then the reporter should contact the Emergency Services (Police, Fire Brigade, Ambulance) immediately and notify the Safeguarding Lead as soon as possible.

10. Data Protection

Data will be stored securely and retained for the designated period for the purposes it was obtained. For further information please see LSC's Data Protection and Retention Policies.

11. Review

This policy is reviewed annually at the Student Welfare Team and Senior Management Group to ensure it is line with any changes made to legislation, or as and when required. It is disseminated at the Academic Board.

12. Related Policies and Procedures

- Anti-Bullying and Anti-Harassment Policy
- Code of Conduct
- Complaints and Academic Appeals Procedure
- Data Protection, CCTV and Privacy Notice
- Disciplinary Procedure
- Equal Opportunities Policy
- Faculty Appointment Procedure
- Health and Safety Handbook
- IT Acceptable Usage Policy
- LSC Associates Safeguarding Policy
- Personal Relationships Policy
- Prevent Duty Procedures
- Publications Policy
- Quality Assurance and Enhancement Manual
- Sexual Misconduct Policy
- Social Media Policy
- Staff Development Policy
- Student Welfare Policy
- Whistleblowing Policy

Useful external links:

[Gov.UK Safeguarding and Social Care for Children](#)

[NSPCC Safeguarding/Child Protection](#)

[Safeguarding Matters](#)

[London Safeguarding Children Partnership](#)

Appendix A: Parental Consent to Study Form

LSC Parental/Guardian Consent to Study Form

London Studio Centre requires the parent/guardian of all students under the age of 18-years-old to complete this consent to study form. This is to ensure we meet our duty to protect those who are legally defined as a child under law.

Before completing this form, you should read [London Studio Centre's Safeguarding and Child Protection Policy](#) available on LSC's website.

Please note that this form should be completed as soon as possible, and failure to do so may delay your child's place at LSC being confirmed. If you have any questions about this form, please contact our Designated Safeguarding Lead, Lizzy Du Verney at safeguarding@londonstudiocentre.ac.uk / lduverney@londonstudiocentre.ac.uk

Students' Details:	
First name:	
Surname:	
Date of Birth:	
Contact number:	
Contact email:	

Your Details (main contact):	
First name:	
Surname:	
Relationship to student:	Parent/Legal guardian
Contact number:	
Contact email:	

Emergency Contact 1 (where possible this should be based in the UK):	
First name:	
Surname:	
Relationship to student:	
Contact number:	
Contact email:	

Emergency Contact 2 (where possible this should be based in the UK):	
First name:	
Surname:	
Relationship to student:	
Contact number:	
Contact email:	

Welfare

Should it be required, I consent to LSC authorising emergency medical treatment by qualified first aiders or medical professionals.

Please note any medical treatment that would not be authorised, even in an emergency situation (e.g. blood transfusion, resuscitation etc.):

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Extra-Curricular:

I consent to the student participating in extra-/co-curricular events and activities (such as open classes, performances, exhibitions, rehearsals etc)

Image Release:

I consent to the student's image being used for the following purposes:

- London Studio Centre's publications and performance materials
- Publication on LSC's intranet (only accessible to intranet users)
- In the public domain being shared or promoted online by London Studio Centre staff

Data Collection:

I understand that during the programme there will be data collected regarding physical screening in order to support the students training. This will be processed to identify trends to support the physical training of the cohort, pathway and individuals.

I consent to this anonymous data being used for Academic Research / Publications.

Consent (please tick the following to consent)

By signing the below, you are confirming that you have read and agree to the following:

- I understand and accept that I remain legally responsible for the student named above until they reach the age of 18-years-old
- I accept that London Studio Centre will not act in place of a parent while the student is enrolled
- I accept that London Studio Centre's duty of care covers the above-named student while they are studying on their enrolled course of study, and the student is responsible when not in attendance at timetabled classes and for extra-/co-curricular events
- I have read and understood London Studio Centre's Safeguarding and Child Protection policy.

Parent/Guardian declaration:	
Name:	
Signature:	
Date:	

International Students only:

UK Guardian details:	
First name:	
Surname:	
Relationship to student:	
Contact number:	
Contact email:	

Appendix B: Safeguarding Incident Reporting Form

LSC Safeguarding Incident Reporting Form

Please use the following form to record and report an incident or disclosure. Please report the incident to your Designated Safeguarding Lead at safeguarding@londonstudiocentre.ac.uk within one working day, or the next working day if it is a weekend. All information must be treated as confidential, discussing the disclosure with any other party could put the person making the disclosure at further risk of harm.

Your Details	
Name	
Job Role	
Date	
Contact Details (Phone and e-mail)	
Details of Incident / disclosure	
Date of initial raising of concern / incident	
Who raised the concern?	
<ul style="list-style-type: none"> ○ Name ○ Contact details 	
Who is the vulnerable person / child?	
<ul style="list-style-type: none"> ○ Name ○ Age (if applicable in the case of Under 18) ○ Contact details ○ Parents contact details 	
Where did the incident occur?	
When did the incident occur?	
<ul style="list-style-type: none"> ○ Date and time 	
What happened?	

Were there witnesses? <ul style="list-style-type: none"> ○ Name ○ Age (if applicable in the case of Under 18s) ○ Contact details 	
After the incident/ disclosure	
Were there any witnesses to the referral? <ul style="list-style-type: none"> ○ Name ○ Contact details 	
Who have you discussed this incident with? <ul style="list-style-type: none"> ○ Name ○ Contact details 	

Guidance for handling a Disclosure or Concern

- Take all complaints, allegations, or suspicions seriously.
- Ensure the immediate safety of the person affected.
- Stay calm and offer support and reassurance to the person making the disclosure.
- Do not make any promises regarding confidentiality.
- Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable).
- Explain what you will do.

I have completed this form and provided information that is factual and does not contain my own views or options on the matter.

Name:	
Signature:	
Date:	

Please save this report securely and either email in a password protected document (if you do not have an LSC email) to safeguarding@londonstudiocentre.ac.uk or hand it in person to a member of the Safeguarding Team (Lead - Lizzy DuVerney, Stephanie Ahern or Lucy Walliker).

Please see LSC's [Safeguarding and Child Protection Policy](#) for further details.