Strategic Safeguarding Policy

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Modifications from previous version of document

Version	Date of issue	Details of modification
3	28.07.21	▪ The previous version of the policy has been checked against the BOND Safeguarding Good Practice: Safeguarding policy checklist and further information has been added to the policy. ▪ Clearer role descriptions have been added (now that we have developed job descriptions for specific individuals) ▪ The code of conduct has been reviewed and updated to more clearly state the six IASC core principles and the staff and student code of conduct have been merged into one. All new staff and students going forward will receive this version to sign ▪ Policy statement and scope of Policy sections added, appendices updated with changes to safeguarding focal points

Contents

1. INTRODUCTION - WHAT IS SAFEGUARDING?

1.1 Safeguarding is the responsibility that organisations have, to make sure their staff, operations, and programmes do no harm (Keeping Children Safe, 2020). 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 The UK Collaborative on Development Research (UKCDR, 2020), have taken the scope of safeguarding further to include:

'any sexual exploitation, abuse or harassment of research participants, communities and research staff, plus any broader forms of violence, exploitation and abuse relevant to research, such as bullying, psychological abuse and physical violence.'

2. POLICY STATEMENT

2.1 The Liverpool School of Tropical Medicine (LSTM) believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. LSTM will not tolerate abuse and exploitation by staff or associated personnel.

2.2 LSTM recognises its role in safeguarding and protecting our staff, students, volunteers and other representatives as well as the beneficiaries, research participants, patients and communities with whom we have direct and indirect contact through our work.

2.3 LSTM has a zero-tolerance policy for staff and organisational representatives committing harm, exploitation or abuse. We endorse and support the principles of the Universal Declaration of Human Rights, (UN, 1948); the UN Convention on the Rights of The Child, (UNICEF, 1989); the Declaration on the Elimination of Violence Against Women, (UN, 1993) and the UN Global Compact (UN, 1997).

3. SCOPE OF POLICY

3.1 This Policy applies to:

All LSTM 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, (e.g., consultants, researchers etc.) in the UK and in our overseas projects.

3.2 LSTM's scope of work on safeguarding includes prevention of:
- Sexual exploitation, abuse and harassment (PSEAH)
- Other forms of abuse such as physical, financial/material, psychological, discriminatory, and organisational abuse
- Modern slavery
- Neglect or acts of omission
- Bullying and harassment

3.3   This strategic policy document covers the safeguarding of:

- Children and vulnerable adults who directly use our services or participate in our research and education activity
- Community members who may not be directly participating in, but are affected by our research and education activity
- Staff, students, consultants, contractors, volunteers, and representatives from partner organisations with whom we are collaborating

4.   DEFINITIONS USED IN THIS STRATEGIC POLICY

4.1   The Safeguarding Vulnerable Groups Act (UKPGA, 2006) and the UN Convention on the Rights of the Child (1989) 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 under the age of 18 years old.
- *"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.

4.2   This overarching policy document is designed to describe our overall responsibilities and approach to safeguarding. The detailed procedures on our safeguarding processes to protect children and vulnerable adults can be found in our:

- Protecting Children and Vulnerable Adults' Policy and Procedure
- Safeguarding Students' Policy

4.3   A number of policies and procedures run parallel to, and in support of our safeguarding approach:

- Protecting Children and Vulnerable Adults Policy and Procedure
- Public Interest Disclosure (Whistleblowing) Policy
- Dignity at Work Policy
- Equality of Opportunity Policy
- Anti-slavery statement
- Disciplinary Policy
- Grievance Policy and Procedure
- Recruitment and Selection Policy & Procedure
- Policy in Response to Prevent Guidelines as part of the Counter-Terrorism and Security Act 2015
- IT Acceptable use policy
- Code of Practice on Supporting Students with Disabilities
- Code of Practice on Student Engagement and Enhancing the Student Experience
- Student Charter

5. LSTM – OUR VISION AND VALUES

LSTM's work is based on our vision, mission and values:

Vision:
To save lives in resource poor countries through research, education and capacity strengthening

Mission:
To reduce the burden of sickness and mortality in disease endemic countries through the delivery of effective interventions which improve human health and are relevant to the poorest communities.

Values:
- Making a difference to health and wellbeing
- Excellence in innovation, leadership and science
- Achieving and delivering through partnership
- An ethical ethos founded on respect, accountability and honesty
- Creating a great place to work and study

6. LSTM SERVICES

6.1 LSTM is not a single organisation with a single line of work, we carry out a range of activities as a Higher Education Institute (HEI) through a range of companies, groups and partnerships across the world. The LSTM portfolio includes:

- Higher Education Institution
- Research Institute
- Registered Charity
- Independent and NHS health care provider
- Technical Assistance and Capacity Building Organisations
- Product Development Partnerships
- Not for Profit organisation
- Non-Governmental Organisations (NGO)

6.2 Safeguarding and protecting children and vulnerable adults feature in all our activity areas and to promote understanding and give guidance to our staff, our safeguarding responsibilities are grouped under four delivery areas:

- **Reporting**
  Ensure community members, participants, staff and students know how to report safeguarding concerns and that barriers to reporting are understood and overcome.

- **People and Training**
  Clear, safe recruitment processes, references and appropriate criminal and police checks, signed code of conduct which clearly articulates expected standards of behaviour and outlines what behaviour is not tolerated and mandatory training on safeguarding.

- **Policy to Practice**
  That our policies on safeguarding and protection of child and vulnerable adults will be actively implemented, reviewed, and monitored to ensure that our

safeguarding practice continually evolves and improves. We will support capacity building in safeguarding and share our practice with and learn from others.

- **Safeguarding Risk Assessment**
  Prior to new programmes and activities, safeguarding risk assessments will be undertaken by LSTM together with implementation/research partners to identify vulnerabilities and potential risks (for participants and staff and students) and to identify mitigating actions to prevent these. These risk assessments will also include mapping of local referral and support services and situational analysis of challenges and threats to the programme that may impact on safeguarding.

Our approach to our safeguarding work can be found in our safeguarding theory of change model in Appendix 1.

7. OUR COMMITMENT

7.1 The Inter Agency Standing Committee (IASC) identifies six core principles relating to Sexual Exploitation and Abuse (2019). Although written for the humanitarian sector these are relevant to all organisations who receive grants from donors:

1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
2. Sexual activity with children (persons under the age of 18) 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.
3. 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.
4. Any sexual relationship between those providing humanitarian assistance and protection and a person benefitting from such humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.
5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

7.2 LSTM's code of conduct incorporates these six core principles into our practice (please refer to Appendix 2).

7.3 In addition to the above, LSTM have developed twelve key principles to promote safeguarding, prevent harm and protect children and vulnerable adults. These principles have been developed with reference to several key publications including:

i) Safeguarding in International Development Research (Orr et al, 2019).
ii) Our commitment to change in safeguarding (BOND, 2018) and
iii) Keeping Children Safe Standards (KCS, 2020).

1. We recognise our safeguarding responsibilities and will commit to taking all reasonable steps to prevent harm to those involved with our research and education programmes. We will build safeguarding principles and protection of children and vulnerable adults into research and education programme design.

2. We recognise that safeguarding is a shared responsibility between collaborating partner organisations and should adopt a joined-up approach, in a spirit of inclusiveness and mutual learning, sharing solutions and expertise.

3. Our approach to safeguarding capacity strengthening should encourage open and constructive engagement, cognisant of power differentials, and be responsive to emergent needs across all collaborating partners in the research/educational process.

4. We will ensure that all staff and students involved in the research/education programme across all collaborative partners have signed a code of conduct that sets out clear expectations of appropriate attitudes and behaviours to nurture a strong safeguarding culture.

5. We will raise awareness of safeguarding and strengthen capacity and capability by increasing the knowledge and skills of our staff, students, volunteers, partners and contractors through education and training.

6. We will promote the dignity, respect and safety of programme participants, staff and students and other individuals involved in the research/education programme across all collaborative partner organisations, upholding the universal right to be protected from harm.

7. We will have procedures in place so that staff and students involved in the research/education programme across all collaborative partners are clear how to raise safeguarding concerns without fear of reprisal or victimisation.

8. We will have clear and confidential reporting and responding processes for incidents and concerns, appropriate to the settings where we work, so that our programme participants, staff and students across all the collaborative partner organisations have confidence that we deal with alleged incidents swiftly and comprehensively.

9. We will ensure safe recruitment and selection processes are in place to appoint members of staff, volunteers, associates and contractors identified as having contact with children and vulnerable adults, to minimise opportunities for perpetrators' access to our sector and to reduce their ability to move between organisations. This should include:
   – Appropriate checks from the UK Disclosure and Barring Service (DBS) and/or International Criminal Records Checks.
   – Professional registration/professional qualification checks
   – Professional reference requests should specifically refer to the individual's suitability to work with children and vulnerable adults.

10. We ensure we adopt a survivor-centered response to victims and survivors of safeguarding breaches and that they are at the heart of our safeguarding response. Research and education within international development takes place within contexts that are often structured by inequalities and power imbalances, which directly shape programme relations and activities.

11. Our approaches to safeguarding should be underpinned by attention to the needs of specific vulnerable groups, including women, children, people with disabilities and other who within different contexts might be affected by dynamics of vulnerability, risk, and harm.

12. We will work with governmental and non-governmental organisations, donors, national and international collaborative partners and charities to advance consistent and high-quality safeguarding practice.

8. RESPONSIBILITIES

8.1 LSTM Management Committee

Developing and implementing meaningful and effective systems on safeguarding, requires engagement and leadership at the highest level to create a positive organisational culture across the LSTM and its subsidiaries to prevent sexual exploitation, abuse and harassment.

Senior leaders take an active role in "setting the tone from the top" calling out any witnessed poor behaviours. Ensuring that "small behaviours and small indiscretions" of bullying & harassment and sexual harassment are always addressed to change the organisational culture. The role of Management Committee is to actively support and promote this by ensuring that:

- Monitoring and evaluation safeguarding practices, using international standards as a basis.
- Safeguarding measures are incorporated into all forms of funding, media and communications activities.
- Staff demonstrate confidence in challenging poor behaviour within the workplace.
- Challenging poor behaviour result in demonstrable changes in exhibited behaviour.
- The organisation proactively encourages staff and associates to speak up on misconduct, harm and abuse.
- The organisation proactively encourages staff and associates to speak up on misconduct, harm and abuse.
- Protection is in place for anyone who wishes to raise a concern or make a complaint regarding misconduct, harm and abuse.
- Staff, children and communities are confident to speak up and clear that they will receive all necessary support to do so.

8.2 Board Level Accountable Officer for Safeguarding

Take overall (executive) responsibility for the oversight of safeguarding across LSTM to:

- Ensure that the role and responsibilities of the organisation in relation to Safeguarding/Protection of vulnerable adults and children are met
- Promote a positive culture of safeguarding across the organisation through assurance that there are procedures for safer recruitment; raising concerns; appropriate policies for safeguarding and protection of vulnerable adults and children and that these are being followed
- Ensure that the public and our beneficiaries are aware that the organisation takes safeguarding seriously and will respond to concerns about the welfare of children and vulnerable adults
- Ensure that there are robust governance processes in place to provide assurance on safeguarding and the protection of vulnerable adults and children
- Ensure effective information flows from and between the Board of Trustees, Management Committee, and Safeguarding Strategic Oversight Group on safeguarding and protection of vulnerable adults and children
- Ensure that funding organisations are assured of our safeguarding arrangements.

8.3   Trustee Lead for Safeguarding

- Critically and objectively review LSTM's strategic plans and make sure they reflect safeguarding legislation and guidance, and the safeguarding expectations of the Charities Commission. Challenge assumptions in making decisions related to safeguarding
- Support the Board of Trustees in developing their individual and collective understanding of safeguarding and to support, advise and guide the board on safeguarding matters.
- Ensure the organisation creates a culture and has processes in place where safeguarding concerns can be raised and speaking up is encouraged
- To ensure appropriate scrutiny of the organisation's safeguarding performance
- To provide assurance to the Board of the organisation's safeguarding performance.

8.4   Board of Trustees

- To give full organisational support to the maintenance of good safeguarding practice and action being taken to address breaches of the safeguarding policy
- To ensure that LSTM meets the Charity Commission's guidance on ten actions trustee boards need to take to ensure good safeguarding governance

8.5   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
- Ensure support of named focal points/lead professionals across the organisation to implement safeguarding arrangements
- Ensure that there is a programme of training and mentoring to support staff in relation to safeguarding
- Work in partnership with groups/departments across LSTM, including partner organisations and donors, to ensure best practice in safeguarding/protection of vulnerable adults and children
- Ensure systems are in place across the organisation to assess risk in relation to safeguarding and promote protection of vulnerable adults and children
- Ensure that serious incidents relating to safeguarding are reported immediately and managed effectively and that appropriate systems are in place to learn lessons
- 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.

8.6   Safeguarding focal points

Contribute as a member of the LSTM safeguarding team to the development and implementation of our safeguarding policy and protection of students, children and vulnerable adults' procedures by:
- Contributing to the implementation of LSTM's safeguarding action plan

- Effectively communicating local safeguarding knowledge
- Facilitating and contributing to organisational policy and procedures on safeguarding, including providing advice to staff and partner organisations
- Contributing to safeguarding training needs analysis, and to assist with the planning, designing and delivery of safeguarding training for staff
- Undertaking and contributing to the investigation of concerns raised in relation to safeguarding, including the dissemination of lessons learned
- Working effectively with colleagues from other organisations, providing advice as appropriate
- Undertaking risk assessments of the organisation's ability to safeguard/protect vulnerable adults and children.

Please refer to Appendix 3 for contact list of safeguarding officers and focal points.

8.7   Managers have a responsibility to:

- Promote a positive culture within their teams of ensuring that safeguarding is everyone's business
- Ensure their staff meet mandatory training requirements in relation to safeguarding
- Ensure that their staff are aware how to raise safeguarding concerns
- Demonstrate, promote and uphold behaviours in line with LSTM's code of conduct and challenge poor behaviour where it is seen
- Respond appropriately to safeguarding concerns and signpost to the relevant policies and procedures and safeguarding focal points/designated personnel within the organisation
- Ensure that supervision and performance appraisals include adherence to the safeguarding policies and code of conduct
- Ensure that safeguarding issues are fully and appropriately reported within the organisation and victim confidentiality rights are fully respected
- Actively monitor observance of and promote good safeguarding practice.

8.8   All staff have a responsibility to:

- Ensure they meet mandatory training requirements in relation to safeguarding
- Respond to a staff, student or beneficiary who says they are suffering from abuse
- Seek help and support on safeguarding issues
- Report concerns on safeguarding issues
- Sign up to LSTM's code of conduct for staff

9.   EQUALITY AND INCLUSION

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.

10. REFERENCES

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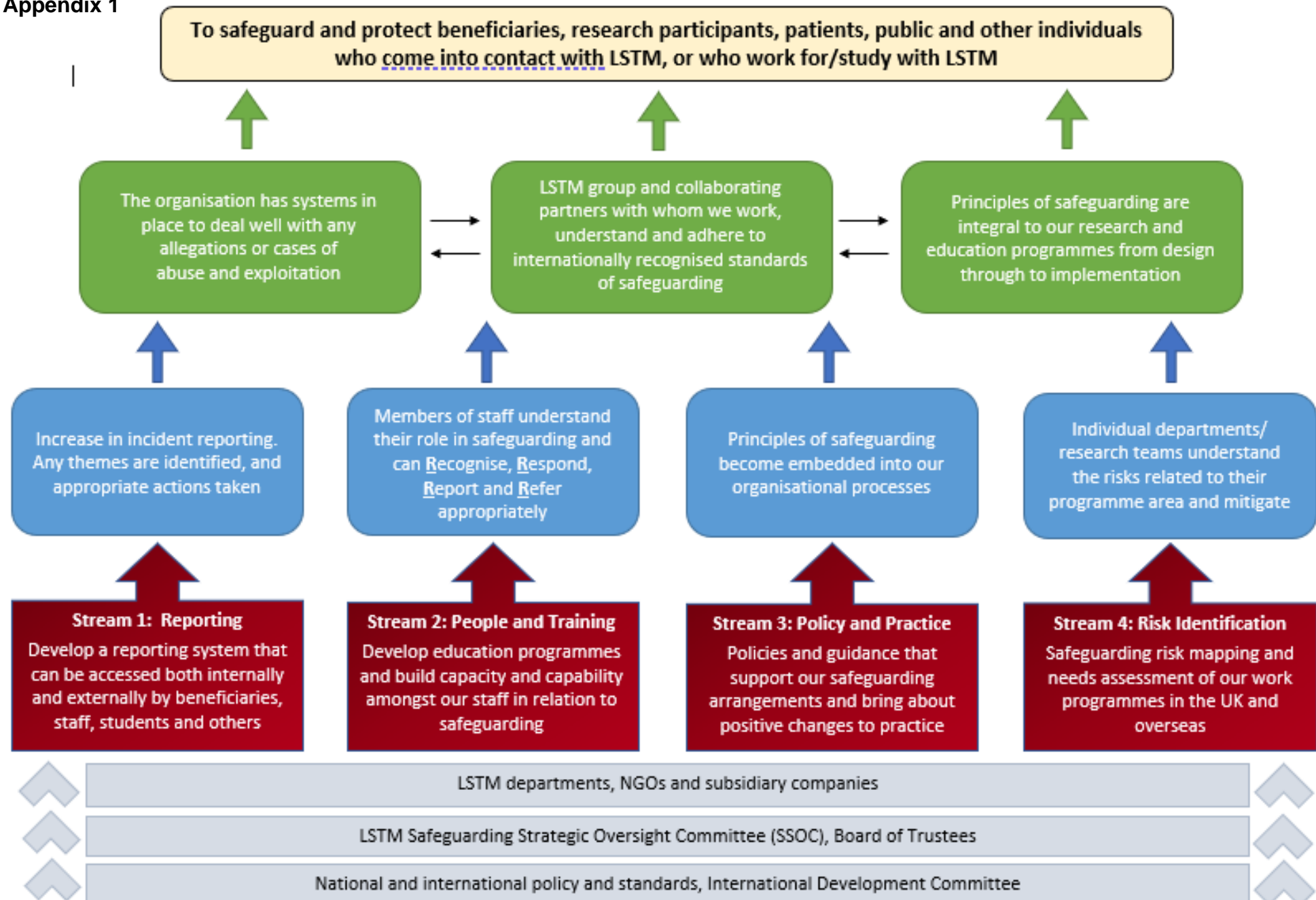**United Nations (1993)** The Declaration on the Elimination of Violence against Women (Ratified by the General Assembly resolution on 19 December 1993). https://documents-dds-ny.un.org/doc/UNDOC/GEN/N94/095/05/PDF/N9409505.pdf?OpenElement

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Appendix 1

To safeguard and protect beneficiaries, research participants, patients, public and other individuals who come into contact with LSTM, or who work for/study with LSTM

The organisation has systems in place to deal well with any allegations or cases of abuse and exploitation

LSTM group and collaborating partners with whom we work, understand and adhere to internationally recognised standards of safeguarding

Principles of safeguarding are integral to our research and education programmes from design through to implementation

Increase in incident reporting. Any themes are identified, and appropriate actions taken

Members of staff understand their role in safeguarding and can Recognise, Respond, Report and Refer appropriately

Principles of safeguarding become embedded into our organisational processes

Individual departments/ research teams understand the risks related to their programme area and mitigate

Stream 1: Reporting
Develop a reporting system that can be accessed both internally and externally by beneficiaries, staff, students and others

Stream 2: People and Training
Develop education programmes and build capacity and capability amongst our staff in relation to safeguarding

Stream 3: Policy and Practice
Policies and guidance that support our safeguarding arrangements and bring about positive changes to practice

Stream 4: Risk Identification
Safeguarding risk mapping and needs assessment of our work programmes in the UK and overseas

LSTM departments, NGOs and subsidiary companies

LSTM Safeguarding Strategic Oversight Committee (SSOC), Board of Trustees

National and international policy and standards, International Development Committee

Appendix 2: Liverpool School of Tropical Medicine - Code of Conduct (V5)

1. Introduction

LSTM's work is based on our vision, mission, and values (see below). As staff, students, volunteers, and representatives of LSTM, our behaviour and actions are defined by these organisational values. We must demonstrate them in our respect for individuals and communities with whom we work. It is the responsibility of us all to ensure our behaviour is consistent with the organisation's vision and values. If any of us fails to act in a way that is consistent with these, then we fail as an organisation.

Vision

To save lives in resource poor countries through research, education and capacity strengthening

Mission

To reduce the burden of sickness and mortality in disease endemic countries through the delivery of effective interventions which improve human health and are relevant to the poorest communities.

Values
- Making a difference to health and wellbeing
- Excellence in innovation, leadership, and science
- Achieving and delivering through partnership
- An ethical ethos founded on respect, accountability, and honesty
- Creating a great place to work and study.

2. Principles of our code of conduct

2.1 As an employee, representative, volunteer, student, visitor, consultant or holder of honorary contract of the LSTM and its subsidiaries, (including but not limited to: IVCC, WTC, MLW, overseas NGOs), we are expected to promote its values and protect its reputation by adhering to the principles set out in this code of conduct. The code provides clear guidance on what we and the donors who fund us, expect of our staff, students, volunteers, consultants and other representatives, as well as providing examples of conduct that will always be unacceptable.

2.2 The code incorporates core elements of our expectations related to our Dignity at Work and Study Policy, as well as the six core principles developed by the IASC on preventing sexual exploitation, abuse and harassment (PSEAH) and LSTM's expectations that our research is underpinned by the highest standards of rigour and integrity as per LSTM's Research Integrity Statement

2.3 This code of conduct applies across the "extended place of work and study" which includes:
- When we are at our place of work/study
- When we are representing LSTM and its subsidiaries at any location, at any time
- At all times when we are visiting another location to our usual place of work/study (including outside working hours and social occasions on these visits)
- Travelling to and from national and international destinations for work/study purposes
- When we are participating in work/university social events; "time out" days and/or "away" days.

2.4 Whilst recognising that laws differ from one country to another, LSTM works internationally and therefore our Code of Conduct is developed with consideration of International and UN standards. This Code is subject to relevant international human rights law, wherever the employee is employed and shall be read in a manner that is compliant with that law.

2.5 LSTM is an inclusive organisation, committed to creating a great place to work and study, in which the principles of equality, respect, dignity, and inclusion are part of our everyday goals and behaviours.

2.6 LSTM expects all members of our community to treat each other with respect, courtesy and consideration at all times. Every member of the LSTM community has the right to expect respectful behaviours from others and the responsibility to behave correspondingly. Everyone is encouraged and supported to challenge, or raise concerns relating to behaviours which are contrary to this principle.

3. LSTM expects all staff, students, volunteers and other representatives individually to:
- Uphold the integrity and reputation of LSTM and its subsidiaries by ensuring that our professional and personal conduct is demonstrably consistent with LSTM's values and code of conduct
- Adhere and abide by the standards of competence, honesty, integrity and other professional behaviours as defined by our respective professional or regulatory bodies, and retain the freedom and duty to follow their professional codes
- Maintain a research environment that is underpinned by a culture of integrity, adhering to all LSTM requirements and expectations in the governance of research, and query any concerns over research misconduct in a transparent, timely and fair manner
- Exercise care and respect for all participants in research, the wider participant community, and for the subjects and beneficiaries of research, including humans, animals and the environment.
- Extend those same values of respect for LSTM colleagues to those with whom LSTM staff collaborate with in partnership.
- Conduct ourselves openly and transparently, with integrity, impartiality and honesty – we shall never deceive or knowingly mislead others
- Treat all people with dignity and respect and challenge any form of harassment, discrimination, intimidation, exploitation or abuse. Respect the basic rights of others by acting fairly, honestly and tactfully
- Respect human rights, protect the environment and oppose criminal or unethical activities
- Protect the health, safety, security and well-being of ourselves and others
- Work actively to protect staff, students, volunteers, children, vulnerable adults, research participants and beneficiaries by complying with LSTM's Safeguarding Students Procedure and our Protecting Children and Vulnerable Adults Procedure
- Be responsible for the use of information, equipment, money and resources to which we have access, through our employment and/or contact with LSTM and its subsidiaries
- Know how to raise concerns relating to safeguarding, harassment (including racial and sexual harassment) and sexual misconduct and report any matters that breach the principles contained in this code of conduct. If you develop concerns or suspicions regarding abuse, harassment or exploitation by a student, colleague or other member of LSTM whether in the same agency or not, you must report such concerns via LSTM's established reporting mechanisms.

- Create and maintain an environment which prevents sexual exploitation and abuse and other forms of abuse relating to the Dignity at Work and Study Policy and promotes the implementation of the code of conduct.

LSTM, therefore, does <u>not</u> tolerate the following:

- Sexual exploitation and abuse or other misconduct by LSTM staff and students, constitute an act of gross misconduct and are therefore grounds for termination of employment or expulsion from the University
- Engaging in sexual relations with anyone under the age of 18, or abuse or exploitation of a child or a vulnerable adult in any way, 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/participants
- Any sexual relationship between those carrying out research and education activities on behalf of the LSTM group and a person participating or benefitting in that work that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of our work
- Engaging or supporting directly or indirectly by any means, any activities that advocate the legislation, legitimisation or practice of commercial sexual exploitation or sex trafficking
- Unwelcome sexual advances, requests for sexual favours, and other verbal or non-verbal harassment of a sexual nature, including stalking and through online means
- Any kind of negative distinction, discrimination, psychological or physical harassment, threat, attack, or exclusion; due to age, disability, gender identity or reassignment, race (including nationality or ethnic identity), sex, sexual orientation, religion or belief
- Drinking alcohol (except in moderation as part of a work-related social occasion) during working hours
- Taking illegal drugs/substances or using any "legal highs" (not yet controlled under the misuse of drugs act, but which could nevertheless alter behaviour or impair judgement), at any time within the workplace or extended workplace
- Being in possession of, or profiting from the sale of, illegal goods or substances
- Behaving in a way which threatens the welfare or security of ourselves or others
- 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
- Using social media to bully, harass or make otherwise derogatory, defamatory or offensive comments about an individual, including via posts, images , or to bring LSTM into disrepute Accepting or offering bribes/significant gifts to government employees, beneficiaries, donors, suppliers or others, which have been offered or received through your work with LSTM or in a personal capacity, which may impact on the work or reputation of LSTM (refer to the UK Bribery Act 2010)

- Using LSTM funds or resources, or those received from donors, to support directly or indirectly any of the above activities.

4. Agreement to the LSTM code of conduct

4.1 Whilst observing the requirements of the code of conduct, I will also be sensitive to national laws and customs, even if the norms and values in that cultural context are more proscriptive or differ from the LSTM code of conduct. I understand that I am expected to observe the LSTM code of conduct where the local laws etc. are less restrictive. I will, if necessary, seek (and will receive) support and advice from LSTM.

4.2 This code of conduct, together with LSTM's policies and procedures and your contractual terms & conditions of employment (or your volunteer agreement or student charter), provide a framework within which all LSTM employees, students, contractors, or associates regardless of location, undertake their duties.

4.3 Any breach may result in action in accordance with LSTM's Disciplinary Policy and Procedure or disciplinary action under the LSTM Student Disciplinary Code (and in some cases could lead to criminal prosecution).

4.4 I have read this code of conduct and understand that it applies to me.

Name (print):   Date:

Signature:

Staff member: Y / N   Student: Y / N

Staff Member Dept: Student Number:

Appendix 3: Safeguarding Contacts and Focal Points

Safeguarding Title	Name	Contact details
LSTM Designated Safeguarding Lead	Philippa Tubb, Managing Director, Well Travelled Clinics	phil.tubb@LSTMed.ac.uk Tel: + 44 151 705 3744
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