

Sexual Misconduct and Harassment Procedure

LCCA Governance

Quick Reference: What to do if...

You've experienced something • Email safeguarding@lcca.ac.uk • Or speak to any LCCA staff member	A friend tells you something • Listen without judgement. Encourage them to contact safeguarding@lcca.ac.uk • You can report on their behalf with their consent
You witness something • Report what you saw to safeguarding@lcca.ac.uk • Third-party reports are taken seriously	You're not sure what happened • Contact the Designated Safeguarding Lead (DSL) to talk through your options – no pressure to decide anything • You will be believed. You will not be judged.

Section 1: About this document

LCCA is committed to providing a safe, respectful and inclusive environment for all students and staff. Sexual misconduct and harassment are not tolerated. Everyone has the right to be treated with dignity and respect.

You will be believed. You will not be judged. We take a trauma-informed approach, recognising that every experience is different and that you are in control of your own journey through this process.

As a partner institution of the University for the Creative Arts (UCA), LCCA students are subject to the UCA Student Sexual Misconduct and Harassment Policy. This procedure explains how that policy operates locally at LCCA.

Important: LCCA students do not currently have access to UCA's Sexual Violence Liaison Officer (SVLO) service or UCA's Report + Support portal. The contacts and processes in this procedure are the primary routes for LCCA students.

Non-Disclosure Agreements

LCCA will not seek to put in place non-disclosure agreements with students in relation to incidents of harassment and/or sexual misconduct where such agreements would prevent a student from speaking out about their experience.

Section 2: Scope

This procedure applies to all LCCA students and staff. It covers incidents of sexual misconduct and harassment as defined in the UCA Student Sexual Misconduct and Harassment Policy, including sexual harassment, sexual assault, rape, stalking, coercion, unwelcome physical contact, and sharing intimate images without consent.

This procedure applies wherever the incident occurs – on campus, off campus, online, or during any LCCA-related activity.

Students can seek support regardless of whether they wish to take any formal action.

Section 3: How to Report

You can report at any time. There is no deadline. You will not be disadvantaged for reporting in good faith.

LCCA Routes	UCA and External Routes
Informal disclosure Speak to any LCCA staff member. They will listen, complete a disclosure form, and route it to the DSL.	Contact UCA directly Email SVLO@uca.ac.uk and cc safeguarding@lcca.ac.uk . One email notifies both institutions.
Formal report Email safeguarding@lcca.ac.uk — this triggers the formal procedure.	External / police reporting The decision to report to police is always yours. LCCA will support you regardless. A police decision not to prosecute does not prevent LCCA action.
Anonymous report Email safeguarding@lcca.ac.uk without identifying yourself. Note: this may limit investigation scope.	Not sure what to do? Contact the DSL at safeguarding@lcca.ac.uk to talk through options. No pressure to decide.
Third-party report Friends, staff, or witnesses can report on behalf of an affected student (with their consent where possible).	

Confidentiality

Reports are confidential, shared only on a need-to-know basis. We won't inform academic staff, peers, or family without your consent, and will consult you before any action that might identify you. Limits apply only where there is risk to life, a safeguarding concern, or legal obligation.

Section 4: What LCCA Does

A full process map for students can be found in Appendix A. The swim lane diagram in Appendix B shows roles and responsibilities.

Initial response

On receiving a report or disclosure, LCCA's Designated Safeguarding Lead (DSL) — a member of LCCA's Student Experience team — will contact you within 5 working days. The DSL will discuss your options, arrange support, and help you decide whether to proceed formally. An individual risk assessment will be completed.

Precautionary measures

Where necessary, LCCA may put precautionary measures in place to protect all parties. These are not punitive and may include no-contact arrangements, timetable adjustments, or restricted access to certain areas.

Formal investigation

If you wish to make a formal report, an investigation will be conducted under LCCA's Student Code of Conduct and Disciplinary Policy. The investigating officer will have no prior involvement in the case. All parties will have the opportunity to provide their account, present evidence, and be accompanied by a supporter.

Rights of the responding party

The responding party (the person against whom an allegation is made) has the right to:

- Be informed of the nature of the allegation against them
- Provide their account and present evidence
- Be accompanied by a supporter at any formal meeting
- Access support from LCCA Student Services throughout the process
- Appeal the outcome

Possible outcomes

- Dismissal of the allegation where there is insufficient evidence
- Allegation upheld but no further action required
- Disciplinary action including formal warning, suspension, or expulsion
- Restorative action such as mandatory training
- Referral to external authorities where a criminal offence may have been committed
- All parties will receive a written outcome. The level of detail shared may vary depending on confidentiality obligations.

Appeals

Either party may appeal within 10 working days of receiving the written outcome. Submit to quality@lcca.ac.uk stating your grounds: new evidence, procedural failure, or disproportionate sanction.

Office of the Independent Adjudicator (OIA)

If you remain dissatisfied after exhausting LCCA's internal procedures, you may complain to the Office of the Independent Adjudicator for Higher Education (OIA). LCCA will issue a Completion of Procedures letter at the conclusion of the internal process. You must submit your complaint to the OIA within 12 months of receiving this letter.

Criminal offences

The decision to report to the police always rests with the disclosing student. Where a police report is made, LCCA's internal investigation will be paused until the criminal process concludes. LCCA will implement precautionary measures and provide support throughout. A police decision not to prosecute does not preclude LCCA from taking internal disciplinary action.

Key timeframes

Stage	Timeframe
Initial contact from DSL	Within 5 working days of report
Investigation completion	Target 30 working days
Appeal submission	Within 10 working days of outcome
Appeal response	Target 15 working days
OIA complaint	Within 12 months of CoP letter

Section 5: Support

Support for reporting parties

- LCCA Designated Safeguarding Lead (DSL): safeguarding@lcca.ac.uk
- Any LCCA staff member can receive an informal disclosure and will route it to the DSL
- Academic adjustments, including mitigating circumstances support, can be arranged

Support for responding parties

Responding parties are entitled to support throughout the process. Contact LCCA Student Services for pastoral support and guidance on accessing external services.

External support organisations

A full list of external organisations providing specialist support — including Rape Crisis England and Wales, Sexual Assault Referral Centres, Citizens Advice, and others — is available on the LCCA Sexual Harassment and Misconduct webpage.

Section 6: LCCA's Commitments

In line with OfS Condition E6, LCCA commits to:

- Publishing and maintaining this procedure as the single accessible source of information for LCCA students
- Providing mandatory annual training for all staff on receiving disclosures
- Ensuring students are informed of this procedure at induction each year
- Collecting, monitoring and reporting data on incidents annually
- Addressing staff-student intimate relationships in line with LCCA and UCA policy
- Reviewing this procedure annually

Section 7: Data Protection

Personal data collected through this procedure will be processed in accordance with LCCA's Privacy Notice and the UK General Data Protection Regulation (UK GDPR). Information will be shared only with those who need it for investigation and support purposes. Data will be retained in line with LCCA's Data Retention Schedule.

Section 8: Related Policies and Documents

[UCA Student Sexual Misconduct and Harassment Procedure](#)

[UCA Student Sexual Misconduct and Harassment Guidance for Students](#)

[UCA Sexual Misconduct and Harassment Policy](#)

[UCA Sexual Misconduct Glossary](#)

[LCCA Student Code of Conduct and Disciplinary Policy](#)

[LCCA Safeguarding Policy](#)

[UCA Freedom of Speech and Expression Code of Practice](#) (sexual harassment is not protected speech – clause 2.3)

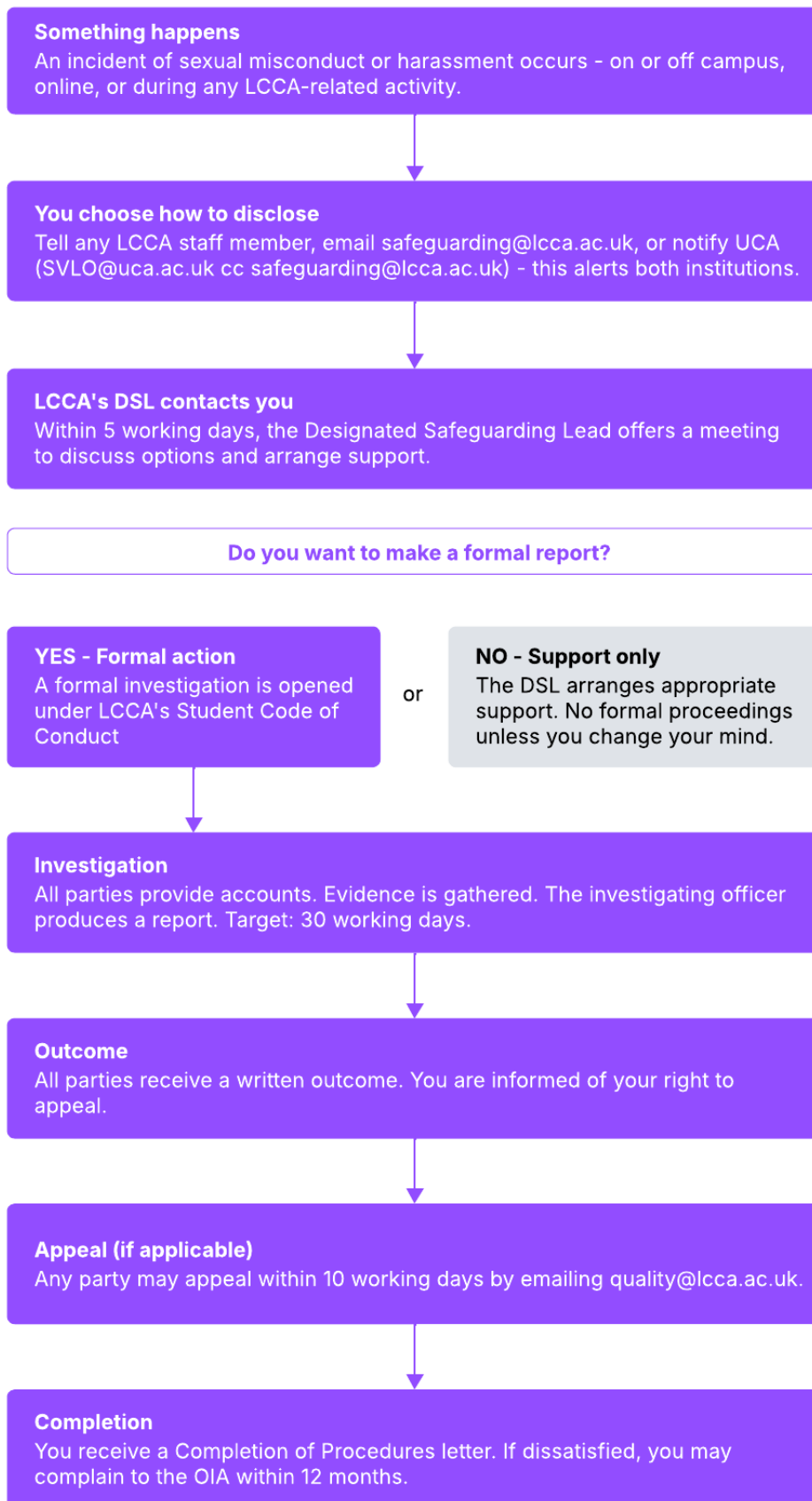
[LCCA Sexual Harassment and Misconduct webpage](#)

Key Information	
Version	1.0
Related document	UCA Student Sexual Misconduct and Harassment Procedure
Author(s)	Quality Assurance
Owner	Student Services
Effective Date	Mar 2026
Review Date	Jun 2027
Readership	All

Appendix A: Student Process Map

Your Journey: From Disclosure to Outcome

Support is available at every stage, whether or not you take formal action.



Appendix B:
Roles and
Responsibilities

Note: At every stage, the student retains the right to seek support without progressing to formal action. The DSL may involve external authorities if there is an immediate safeguarding risk.

