



Protea Laxmi Consulting

# Safeguarding Plain English



Protea Laxmi Consulting Ltd

## Summary



Our safeguarding summary focuses on partnership and clarity.

The following "Plain English" guide is designed for our clients. It helps clients understand our boundaries and how we will act if you are concerned about safety.

## Our Commitment to You

Our coaching is a safe place where you can talk about your work and wellbeing. As your coach, we are committed to:

- Listening to you and taking your concerns seriously.
- Respecting your choices about your life and work.
- Supporting your rights to work without being bullied or treated unfairly.

## What is Safeguarding?

Safeguarding means making sure you are safe from harm, abuse, or neglect. This includes:

Emotional Harm:

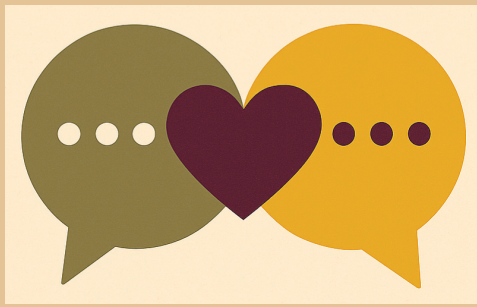
Someone making you feel scared, upset, or small.

Financial Harm:

Someone misusing your money or your Access to Work funding.

Workplace Harm:

Being treated badly because you are different. (discrimination)



## Outline

### **Privacy and Its Limits (Confidentiality)**

What we talk about stays between us. However, we must tell someone else if:

- We believe you are at serious risk of being hurt by someone.
- We believe you might hurt yourself or someone else.
- You tell us about a crime.
- If we need to share information to keep you safe, we will try to talk to you about it first. We will explain who we are telling and why.

### **Professional Boundaries**

To keep our relationship professional and safe:

- We only use Teams/Email/Your Platform for our sessions.
- We do not use personal social media to message clients.
- Our sessions happen between 09:00 - 17:00. If you are in a crisis outside these hours, please contact Emergency Services or Local Crisis Line.

### **What to do if you feel unsafe**

- If you are worried about something happening at work or in your life, you can tell us. If you are in immediate danger, please call 999.
- If you have a concern about our conduct, you can contact your local authority safeguarding team.

# Diagram

