

# Safeguarding Framework Guide

# Risk-Management Framework

In this guide, you are going to be shown two key elements we use at Everymind at Work that are required to form part of our overall safeguarding framework. Other elements such as an overriding safeguarding policy and adequate safeguarding training are also required to make your framework as effective as possible.

The Risk Assessment Chart made up of risk classifications of Low, Medium and High can be used to help you assess risk and make informed decisions to best support someone.

## Low Risk

No significant current indicators of harm

## Medium Risk

Identifiable indicators of risk but harm is not imminent

## High Risk

An imminent risk of harm and the impact could be serious

Using the case studies below, try to assign a risk classification to each individual then use the Risk-Management Decision Flowchart to guide you through how to safeguard them appropriately.

### Case Study 1 - Steven

Steven is a long-term employee who is usually highly productive, and punctual and gets on well with other employees. Over the last few months, Steven has had some big life changes. He has just been promoted and has taken on new responsibilities and demands whilst also adjusting to becoming a first-time dad with his 6-week-old baby at home. Due to his promotion, Steven is in the office more than before and his commute is 1.5 hours each way.

Other colleagues and managers have raised to you that they have noticed Steven being more irritable, snappy and seems more overwhelmed than usual. He is falling asleep at his desk and often misses client meetings to catch up on other work.

**During a catch-up, Steven tells you that:**

- He is feeling overwhelmed both at work and at home
- He feels emotionally, physically and mentally exhausted and uses the term “burnt out”
- Financially, he and his partner are struggling to pay to heat the house to keep them and their baby warm

## Case Study 2 - Gemma

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You have just conducted a disciplinary meeting with an employee, Gemma due to her social media page being flagged to you by other colleagues. Gemma's recent social media posts were highlighting her unhappiness at the company and her general dislike for her manager. The social media posts contained screenshots of emails from within the company, including personal details of other members of the team.

Gemma is quite upset and angry during her disciplinary meeting and on multiple occasions, you have to ask her to not raise her voice or swear at you.

**At the end of the meeting, Gemma tells you that:**

- She is going to take the matter further with a Union Rep
- This whole process and her time at the company have caused her significant emotional distress
- Her mental health has been impacted and she's had some thoughts of suicide

## Case Study 3 - Jane

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Jane recently lost her husband and has come back to work after only a short period of time off. Jane expressed to you that she wants to be back at work as a distraction and so you have been regularly checking in with her and supporting her return to work. Although you offered it when Jane returned to work, she has not wanted to utilise the internal counselling support.

You have noticed Jane isn't adjusting to working well and in her 1:1 you have asked how she is. Jane becomes very emotional and expresses that she is finding it difficult to process her loss and that she "doesn't want to be here anymore".

**After some further questions, Jane tells you that:**

- She has been having regular thoughts of ending her life
- She has thoughts about how she would do it

The Risk-Management Decision Flowchart shows you the step-by-step process of how to appropriately safeguard an individual from the initial disclosure of the risk (highlighted in orange) to what the Named Responsible Person (NRP) or Safeguarding Lead will do once they have been given information of the incident.

