**Safeguarding Protocol – individual plan**

**Each LEAP member knows their own triggers and the best ways to deal with them.**On this form, you can tell us what to do (or not do), if particular scenario occurs.

This form should be read in conjunction with our overall LEAP safeguarding protocol and privacy statement.

The information on this form will be held in a password protected folder on a secure university server.
It will only be accessed by the people who are chairing / supporting LEAP meetings
*(Our expectation is that this means Mark Sommerville, Dr Iona Beange and Dr Cristina Douglas. However, it may also be shared with an additional person if they are supporting / taking minutes for a particular meeting and you appear distressed at that time).*

This information will be deleted within 3 months of the end of the project or earlier if you leave the LEAP before that.

If you have any questions, please contact Mark Somerville, msomervi@ed.ac.uk and/or Dr Iona Beange iona.beange@ed.ac.uk

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| --- | --- |
| **Your name** |  |
| **Email address** |  |
| **An alternative way to contact me is:** (click box to tick)[ ]  Text [ ]  Phone call [ ]  WhatsApp [ ]  Other – please describe | *If you have ticked one of these options, please tell us your phone number or describe ‘other’* |
| **When should we use this alternative contact method:** [ ]  If I leave a meeting suddenly[ ]  If I haven’t answered 3 emails in a row *(adjust number if you prefer)*[ ]  Other – please describe | *Describe ‘other’….* |
| **Would you like to give us an emergency contact?** [ ]  Yes[ ]  No | If yes, please give their details here **Emergency contact name:** **Emergency contact telephone number:** **Under what circumstances should we contact them?**  |
| **If you seem distressed or out of character during a meeting, what should we do? (tick all that apply)**[ ]  Nothing, just carry on[ ]  Send me a private Teams message (only you will see this)[ ]  Send me a text message[ ]  Other There is always an option for individuals to take a short break or for the whole group to pause for a few minutes. Please feel free to do that / ask for that at any time. We are also happy to speak to you in a separate teams room, if either during or after the meeting, if you wish to discuss.  | Please add any further details here, if you wish (optional).  |
| You are free to leave the LEAP at any time. We would simply ask that you send Mark or Iona an email. However, we appreciate that sometimes even that can take quite a lot of energy. **What would be a sign that you no longer wish to be part of the LEAP and we should stop communicating with you?**e.g. not replying to email or texts for 6 months? Or something else?  | Please add any further details here, if you wish (optional). |
| **Is there anything else that we should be aware of?** e.g. * Things or words that you find particularly triggering
* Ways that you prefer to be responded to when distressed.
* Busy times of year (academic term, school holidays etc).

Feel free to email Mark or Iona at any time, if you would like to make us aware of any personal circumstances that may affect your ability to participate in the LEAP.  | Please add any further details here, if you wish (optional). |