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### ****Health and Safety Policy for Teen Life Coaching Services****

**1. Policy Statement**

The health, safety, and well-being of children and teens participating in my life coaching services are of paramount importance. I am committed to providing a safe and secure environment for all clients, whether sessions take place in person or online. This policy outlines the procedures I follow to ensure the safety of young people during coaching sessions, in compliance with the **Health and Safety at Work Act 1974** and other relevant legislation in England.

**2. Purpose of the Policy**

The purpose of this policy is to:

* Ensure a safe environment for all young people receiving life coaching services.
* Identify potential risks and hazards and outline how they will be mitigated.
* Define responsibilities and actions to be taken in case of emergencies or health and safety concerns.
* Ensure compliance with health and safety laws and best practices.

**3. Responsibilities**

As a sole practitioner:

* I am responsible for the health and safety of all clients during sessions.
* I will regularly assess risks, maintain safe working conditions, and ensure clients are informed about health and safety procedures.
* I will follow any updates to health and safety legislation and implement necessary changes to ensure compliance.

**4. Risk Assessment**

I conduct regular **risk assessments** to identify and mitigate potential hazards related to:

* **Physical Environment**: If sessions are held in person, I ensure the space is safe, well-lit, ventilated, and free of hazards (e.g., tripping hazards, unsafe furniture). Appropriate fire exits and emergency procedures are identified.
* **Online Safety**: For online sessions, I ensure the use of secure platforms to protect client privacy and prevent cyber risks. The importance of using safe and confidential spaces during virtual sessions is communicated to clients.
* **Safeguarding Risks**: Safeguarding concerns are integrated into health and safety, with clear protocols for reporting concerns if a child is at risk of harm.

**5. Emergency Procedures**

In case of an emergency, I will:

* Have a plan in place for medical emergencies, including knowing the location of the nearest medical facilities or how to contact emergency services.
* Ensure all in-person session locations have fire exits, first aid equipment, and are compliant with relevant building safety standards.
* For remote or online sessions, ensure clients and parents/guardians have emergency contact details and understand how to access support if needed.

**6. First Aid**

* If an in-person session takes place, I will ensure there is access to basic **first aid equipment** and that I have knowledge of basic first aid.
* In the event of a medical emergency, I will contact emergency services immediately and notify the client’s parent/guardian as soon as possible.

**7. Hygiene and Infection Control**

* For in-person sessions, I will follow hygiene and infection control measures to reduce the spread of illness. This includes ensuring the session space is clean, providing hand sanitizers, and adhering to government guidelines regarding infectious diseases (e.g., COVID-19).

**8. Online Safety and Data Security**

* **Secure Platforms**: Online sessions will be conducted through secure, encrypted platforms to protect client confidentiality.
* **Privacy**: I will ensure that all data shared during online coaching sessions is kept confidential and handled in accordance with my GDPR-compliant data protection policy.
* **Parental Involvement**: I will advise parents or guardians to ensure their child has access to a quiet, private, and safe space when attending online coaching sessions.

**9. Boundaries and Personal Safety**

* I will ensure clear boundaries are in place during coaching sessions to protect the safety and well-being of both myself and the client. This includes:
	+ Avoiding physical contact during in-person sessions unless necessary for the safety of the client (e.g., in case of an emergency).
	+ Maintaining professional conduct at all times and ensuring clients understand their own boundaries and rights.

**10. Mental and Emotional Health**

* I recognize that coaching sessions may address sensitive topics that can affect a client’s emotional well-being. I will:
	+ Provide a safe, supportive environment for clients to discuss their feelings.
	+ Be mindful of the mental and emotional health of each client, referring them to appropriate mental health professionals if needed.
	+ Ensure that sessions are paced according to the emotional capacity of the client.

**11. Parental/Guardian Involvement**

* Parents or guardians will be informed of this health and safety policy before sessions begin. They will be given the opportunity to ask questions and understand the procedures in place.
* For younger teens, parents or guardians are encouraged to be present in the vicinity during online sessions, but not to participate unless necessary or agreed upon.

**12. Review of Policy**

This policy will be reviewed annually or when there are significant changes to health and safety legislation, coaching practices, or the working environment. Any updates will be communicated to clients and parents/guardians promptly.

**Date of Policy: 12th September 2024**
**Next Review Date: 12th September 2025**

**Signed:**
**Role:** Natasha Hawkes, Life Coach