

Changing Chances Ltd

Health and safety policy



The purpose and scope of this policy

Changing Chances Ltd delivers services including training and coaching for children and young people and for their parents, carers, teachers and other professionals working with children. Within its work, Changing Chances Ltd has a responsibility to promote the wellbeing and safety of all.

The purpose of this policy is to ensure the health and safety of those working for and with Changing Chances Ltd.

Responsibilities

Overall responsibility for Health and Safety rests with Kit Messenger and Alison Rendle, Directors of Changing Chances Ltd.

All employees and associates must:

- Take responsibility for their own health and safety
- Promptly report all health and safety concerns to one of the company directors.

Working with individual clients at their place of work

When working at a client's premises all associates must follow the health and safety guidelines in force at that location.

Working with individual clients at their home

Where a client is working from their private home it is preferable that client and associate meet in a meeting room in a public place. It is not ideal to have coaching in a public place where there are lots of distractions. Associates have responsibility to ensure they find an environment that suits both.

If booking a meeting room is not possible and the associate feels comfortable doing so, the meeting can take place at a client's home. In such instances one of the directors should be informed in advance of the following details:

- Time and location of the meeting
- Contact phone numbers for the client (including landline) and associate
- Expected duration of the meeting

The associate should call or text one of the directors before they enter the premises and again at the end to confirm they are safe and well. If the associate does not make contact, the director will call them. If contact is not made the police will be informed.

Working within coaching boundaries

In some circumstances a client may pose a danger to themselves or others. This may become evident by:

- an announcement of the intent to harm themselves or to commit suicide
- acts of self-harm
- actual or threats of aggression or violence

In such cases the associate will advise the client that the confidentiality boundaries do not cover such cases. The session should be halted and if necessary, the emergency services or the Nominated Person called immediately.

More information can be found in the Safeguarding Policy.

Policy review

Changing Chances Ltd is committed to reviewing our policy and good practice regularly.

This policy was last reviewed on: 11th September 2019