



Sincere Consulting and Life Coaching

Youth Life Coaching Program (YLC)

Comprehensive Code of Conduct and Confidentiality Policy for Youth Participants

Introduction to Parents

Dear Parents,

Welcome to the Youth Life Coaching Program (YLC) at Sincere Consulting and Life Coaching. This document outlines the Code of Conduct for youth participants and our Confidentiality Policy. Our program aims to empower young individuals through guidance, inspiration, and support, preparing them for life's challenges and opportunities.

Youth Code of Conduct

For Participants of the Youth Life Coaching Program (YLC)

Our Code of Conduct is a crucial part of creating a safe, respectful, and empowering environment for everyone in the YLC. We ask all our youth participants to commit to the following principles:

1. Respect and Empathy

- Treat coaches and fellow participants with respect and kindness.
- Listen actively and empathize with others' perspectives and feelings.
- Recognize and celebrate the diversity of backgrounds and experiences within the group.
- Respect personal boundaries and the personal space of others.

2. Honesty and Integrity

- Be truthful in all communications and dealings within the program.
- Uphold moral principles, showing consistency between words and actions.
- Acknowledge mistakes and learn from them, understanding that honesty fosters trust and learning.



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3. Participation and Engagement

- Engage actively in all program activities, including group discussions, exercises, and individual tasks.
- Show a willingness to explore new ideas and concepts.
- Offer constructive feedback to peers and accept feedback openly.
- Demonstrate commitment to personal development goals set during the program.

4. Positive Communication

- Communicate thoughts and feelings in a clear, respectful, and constructive manner.
- Avoid negative language, gossip, and actions that could harm others.
- Practice active listening, giving full attention to whoever is speaking without interruption.
- Express disagreements or differing opinions in a respectful and non-confrontational way.

5. Responsibility

- Take personal responsibility for actions and behaviors.
- Be accountable for meeting the commitments and deadlines set within the program.
- Show up on time and prepared for sessions.
- Manage personal belongings and respect the property of others.

6. Confidentiality

- Maintain the confidentiality of personal information shared within the group.
- Understand that what is shared in the group stays in the group, except where disclosure is required for safety reasons.
- Respect the privacy of peers and coaches by not discussing personal issues outside the program.



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7. Bullying and Harassment

- Firmly refrain from any form of bullying, harassment, or intimidation, whether verbal, physical, or online.
- Report any instances of bullying or harassment witnessed to a coach or program leader.
- Support peers who may be experiencing bullying or harassment.

Acknowledgment By participating in the Youth Life Coaching Program (YLC), you agree to abide by this Code of Conduct, contributing to a positive and enriching experience for everyone involved.

Confidentiality Policy

Our Confidentiality Policy ensures the privacy and security of information shared within the program:

1. **Protection of Personal Information:** All personal information shared by participants will be kept confidential, except as required by law or for the safety of the individual or others.
2. **Restricted Information Sharing:** Information will only be shared with professionals directly involved in the participant's coaching with consent.
3. **Secure Data Handling:** All electronic and physical records of personal information will be stored securely and accessible only to authorized personnel.
4. **Commitment to Privacy:** We are committed to maintaining the highest standards of privacy and confidentiality.

Our Commitment

At Sincere Consulting and Life Coaching, we are dedicated to providing a safe, respectful, and empowering environment for our youth participants. We believe in fostering growth, resilience, and emotional intelligence, preparing them for a successful future.



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Contact Information

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We invite you and your child to review this document together. Understanding and adhering to these guidelines will help us create a supportive and effective coaching experience for everyone involved.