MyTappyPlace

Workshop wellbeing and safety plan

How I keep participants safe, online and in person. A one-page guide for commissioners, managers and wellbeing leads.

Tapping workshops are hands-on, and working with the nervous system can bring feelings to the surface. This plan sets out how I keep participants safe **at every stage of a session**, from planning through to aftercare.

STEP 1

Before the workshop

- I agree a named wellbeing contact with your organisation, who can follow up with a participant during or after the session.
- I ask about anything recent that may have affected the team, such as a serious incident or a bereavement, so I can pitch the session safely.
- I collect your EAP details and your safeguarding route.
- Joining instructions explain that the session is experiential, that cameras off and breaks are welcome, and that nobody is asked to share what they tap on.
- For larger online groups, a co-host watches the chat and can offer a private breakout room.

STEP 2

During the workshop

- **Opening agreement.** Breaks and cameras off are fine at any time. Participants send me a private message before stepping away, so I know they're okay. If someone doesn't return, I send them a private message through the meeting chat.
- **A manageable focus.** Participants choose something that feels around 3 to 5 out of 10, never their most difficult experience, or simply tap along.
- **Checking intensity.** I use quick ratings before and after each round.
- **Support in the moment.** If someone is struggling, I or the co-host offer a private check-in or a pause, and they choose what helps.
- **No response.** If someone goes quiet and doesn't reply, I contact your named wellbeing contact.

If someone may be at risk

If a participant says anything that suggests a risk to themselves or others, I follow your organisation's safeguarding route and contact your named person straight away. In an emergency I call 999.

STEP 3

Closing the session

- Every session ends with a settling round and grounding, so nobody leaves still stirred up.
- Support details go in the chat and in the follow-up email.

Your EAP · **Samaritans 116 123** · **Shout: text 85258** · **NHS 111** · **999 in an emergency**

STEP 4

Afterwards

- If anyone left the session and didn't return, or seemed affected, I let your named contact know the same day so they can follow up.
- The aftercare sessions focus on gentle, everyday regulation that staff can use safely on their own.

What I ask of your organisation

- A named wellbeing contact who can be reached during the session
- Your EAP details and safeguarding route
- A co-host for larger online groups where possible (I can arrange one)
- A message to staff that attendance and participation are voluntary

What the workshops are for

Workshops support wellbeing alongside reflective supervision, therapy and your EAP. They do not replace clinical or therapeutic support, and group sessions are not a space for working through trauma.

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