

## Transformational Coaching Agreement

<b>Coach</b>	Victoria Riches
<b>Email</b>	ClarityPTC@gmail.com
<b>Contact number</b>	07734913138
<b>Coachee name</b>	
<b>Contact phone no</b>	
<b>E-mail</b>	
<b>Home address</b>	

### Coach statement

I commit to adhering to the International Coaching Federation (ICF) ethical framework, which recognizes:

- putting the client first and valuing each client as a unique person
- protecting client confidentiality and privacy – confidentiality will only be broken with the client's written consent and if I perceive that you may be putting yourself or others at risk
- contracting appropriately with the client and working within my competence
- keeping my skills and knowledge up to date
- collaborating with peers to improve the quality of what is being offered to clients
- ensuring that my wellbeing to sustain the quality of the work
- keeping accurate and appropriate records.

### Client Statement

- I agree to undertake **x** sessions of **50** minutes each to address key changes I wish to make in my life at a cost of **£75 per session** (number of sessions to be agreed at chemistry session).
- I am committed to taking positive action to make improvements in my life and to meeting the goals I identify as necessary to do this.
- I am committed to being as open and honest as necessary in order to work with my coach towards achieving my goals.

### Ground Rules

- I understand I am fully responsible for the decisions and choices reached during the coaching sessions.
- I understand that coaching is designed to facilitate the development of personal or professional goals and develop a plan/strategy for achieving those goals.
- I understand that coaching is a comprehensive process, which may involve all areas of my life including work, family, health, relationships, education and recreation. I acknowledge that deciding how to handle any issues is my responsibility.
- I understand that coaching is not a substitute for counselling, mental health care or substance abuse treatment.
- I promise to inform my coach if I am currently in any kind of therapy and that any medical or therapeutic practitioners involved in my care have been advised of my intention to work with a coach.

- I understand that if I am not satisfied with my progress during this time and wish to cancel my remaining sessions, I may do so at any time up 48 hours before the following session

#### **DPA and storage of Information**

- Any session notes made will be kept separately from the coachee's personal information such as their name, address and contact details.
- No information about the coachee will be passed on to any third parties.
- The coachee has the right to see any information held by the coach by asking or submitting a request in writing.
- As part of the coach's ongoing training and professional development, some topics from the coaching sessions maybe anonymously and hypothetically shared with other coaching professionals.
- All records will be kept securely in either a locked cabinet or in password protected files on electronic devices throughout the coaching process.
- All written records will be properly destroyed after a year.
- If we agree to communicate by text or by email, these records may be kept for the same duration as your session notes.
- My mobile phone is a smart phone and may have your texts, email address and any voicemails on it. The phone is password protected.

#### **Communication**

- Generally, our communication will be during the coaching sessions.
- If you need to contact me in between sessions, text or email is requested. I will try and reply as soon as possible within normal working times.

#### **Cancellation policy**

- If the coachee cancels the session within 48 hours of the session, the full coaching session fee will be payable
- If more than two sessions are cancelled without 48 hours-notice, the coaching agreement for the remaining agreed number of sessions may be ended.

**I have read and agree to the above:**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Coach</b>	Victoria Riches		
<b>Coachee</b>			