



Therapeutic Counselling & Life Coaching

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## LIFE COACHING CONTRACT

### COACHING APPROACH

In a friendly atmosphere of acceptance, respect and positive thinking, my hope is that we can work together so that you can feel able to clarify the goals and changes you would like to make, to build a vision for the road ahead and to start to implement the changes in your life which help you make progress and take you forward towards your goal.

### ETHICS AND CODE OF CONDUCT

I am a fully qualified therapeutic counsellor and life coach and member of the British Association for Counselling and Psychotherapy (BACP) and the British Psychological Society (BPS) and work within their ethical framework for good practice in Counselling and Psychotherapy. A copy of the ethical framework for good practice in Counselling and Psychotherapy can be found on the BACP's web site at [http://www.bacp.co.uk/ethical\\_framework/](http://www.bacp.co.uk/ethical_framework/)

### CONFIDENTIALITY

Everything you share with me will be treated as highly confidential. However the exceptions to this would be the following:

- In accordance with the (BACP), I am required to undertake regular supervision with an appropriately qualified and experienced therapist/supervisor. For this purpose, I may disclose some details of our work to my supervisor, but this does not require the name of the client.
- I may be legally or ethically obliged to break confidentiality, for example where I consider your welfare or the welfare of others to be seriously at risk.

Wherever possible, I will consult with you before breaching confidentiality.

## DATA PROTECTION

As required by the General Data Protection Regulation (GDPR) your name and contact details will be kept in a secure, locked cabinet. I will not keep data any longer than is necessary and it will be destroyed securely at the end of the recommended period of retention.

## SESSIONS

Normally we will meet on a weekly basis at a regular time for the 40 minutes coaching session. Should you need or want extra coaching sessions during the week, this can be arranged, but this depends on my availability.

It may be helpful to attend for 6 weekly sessions, after which we can review the coaching process and negotiate further sessions as appropriate and if required. Therapeutic counselling is also available if you feel you would like some counselling sessions.

## FEES AND MISSED OR CANCELLED APPOINTMENTS

Fees are due at the beginning of each session by cash. Your fee will be £45 per session. Whereas scheduled breaks such as holidays will not be charged for, my normal fee will be charged for non-attendance or cancelled sessions, unless you are able to give me at least 24-hours notice. Wherever possible if I need to cancel an appointment with you, I will give you at least 24-hours notice.

## ARRIVING LATE OR LEAVING EARLY

If you arrive late for a session, or leave early, I will not be able to extend the session beyond the allocated time. This is because other clients would be affected.

## ENDING COACHING

Normally the ending of the coaching contract would be by mutual prior agreement. However the sessions may also draw to a natural close as you find your way forward and you have the right to end your coaching at any time. I would appreciate if you could let me know if you feel you would like to end the sessions and that will be no problem.

**I understand and agree to the terms and conditions of the above contract.**

Client name:

Client signature:

Coach name:

Coach signature:

Date: