

Coaching Agreement



**ETHICAL
GROWTH
COACH**

Welcome to my coaching practice!

I'm looking forward to working alongside you.

As your coach, I want to help you grow, change, develop and achieve your aspirations. I'll provide support, accountability, and perspective and together we'll look at the 'what' and 'how' to enable you to accomplish your goals.

Your Responsibilities

- To attend coaching sessions on time, as agreed
- To select topics for discussion
- To set and pursue meaningful goals

My Responsibilities

- To manage the coaching process (including timekeeping)
- To undertake regular professional coaching supervision
- To maintain confidentiality (subject to certain exemptions)

Sessions and fees

The day and time of our sessions will be mutually agreed, each lasting for no longer than 1 hour. Payment is required in advance of the session and can be done online via my website www.ethicalgrowthcoach.com. For business clients; an invoicing option is available upon request.

Rescheduling coaching sessions

Coaching sessions can be rescheduled with 48 hours notice. Cancelled appointments with less than 48 hours notice will be charged for, without exception.

Accessibility/inclusivity

Please let me know, before we meet, of any specific accessibility needs that I need to be aware so I can accommodate these. I offer an inclusive practice; all are welcome here.

Confidentiality limitations

Our work together will be conducted in accordance with the [Association of Coaching Global Code of Ethics](#). During our work if I believe you are likely to endanger or cause harm to yourself or others, be involved in serious crime or disclose safeguarding or child protection issues then I will not be able to retain confidentiality and will inform an outside agency. I will aim to discuss this with you prior to taking this course of action. However, I retain the right to do so without prior consultation with you, should I consider that the urgency of the situation requires me to act immediately.

Data retention

I comply with GDPR, regarding data protection. I will use your information to contact you regarding appointments. I will not contact you for another other reason. All notes are kept on a password protected database. Notes from sessions are anonymised and any identifiable personal data is kept separately from these notes. When your work with me ends your notes are kept for 2 years and then securely destroyed.

Please ensure you complete the registration form which includes your consent and contact details and email the document to me before we meet for your first coaching session.

I look forward to working with you.

Steve Gillson
Founder

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