

**A definition of coaching:**

“Coaching is the art of facilitating the performance, learning and development of another.” - *Myles Downey*

Coaching is a time-bound, goal oriented intervention for people who are psychologically healthy. The coach is not qualified to provide therapy or counselling, and may refer the coachee to trained professionals if necessary.

**Responsibility of the coach:**

To support the coachee to achieve their goals.  
To manage the conversational process professionally.  
To maintain confidentiality.  
To work in the best interests of the coachee.  
To maintain professional standards.  
To reflect on her own professional practice.

**Responsibility of the coachee:**

To take responsibility for identifying options and ideas for pursuing their goals.  
To attend coaching sessions regularly and at agreed times.  
To provide timely and honest feedback to the coach.

**Responsibility of the organisational client (where applicable):**

To nominate an appropriate person (usually the coachee's line manager) to participate in three-way contracting.  
To agree the number of coaching sessions and the length of the coaching assignment.  
To provide a quiet, confidential space for the face-to-face coaching.  
To cover the financial arrangements for the coaching sessions.

**Responsibility of the Parent client (where applicable):**

To provide information that is relevant (medical, clinical, history, significant events), prior to the initial session and throughout the duration of the contract.  
To complete background information that is requested (e.g. Competency to Consent to coach, Strengths and Difficulties Questionnaire).  
To make themselves aware of the boundaries of coaching (e.g. NICE Mental Health Steps Indicators).  
To read and understand pre-agreement and contractual information.  
To respect the Confidentiality Contract. To support their child in forward action.

**Style and approach of the coach:**

As a coach I am generally non-directive in my approach. My intention is to create an ideal learning environment in which the client can explore their thinking, investigate ways of flourishing within their specific context and identify practical steps to move towards their goals. I can be challenging at times if this may support the coachee to achieve even more of their potential.

**Practical arrangements:**

Coaching session timings are agreed beforehand and may be face to face, via video conference or telephone. Coaching will only take place during pre-arranged coaching sessions unless explicitly agreed between the coach and the coachee. Coaching venue is at my home. If other arrangements are made, Coaching sessions must take place in a quiet, confidential space. Providing such a space is the responsibility of the (organisational) client.

**Confidentiality:**

The coach will keep the contents of the coaching conversations completely confidential. If the coach believes that the coachee may cause harm to themselves or that they have been involved in illegal activity the coach reserves the right to break confidentiality. In most cases, the coach will inform the coachee about any decision to break confidentiality. If the coach wishes to refer to some aspect of the coaching conversation as part of their own professional development, this will be done in a way that does not reveal your identity and will be covered by confidentiality clauses between the coach and her supervisor.

**Cancellation:**

Cancellation or postponement of individual coaching sessions must be given with at least 48 hours' notice or else the fee for the session may be incurred.

The coaching assignment can be cancelled by the coachee or by the coach without notice and without providing any reason for the termination.

**Code of ethics:**

The coach is a member of the Association for Coaching and the Coaching Academy and abides by a recognized Code of Ethics.

**Name of coach:**

**Name of coachee:**

Signature:

Date:

Signature:

Date:

**Representative (of organisational client or Parent):**

Signature:

Date: