

COACHING VIA ZOOM/SKYPE/ONLINE PLATFORMS – CONSENT FORM

Please read the following guidance from Tower Mindset Coaching regarding **working online** with students under 18 years of age.

YOUTH COACHING - INTRODUCTION

I will ask you to sign a coaching consent form. Please inform me of anything relevant and any medical or learning needs (anxiety, depression, medication, counselling, any form of epilepsy, dyslexia, autism, ADHD etc)

I will remind you that I am NOT a therapist and that I provide a coaching service. However, I do use interventions from NLP, TFT (tapping) and Clean Language and by signing the consent form you agree to the use of these where appropriate.

I provide a confidential service to your child. This means that I do not discuss conversational specifics with a third party. I can discuss broader content and suggestions to you, but I hope that your child chooses to have those discussions directly. It is extremely important to the coaching process that the student trusts me and feels that they can be open and honest.

*I will ask you to read, sign and return a **coaching contract**, the **confidentiality statement**, and the **online consent/this form (to read with your child)**. If you wish to do this online, it will suffice for you to send me an email saying that you have read and understood the contracts.*

WORKING ONLINE

INFORMATION FOR PARENTS

U18's cannot set up their own ZOOM account. They may use one set up by you, or simply respond to the online invite that I will send. **Please send me the (adult) email address to use.**

I will send you a Zoom invite, to your email address, from my work address. I will not use the private email addresses of students.

Please make sure that you are at home when the student takes their call. They will need privacy, but it is suggested that someone responsible should be nearby for safeguarding purposes, and in the event that a child might become emotional.

Please help your child set up and check the session has started, then leave the private area.

If, for any reason the connection breaks down, one of three things can happen:

- I will keep the meeting open for the student to re-try to enter the meeting room (for a few minutes);
- I will end the meeting and send a new invite;
- Last resort, the student phones me on 07779 209152 and we finish the session by phone, audio.

If your 'ward' becomes emotional and does not/cannot continue, please be present for them: listen and comfort. Please contact me as soon as possible to confirm the situation and we can discuss the next meeting/step.

As the adult in charge, please also read the following guidance for your child/ward:

INFORMATION FOR STUDENTS

Basic Housekeeping

- Please dress appropriately for our meeting. I might ask you to move around, so dress as if we were meeting face2face.
- Please make sure that you can settle/stabilise the recording device and do not have to hold it.
- Please make sure you have pen and paper, a drink, some tissues, a comfortable chair.
- Please find a quiet space, which is private, but not too far away from someone responsible. Somewhere that you can chat and feel comfortable.
- Please make sure you have good audio – use earphones if not.

- Blur your background if you can, or remove personal background items (yours or family) that you would rather not be viewed.
- Do not take screen shots or video, without permission.

In the event of:

a) Loss of connection...

- I will leave the meeting open for the student to re-try to enter;
- I will send a new invite;
- Last resort, the student phones me on 07779 209152 and we finish the session by phone, audio.

b) Emotional difficulties.....

Sometimes we discuss sensitive issues. If you become emotional and cannot continue, please seek out a responsible adult who will sit with you. If we have to close the call, please could you or an adult contact me as soon as possible to confirm the situation and we can discuss your next meeting/step.

Confidentiality:

These sessions are confidential. '*Confidentiality*' (not talking to others about the content of our discussion) is a very important part of my service to you. It means that you have a safe space, without fear of me passing on information to other parties. This is critical to a supporting relationship, one of trust.

However total confidentiality is not something I can always assure. I have to follow some rules and regulations regarding the following:

- If you disclose information regarding an act of terrorism.
- If I feel you are intending to cause physical harm to self or others.
- When it appears that you could be suffering or are at risk of suffering significant harm and is in need of an investigation or action to safeguard your welfare (child protection).

I will not discuss our work together, nor disclose information about you with/to anyone other (exception to this is for my *professional supervision*), unless you have given consent. You are entitled to see all records/documents relating to yourself.

However, I will be recording the session *for safeguarding purposes*. It will be kept, securely, in my dropbox account. I will not show it to anyone else or provide copies of the document to anyone, unless it is required as part of a safeguarding issue.

CONSENT (PLEASE SIGN):

I have read and understood the above information regarding Tower Mindset Coaching service whilst online.

I understand that sessions will be recorded, solely for safeguarding. They will be kept securely and will not be shown to anyone.

STUDENT NAME: _____

PARENT NAME: _____

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____