**CONFIDENTIALITY AGREEMENT & COACHING CONTRACT**

*Effective Date: August 26, 2022*

*Site Covered:* [*www.ruchicoaching.com*](http://www.ruchicoaching.com)

**DEFINITIONS**

The parties referred to in this Agreement shall be defined as follows:

1. Company, I, me: The Company, as the creator, operator, and publisher of the Website, makes the Website, and the Services on it, available to users. Ruchi Sood LLC, Company, me, I, my, mine and other first-person pronouns will refer to the Company.
2. You, the User, the Client: You, as the user of the Website, will be referred to throughout this Agreement with second-person pronouns such as You, Your, Yours, or as User or Client.
3. Parties: Collectively, the parties to this Agreement (the Company and You) will be referred to as Parties.

**NATURE OF THE COACHING RELATIONSHIP**

Coaching is a process in which the client wishes to achieve personal growth in their life and the coach is there to act as a guide and to provide structure and method to the process of analyzing the challenge and aiding the client in developing strategies and ways of thinking to accomplish this change. It is the client who achieves change, the coach cannot ever do this for the client.

Coaching can involve any aspect of the client’s life, including mental, emotional, physical, relational, and financial. The client retains full responsibility for all of these, their own wellbeing and is solely responsible for any actions or decisions they take as a result of the coaching process. The client recognizes that the coach is not and cannot be held liable for any action or inaction or any direct or indirect result of the coaching process. The client recognizes that coaching cannot ‘cure’ anything, mental or physical and is not a replacement for therapy or medical help.

**CONFIDENTIALITY**

It is essential that confidentiality be maintained, and trust established between coach and client. Our work together will remain completely confidential, and what is discussed in session will not be discussed outside of that session. The only exception to this rule is where a coach may discuss issues arising from sessions with their own mentor or coach, although when this happens anonymity is maintained.

**RECORD KEEPING AND DATA PROTECTION**

The coach may take notes in sessions in order to better understand the client and aid in preparation for subsequent sessions. These notes will never be passed on to a third party. Any notes will be retained for the period of coaching, and then a period of \_\_ years, in case the client wishes to return to coaching at a later date.

Within our strict code of confidentiality, the coach will need to keep your name, contact details, and attendance data on record in office. The coach keeps a record of all appointments offered, attended, and cancelled, and of the payments made. This is done so that we can run an efficient appointments system and make sure that the premises are safe for everyone.

Subject to local regulation, you have a right to see all of your notes and records. If you would like to see the information that the coach may have about you, please ask at any point throughout the counselling process and I will give these to you (provided they are still within the retaining time period that was agreed upon).

In accepting the offer of coaching you agree to these records been kept.

**COACHING FRAMEWORK / PROCEDURE**

This may vary on a case-by-case basis. It is possible for coaching to be approached on a session-to-session basis, or in blocks of sessions. By its nature, coaching can be open ended, but committing to blocks of coaching may reap greater rewards as it represents a greater investment in the process on the part of the client.

**Complete as appropriate:**

We will work on a: (delete as appropriate)

**Session to session basis**

**Commit to \_\_\_ number of sessions over a period of \_\_\_ weeks ‘a block’**

Enter the details of the agreed process by which sessions will be arranged (e.g. by email/ phone call etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Each session will be \_\_\_ minutes long.

**AGREED FEES**

Price per session: \_\_\_

Price per block: \_\_\_

The fees are payable in advance for a block, and at the completion of individual sessions, or by other arrangement detailed below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHANGES**

Session to session arrangements can be cancelled at any time with at least \_\_\_ hours’ notice prior to an arranged session. Where a block has been paid for, cancellation is not possible as it would defeat the purpose of committing to a block. However, changes in session times should be made \_\_\_ hours before the agreed time and in accordance with agreed procedure. A break in a block may be arranged by mutual consent.

**PROBLEMS**

If at any time you experience problems with the coaching process, it is best to bring it up with the coach and attempt to overcome any obstacles that have arisen. The coach and client undertake in good faith to resolve any problems to the best of their ability and to the satisfaction of both parties. If in the unlikely event a problem still remains, we recommend that the parties seek mediation from an impartial third party.

**THE UNDERTAKING OF THE COACH**

I undertake to act to the best of my ability as your coach and to work with you to help identify your personal and professional goals. I undertake to offer you my full and undivided attention during our sessions together, to offer no judgement, only observation. I will never tell you what to do, as you will always decide for yourself, I will only seek to help you explore the possibilities available to you. I promise to adhere to the values and principles of my company’s (Ruchi Sood LLC) manifesto, and to do my very best to ensure you have a productive and transformative experience in alignment with your own values, goals and stated desires. I will be totally committed to your desire for change and fulfilment and celebrate your every success.

I cannot offer any expertise in relation to mental health or physical health, and if these are issues, I will always advise you visit a relevant professional.

I look forward to a fulfilling and exciting coaching journey with you.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THE UNDERTAKING OF THE CLIENT**

I am motivated and committed to the coaching process. I understand that in order to achieve results, my full participation and commitment will be required.

I accept full responsibility for myself and any actions I take that might result from Coaching and I promise that I am healthy enough physically and mentally to engage in coaching. I know that I must take responsibility for my life in order to empower myself to achieve the change I wish to make and that no one else can do this for me.

I agree to honor my scheduled session times, and I can afford the fees for coaching at this time. If my circumstances change, I will tell my coach as soon as possible.

I have read and agree with the Coaching Agreement.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**