

Client Name

Informed Consent, Policies and Rights

The decision to begin life and wellness coaching is one that may have important results for your life. Please feel free to ask any questions.

Sessions will only commence after a free introductory call that lasts 15 minutes. Following this call I will email with a proposed schedule of sessions.

Sessions will last 60 minutes. They will assess your concerns and current life situation. Then positive planning toward fulfilling goal setting can occur. As your life coach, I have a responsibility to ask questions about your life situations and your reason/s for consultation. I also have a responsibility to be open with you and provide information that might be needed.

I place a high value on the confidentiality of your information. Information will be kept confidential except as required by law or as released by your written authorisation.

I believe in being accountable and have a Supervisor where a broad outline of our coaching may be discussed as part of the supervisory process and no identifying details will be revealed.

Clients have certain rights in a Life Coaching relationship which include:

- The right to confidentiality with certain exceptions. Authorisation release explained below.
- The right to be informed of the various steps and activities involved in the Life Coaching services.
- The right to participate in services by asking questions and co-developing a plan when needed.
- The right to be treated fairly without abuse or neglect.
- The right to terminate services at any time. Payment cannot be refunded in the event of termination.

Exceptions to confidentiality include:

- The Life Coach is required by law to reveal certain information.
- If the Life Coach is informed that the client may harm himself/herself or someone else.
- If the Life Coach is informed of abuse/ neglect of a child or of an elderly or a disabled person.
- The client threatens to commit a crime against any person.
- A medical emergency exists to which disclosure is necessary.

The Life Coach expects clients to:

- Enter into the Life Coaching relationship in good faith.

- The Life Coach encourages the client to share issues of concern openly during each session.
- Follow recommendations if jointly agreed upon.
- Keep appointments. If it is necessary to cancel, 24 hour notification must be given.
- I understand that sometimes it may be necessary to change the appointment time, however, there will be no refunds or re-scheduling given for scheduled appointments that are not changed or cancelled at least 24 hours prior to the appointment time.

Sandie Cottrell Life and Wellness Coaching is entering into a coaching relationship with me. Session fees will be £60 for each 60 minute session payable through bank transfer or paypal. Payment needs to be made before each session. The details will be given before the first session. I _____ will be responsible for payment.

I have read the above Informed Consent, Policies and Rights. I have asked any necessary questions. I further understand that I have rights in this Life Coaching relationship and that there are expectations of me to communicate. I also understand that Life Coaching requires time, energy and courage.

Printed Client Name;

Signature of Client

Date: Date:

AUTHORISATION AND RELEASE

I authorize and approve the release of any of information discussed in my Life Coaching relationship to be shared with the following person/s listed below: It is not necessary to list anyone. This is a choice.

Name: _____

Name: _____

_____ Signature of Client

Relationship: _____

Relationship: _____

Date _____