

Please find below the 1–1 Coaching Client Agreement for our work together.

By replying to this email with your name and today’s date, you confirm that you have read, understood, and agreed to the terms.

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## **1–1 Coaching Client Agreement**

This agreement sets out the terms of the coaching relationship between **Ben Stopford** (“the Coach”) and you (“the Client”).

### **1. Nature of Coaching**

Coaching is a collaborative, reflective process intended to support personal insight, awareness, and growth. Coaching is **not therapy, counselling, or psychological treatment**, and does not replace professional medical, mental health, legal, or financial care. While coaching may feel supportive or therapeutic, it is not a substitute for therapy.

### **2. Trainee Therapist Disclosure**

Alongside my coaching practice, I am currently training as a therapist and undertake ongoing supervision.

**All sessions provided under this agreement are coaching sessions, not therapy.**

### **3. Responsibility**

Coaching is a voluntary process. You acknowledge that you are responsible for your own wellbeing, decisions, and actions, and that you choose how and whether to apply insights from sessions. The Coach does not give advice or make decisions on your behalf.

### **4. Wellbeing and Suitability**

Coaching is intended for individuals able to engage in reflective personal work. If coaching becomes unsuitable or insufficient for your needs, you are encouraged to seek appropriate professional support. The Coach may also suggest alternative support where appropriate.

### **5. Sessions and Payment**

Sessions may take place online or in person, as agreed.

Payment is due **within 24 hours of the session taking place**, unless otherwise agreed in writing. Fees will be agreed in advance. Sessions may be paused if payment is outstanding.

## 6. Cancellation

You may cancel or reschedule a session **up to 24 hours before the scheduled start time** without charge.

Cancellations made **less than 24 hours before the session**, or non-attendance, will incur the **full session fee**.

## 7. Coach Cancellation

If the Coach needs to cancel a session, it will be **rescheduled** at a mutually convenient time.

## 8. Ending the Coaching Relationship

Either party may end the coaching relationship **at any time**, without being required to give a reason. Ending the relationship does not remove responsibility for payment of sessions already delivered or missed under the cancellation policy.

## 9. Confidentiality

Sessions are treated as confidential, except where disclosure is required by law or where there is serious concern about risk of harm to you or others. Where possible, this would be discussed with you first. Confidentiality cannot be guaranteed in all digital communications.

## 10. Data Protection (GDPR)

Personal information shared during coaching will be handled in accordance with UK data protection legislation. Information is stored securely, used only for the purpose of providing coaching services, and will not be shared with third parties without your consent, unless required by law.

## 11. Governing Law

This agreement is governed by the **laws of England and Wales**.

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## Agreement Confirmation

Please reply to this email with:

**Full Name**

**Date**

Your typed name will act as your electronic signature.

Warmly,

**Ben Stopford**

**Depth Psychotherapy & Counselling**

Email: [consciousliving@posteo.net](mailto:consciousliving@posteo.net)