



CLIENT COMMITMENT & CONFIDENTIALITY AGREEMENT

This Contract is made between:

COUNSELLOR: Dido Blagden CLIENT: _____

at Johannesburg (Place) on the _____ (day) of _____ (Month)

in 20 (Year)

1) COMMITMENT:

This process involves your commitment, honesty and a desire to change. On my part, I pledge true helping intent throughout the coaching relationship. Life coaching sessions will provide you a safe time and space to explore your thoughts and feelings about your personal purpose and life vision. I am here, without judgement, to support you in this process and to help guide you on your journey as you take responsibility for becoming the person you aim to be.

2) CONFIDENTIALITY

Our work together will remain confidential. The exceptions being:

- i) If you provide me with information that appears to indicate a clear or imminent threat to your own life or health, or to anyone else's, I reserve the right to report that information to the relevant authorities responsible for ensuring safety. Before taking this course of action, I would discuss my intentions with you. I am compelled to disclose any knowledge of physical / sexual abuse; or neglect, of a child or an elderly person
- ii) Legally I must comply if I receive a legal subpoena or court order
- iii) While I attend regular professional supervision as part of my continuing professional development, please note that any information discussed with my mentor will maintain your anonymity.

3) SESSIONS

- i) We have agreed to meet for 60 minute sessions on _____ (day) at _____ (time). This session is your time, and will not be given to anyone else even if you are on holiday.
- ii) If for any reason you have to cancel a session, please provide a minimum of 48 hours' notice (unless a verifiable emergency exists).
- iii) I reserve the right to charge for missed sessions without 48 hours notice. Same day cancellations will incur a R250 fee, and failure to attend a scheduled appointment without cancellation (a "no show") will incur the full R400 per hour applied to your account. Please be punctual as I will not be able to extend your session beyond the time agreed upon.
- iv) If an emergency arises and I need to cancel a session, I will endeavour to offer you an alternative appointment in the same week. However, if the time offered is not convenient for you, I will not charge for that week's session.

4) FEES

- i) Sessions will be charged at the standard rate of R 750-00 per hour.
- ii) Payment in advance, for 5 sessions have a 5% Discount, and for 10 sessions, a 10% Discount.
- iii) We have agreed that you will pay via EFT in advance or in cash at your session.
- iv) I will give you four week's notice if fees increase.

5) MY HOLIDAYS

- i) I take three weeks leave at Christmas and two weeks leave at Easter.
- ii) If it is necessary for me to take any additional leave, I will give you as much notice as possible, and not charge for sessions I cancel.

6) TERMINATION

- i) As coaching is open ended as opposed to limited, it is important that terminating our sessions together is not sudden, so we will regularly review progress to help determine the duration of our work together.
- ii) If you wish to terminate counselling before the process is complete, please give me at least a weeks' notice. If you fail to do this, I reserve the right to charge for all or part of my fee for the month.
- iii) I reserve the right to terminate counselling immediately if you commit any physical harm to me, yourself, anyone else on the property including my pets, or cause any damage to my property, counselling room, furniture, fixtures or fittings.
- iv) If you cancel appointments on a consistent basis or miss appointments twice in a row, without a reasonable cause, I reserve the right to terminate coaching/ counselling and refer you elsewhere. This is not meant to be punitive, but is instead my recognition of your resistance to the coaching/ counselling process with me, at this time. This is my way of requesting consideration for my time and the valuable service I render.

7) NOTES

- i) You are welcome to see my written notes at any time. These records are kept confidential and will not be stored on computer or passed to other agencies.
- ii) Notes will be retained securely for 2 years in case you wish to return to coaching. Thereafter, secure shredding will destroy them.

8) OTHER

If you arrive for a session under the influence of any drugs or alcohol, I reserved the right to cancel the session.

Please read the above carefully to confirm it is what we have agreed upon. You are most welcome to discuss anything you need clarification on.

I look forward to our working together.

Signed: Counsellor/Coach

(Dido Blagden)

Signed: Client

Signature: _____

(Full Names) _____



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