

Health Coach Supervision Agreement

Thank you for choosing to work with me in supervision. I'm really glad to support you in this part of your professional journey.

This agreement is here to help create a shared understanding of how supervision works, what you can expect from me, and what's expected from our work together. The intention is to create a space that feels safe, respectful, reflective, and genuinely supportive of your growth as a health coach.

By booking and paying for your first supervision session, you're confirming that you've read and agreed to what's outlined below.

1. Purpose of Supervision

Health coach supervision is a collaborative and reflective process designed to support your professional development, ethical practice, confidence, and effectiveness as a practitioner.

Supervision offers a dedicated space to:

- Reflect on your client work
- Develop your coaching skills
- Explore ethical considerations and professional boundaries
- Strengthen your judgement and decision-making
- Support your wellbeing as a practitioner

It's a space for reflection, learning, and professional growth.

Supervision is not therapy, clinical case management, or business mentoring.

2. My Role

My role is to support and guide your reflective practice in a way that is thoughtful, respectful, and appropriately challenging.

- I am a qualified health coach and supervisor (through Peak Coaching)
- I am a registered member of the UK & International Health Coaching Association (UKIHCA)
- I hold professional indemnity and public liability insurance with Balens

In our work together, I will:

- Offer reflection, support, and perspective
- Ask thoughtful questions to deepen your insight
- Create a confidential and respectful space for honest exploration

- Support your professional development with care and integrity

I won't take responsibility for your client work, business decisions, or professional actions - those always remain yours.

3. Your Professional Responsibility

As the practising coach, you remain fully responsible for:

- Your client relationships
- Your coaching decisions and actions
- Maintaining appropriate professional boundaries
- Working within your scope of practice
- Ensuring you hold appropriate insurance and professional membership

Supervision is here to support your practice, but it does not replace your professional accountability.

4. Confidentiality

Confidentiality is central to effective supervision.

- Everything discussed in supervision will remain confidential
- Client information must always be anonymised
- Sessions must not be recorded unless we have both explicitly agreed to this
- Confidentiality may only be broken if legally required (for example, where there is serious risk of harm, safeguarding concerns, or legal obligation)

My intention is always to create a space where you can reflect openly and honestly.

5. Informed Consent

By choosing to work with me, you acknowledge and agree that:

- You understand the purpose and limits of supervision
- You remain professionally and legally responsible for your client work
- You will bring honest and accurate reflections to our sessions
- The value of supervision depends on your openness, engagement, and implementation
- Specific client, business, or professional outcomes cannot be guaranteed

6. Session Arrangements

Supervision is designed to be flexible and responsive to your needs.

- **Format:** Sessions may take place online, by phone, or in person

- **Length:** Sessions last up to 60 minutes unless otherwise agreed
 - **Frequency:** You may choose monthly, bi-monthly, quarterly, or ad hoc supervision
 - **Booking:** Sessions should be booked in advance via the online booking system (www.laurawilliamscoaching.com)
-

7. Fees & Payment

- Supervision sessions are **£60 per 60-minute 1:1 session**
- Payment is due at the time of booking or, where agreed, at least 24 hours prior to your booked session
- Payment is made via the online booking system, or payment link (www.laurawilliamscoaching.com)

8. Cancellations & Changes

Life happens, and sometimes plans need to change.

- Please give at least 24 hours' notice if you need to cancel or reschedule
- Sessions cancelled with less than 24 hours' notice may be charged in full
- Refunds are not generally provided for missed or unused sessions unless otherwise agreed

9. Notes & Data Protection

I may keep brief supervision notes for professional, reflective, and insurance purposes.

In line with UK GDPR and the Data Protection Act 2018:

- Your information will be stored securely
- It will only be used for supervision purposes
- It won't be shared without your consent unless legally required
- You may request access to, amendment of, or deletion of your data where appropriate

Records are stored securely for up to 7 years and then safely deleted or destroyed.

You're welcome to request a copy of my Privacy Policy at any time.

10. Ending Supervision

You are free to end supervision at any time.

I may also choose to end supervision if I believe our working relationship is no longer appropriate, ethical, or beneficial.

If sessions have been prepaid, we'll agree a fair arrangement regarding any unused sessions.

11. Limitation of Liability

I will always work with professionalism, care, and integrity.

At the same time:

- You remain responsible for your professional practice and decisions
- I cannot be held liable for client outcomes, business results, or professional actions
- Supervision supports your development, but specific outcomes cannot be guaranteed

12. Governing Law

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

13. Agreement

By booking and paying for supervision sessions, you confirm that you've read, understood, and agreed to this Health Coach Supervision Agreement, including the terms relating to confidentiality, professional responsibility, and data protection.