

Katinka Blackford Newman

Helping you go from stuck to unstoppable
www.kbnlifecoaching.co.uk

Private Coaching Engagement
Coaching Terms & Agreement

Welcome

Congratulations on choosing to invest in yourself, your growth, and the life you want. I look forward to supporting you through this process. This agreement outlines how we will work together and applies to all coaching services provided. The specific details of your programme will be confirmed separately in your invoice and onboarding communication.

Services & Fees

Your coaching programme is tailored to your needs and may include deep-dive sessions, regular coaching sessions, and agreed support between sessions. The structure of your programme, including session length, number of sessions, support elements, and investment, will be confirmed in writing. Programme fees are payable in advance. A coaching place may be reserved by deposit, but coaching begins only once the full balance has been received, unless an agreed payment plan is in place.

Confidentiality

The content of our sessions will remain confidential unless there are safety concerns or legal obligations requiring disclosure.

Professional Practice

I may keep anonymised records of coaching hours for professional accreditation purposes. Client records are stored securely and handled in line with applicable UK data protection laws. Please note that the coaching relationship is not legally privileged.

Cancellation Policy

Please give at least 24 hours' notice if you need to cancel or reschedule a session. Sessions missed without such notice will usually be treated as used. If I need to cancel with less than 24 hours' notice, I will reschedule promptly and offer you a complimentary coaching session.

Programme Timeframe

Programmes are intended to be completed within a reasonable timeframe agreed at the outset. Programme fees are non-refundable once paid. Sessions may be frozen once only, for up to 12 months, in exceptional circumstances such as illness or bereavement, with advance notice wherever possible. Unused sessions beyond a reasonable timeframe may be forfeited.

Unexpected Circumstances

If I am unable to continue our coaching agreement due to illness or other unforeseen circumstances, any unused sessions will be refunded on a pro-rata basis.

My Commitment

As your coach, I will partner with you in a thought-provoking and creative process designed to help you maximise your personal and professional potential. While I cannot guarantee outcomes, I will be fully present, engaged, and committed throughout our work together. I am a fully insured life coach, not a psychotherapist or physician, and I do not diagnose psychological or medical conditions. Where appropriate, I may suggest additional specialist support. You can expect challenge, perspective, encouragement, accountability, and confidentiality. I am bound by the ICF Code of Ethics.

Your Commitment

You agree to take responsibility for your choices, actions, and outcomes arising from coaching. Results depend on your level of commitment, honesty, and participation in the process.

Acceptance of Terms

These terms form the basis of our coaching relationship and are accepted once coaching begins.