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### ****Code of Conduct for Teen Life Coaching Services****

This Code of Conduct outlines the expectations for both the coach and clients to ensure a respectful, professional, and productive coaching relationship. By adhering to these guidelines, we can create a safe and supportive environment where personal growth can thrive.

### ****1. Respectful Communication****

* **Coach's Responsibilities**:
	+ I will communicate with all clients in a respectful, supportive, and non-judgmental manner.
	+ I will actively listen to the client’s concerns, goals, and feelings, and provide constructive feedback when necessary.
	+ I will respect the client’s opinions, even if they differ from my own, and will avoid imposing my personal views or beliefs.
	+ I will maintain a calm and respectful tone during all interactions, even in situations of disagreement or challenge.
* **Client’s Responsibilities**:
	+ Clients are expected to communicate with the coach in a respectful and considerate manner at all times.
	+ Clients will listen actively and engage openly in discussions without using language that is offensive, abusive, or disrespectful.
	+ Clients should express any concerns or feedback in a polite and constructive way.

### ****2. Boundaries Regarding Social Media Interactions****

* **Coach's Responsibilities**:
	+ I will not engage with clients on personal social media platforms (e.g., Facebook, Instagram, TikTok) to maintain a professional boundary.
	+ I will only use professional social media accounts (if applicable) to share general coaching-related content or updates that may benefit clients.
	+ I will not initiate or accept friend requests from clients on personal social media accounts, and I will not engage in any non-coaching-related conversations online.
* **Client’s Responsibilities**:
	+ Clients should not attempt to connect with the coach on personal social media platforms.
	+ Clients should only use designated communication channels (e.g., email, phone, or designated coaching apps) for any coaching-related inquiries.
	+ Clients are encouraged to respect the professional relationship and avoid requesting or sharing personal content on social media with the coach.

### ****3. Boundaries Regarding Personal Relationships****

* **Coach's Responsibilities**:
	+ I will maintain clear professional boundaries with all clients at all times.
	+ I will not form personal friendships or engage in romantic or intimate relationships with clients.
	+ I will uphold professional ethics by not sharing personal or overly intimate details about my private life with clients.
	+ Any physical interactions, if necessary, (such as a handshake) will be limited to professional contexts and with clear consent.
* **Client’s Responsibilities**:
	+ Clients are expected to maintain a professional relationship with the coach and refrain from attempting to form personal, romantic, or intimate relationships.
	+ Clients should respect the coach’s personal space and not engage in physical contact beyond what is appropriate in a professional context.
	+ Clients should keep discussions within the coaching sessions focused on personal development and avoid delving into personal relationships outside of the coaching context.

### ****4. Respecting Boundaries Around Availability****

* **Coach's Responsibilities**:
	+ I will clearly communicate my availability for sessions and appropriate times for contacting me outside of scheduled sessions (e.g., for emergencies or brief clarifications).
	+ I will respect clients’ personal boundaries by avoiding excessive or unnecessary contact outside of coaching hours.
* **Client’s Responsibilities**:
	+ Clients should respect the coach’s time and availability by only contacting them during agreed-upon hours unless there is an urgent matter.
	+ Clients are expected to arrive on time for scheduled sessions and notify the coach promptly in case of cancellations or rescheduling.

### ****5. Confidentiality and Trust****

* **Coach's Responsibilities**:
	+ I will maintain the confidentiality of all information shared during coaching sessions, except in situations where there is a risk of harm to the client or others (as outlined in the safeguarding policy).
	+ I will create a safe and trusted space for clients to share their thoughts, goals, and concerns without fear of judgment.
* **Client’s Responsibilities**:
	+ Clients should feel comfortable sharing their thoughts and goals but should also respect the confidentiality of the coaching relationship.
	+ Clients are expected to honor the trust built in coaching sessions and not share private details about the coach outside the professional setting.

### ****6. Handling Disagreements or Conflicts****

* **Coach's Responsibilities**:
	+ I will handle any disagreements or conflicts with clients professionally and calmly, seeking resolution in a constructive manner.
	+ I will remain open to feedback from clients and work collaboratively to address any issues that may arise during the coaching process.
* **Client’s Responsibilities**:
	+ Clients should raise any concerns or disagreements respectfully and in a timely manner.
	+ Clients are encouraged to engage in open dialogue with the coach to resolve any issues, while maintaining mutual respect and trust.

### ****Conclusion****

By adhering to this Code of Conduct, both the coach and the client can maintain a positive, respectful, and professional relationship that promotes personal development and growth. Any breach of these guidelines may result in the termination of the coaching relationship.

**Signed by the Coach:**
**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed by the Client (or Parent/Guardian for under 18s):**
**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_