

**STELLA BILLEREY
THERAPIES**

Queer, ADHD Coaching & Inclusive Yoga

COACHING AGREEMENT

Everything you need to know before we start working together

Welcome

Thank you for choosing to work with me.

This agreement explains how we'll work together and what you can expect throughout our coaching. I've written it to be as clear, accessible and easy to read as possible.

If anything is unclear, or if your needs change as coaching progresses, please let me know. Coaching works best when we communicate openly and adapt together.

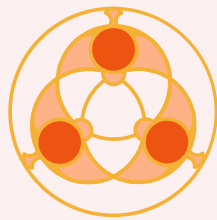
My Commitment to You

I will:

- Provide coaching that is collaborative, neurodiversity-affirming and tailored to your needs.
- Offer a space where you can show up as your whole self, without judgement or the need to mask.
- Communicate clearly before, during and between sessions.
- Work with you to develop practical strategies that support your quality of life and meaningful participation in daily life.
- Adapt my approach wherever possible to meet your communication, sensory and accessibility needs.

Inclusivity & Accessibility

Everyone is welcome.



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My coaching practice is proudly neurodiversity-affirming, LGBTQIA+ inclusive and trauma-informed. I recognise that every person's experiences, identities and support needs are unique.

Accessibility is an ongoing conversation rather than a one-off adjustment. If there is anything that would help you access coaching more comfortably or effectively, please let me know. We'll work together to find an approach that meets your needs wherever possible.

Coaching sessions can be adapted in a variety of ways. For example, you may prefer to:

- walk during a phone call;
- switch your camera off;
- body double whilst completing a task;
- incorporate movement or embodiment practices;
- pause when needed.

There is no "right" way to engage in coaching. Together we'll find what works best for you.

The Coaching Relationship

Coaching is person-centred, which means every coaching relationship looks different.

Sessions are guided by your goals, interests and priorities. Whilst I bring professional knowledge, clinical experience and coaching skills, I don't see myself as the expert on your life. Coaching is a collaborative process and I expect to learn from you as much as you learn from me.

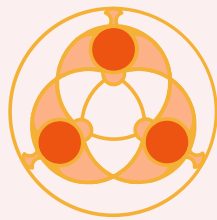
My role is to support you in developing greater understanding of yourself, your ADHD and your unique way of navigating the world. Together we'll explore practical strategies that feel realistic, sustainable and meaningful for you.

If Something Isn't Working

Your feedback is always welcome.

If something isn't meeting your needs or expectations, please tell me. Whether it's the pace of coaching, the way we communicate, between-session support or something else entirely, I'd much rather we talk about it than make assumptions.

We'll review our approach together and make changes wherever possible.



Between-Session Communication

Between-session communication is optional and can be a valuable part of the coaching process.

Some clients find it helpful to share reflections, integration activities or completed worksheets before a session. This allows me to prepare in advance and often creates more space for coaching during our time together.

We'll agree together which method of communication works best for you. This may include email, WhatsApp, Telegram or another mutually agreed platform.

Between-Session Support

To help keep between-session communication manageable and sustainable, I kindly ask that:

- **Voice notes are kept to around 4 minutes or less, where possible.**
- **Messages focus on one topic at a time, where possible.**
- **Between-session communication is used for reflections, questions and brief check-ins, rather than ongoing conversations throughout the week.**

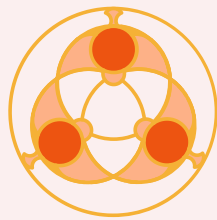
These aren't rigid rules; they're simply boundaries that help me respond thoughtfully whilst balancing the needs of all my clients.

If I'm at capacity, I'll always let you know. Sometimes I'll suggest returning to a conversation during our next session so that we have the time and space to explore it properly.

Between-session communication isn't intended as a crisis support service. If you require urgent support, please contact the appropriate emergency or healthcare services.

Coaching Records

I keep a record of each coaching session to support continuity, reflection and the coaching process.



The format of these records will vary depending on the session and your individual needs. They may include:

- agreed actions;
- a brief session summary;
- coaching notes;
- reflections;
- completed worksheets;
- or other resources relevant to our work together.

Not everyone benefits from detailed written notes after every session. We'll review what is most helpful as coaching progresses.

Where appropriate, coaching records may be shared securely using password-protected documents or another agreed method.

Confidentiality, Privacy & Information Governance

Your privacy is important to me.

Information shared during coaching sessions is treated as confidential and handled in accordance with **UK GDPR** and the **Data Protection Act 2018**.

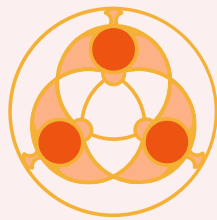
Further information about how I collect, use, store and protect your personal information, including how long it is retained and your data protection rights, is set out in the Stella Billerey Therapies Privacy Notice. You will be given access to this when you first provide your personal information and before coaching begins.

There are some circumstances where I may have a professional or legal duty to share information, for example if there is a serious concern about your safety or the safety of someone else. Wherever possible, I'll aim to discuss this with you first.

Professional Supervision

I undertake regular professional supervision as part of maintaining safe, ethical and reflective practice.

Coaching work may be discussed within supervision; however, your identity will be protected wherever possible. Identifying information such as your name or personal details will not be shared unless there is a legal or safeguarding requirement to do so.



Caption.Ed

To support accessibility, accurate note-taking and my ability to remain fully present during coaching sessions, I may use Caption.Ed, a speech-to-text transcription service.

The use of Caption.Ed is **entirely optional**.

Before using Caption.Ed, you'll receive a separate **Caption.Ed Information and Consent Form** explaining:

- how it works;
- what information is processed;
- how transcripts are managed;
- your choices regarding its use.

You'll always have the opportunity to ask questions before deciding whether you'd like Caption.Ed to be used during your coaching sessions.

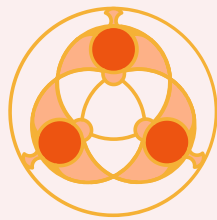
Stella's Neurodivergence & Written Communication

I'm both ADHD and dyslexic, and these lived experiences are an important part of my coaching practice.

Whilst I make every effort to ensure my written communication is clear and accurate, you may occasionally notice spelling, grammatical or formatting inconsistencies. These do not reflect the quality of coaching, attention or professionalism I bring to our work together.

One of the aims of coaching is often to challenge internalised ableism and develop greater self-acceptance. I hope we can extend those same values to one another.

I believe the strongest coaching relationships are built on mutual understanding, authenticity and compassion.



Scope of Coaching

Coaching is designed to help you better understand yourself, develop practical strategies and work towards meaningful goals.

Whilst my coaching is informed by my experience as an HCPC-registered Occupational Therapist, coaching is not occupational therapy, psychotherapy or a substitute for medical, psychological or mental health support.

If I believe you would benefit from additional or alternative support, I'll discuss this openly with you and, where appropriate, encourage you to access another professional or service.

Please let me know if your health, medication or personal circumstances change during coaching. This helps us adapt our approach and ensure coaching continues to meet your needs.

Where appropriate, I may ask you to share information that supports safe coaching practice. This may include emergency contact details, a support or crisis plan, or details of other professionals involved in your care.

Movement & Embodiment

Where appropriate, coaching may include movement, mindfulness or embodiment practices.

These are always optional and will only be introduced where they feel relevant to your goals and preferences.

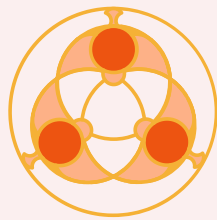
If you have any injuries, medical conditions, pregnancy or other considerations that may affect movement-based activities, please let me know so that sessions can be adapted appropriately.

Fees & Funding

I aim to make specialist ADHD coaching as accessible and financially inclusive as possible. Coaching may be:

- Self-funded.
- Funded through Access to Work.
- Funded by an employer or organisation.
- Offered through one of my reduced-fee coaching places, where available.

Payment arrangements will be agreed before coaching begins.



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Self-funded Coaching

Self-funded sessions are payable in advance.

Payment can be made by bank transfer or via a secure payment link, depending on your preference. Payment should be received before your scheduled coaching session unless we have agreed an alternative arrangement in advance.

If payment has not been received before the session, I may need to postpone the appointment until payment has been made.

Access to Work & Employer Funding

Where coaching is funded through **Access to Work** or an employer, invoices will normally be issued after each coaching session in line with the agreed funding arrangements.

Please provide any relevant funding documentation before coaching begins and let me know as soon as possible if your funding arrangements change.

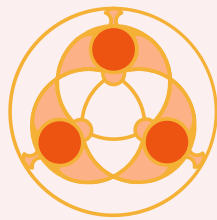
If you're responsible for submitting invoices, I kindly ask that you do so promptly after receiving them. I'll ask you to confirm once the invoice has been submitted and, if needed, I'll send a gentle reminder.

I can only be reimbursed once your invoice has been submitted to the funding organisation, so your support with this process is greatly appreciated.

Most Access to Work clients submit invoices through the online GOV.UK reimbursement portal. If you're unable to access or use the online system, reimbursement can usually be requested using the paper claim process instead.

If you're unsure which reimbursement process applies to you, or need support with submitting your claim, please let me know. I'll do my best to help.

If you're thinking about pausing coaching, or you're concerned about using your funded sessions within the available funding period, please let me know as early as possible. This gives us the best opportunity to discuss your options before your funding expires.



Financial Accessibility

I recognise that specialist ADHD coaching represents a significant financial commitment and that everyone's circumstances are different.

Where possible, I aim to make coaching financially accessible. This may include Access to Work funding, employer funding or, in some circumstances, reduced-fee coaching.

I actively welcome open conversations about what feels financially sustainable. If cost is a barrier to accessing coaching, please let me know and, where possible, we'll explore the options together.

Reduced-fee coaching places are limited and offered at my discretion, depending on availability and individual circumstances.

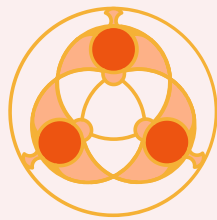
Cancellation & Rescheduling

Coaching appointments are reserved especially for you.

If you need to cancel or rearrange a session, I kindly ask for 48 hours' notice wherever possible. This gives me the best opportunity to offer the appointment to another client and helps keep my practice running sustainably.

I understand that life happens, particularly when living with ADHD. If you need to rearrange at shorter notice, I'll always do my best to find another mutually convenient appointment.

If late cancellations or repeated rearrangements become a regular pattern, we'll have a conversation together to explore what's getting in the way and whether a different approach would better support the coaching process.



Arriving Late

Please let me know if you're running late.

Where possible, I may be able to offer a flexible finishing time. However, this can't always be guaranteed and will depend on my other commitments that day.

Resources & Copyright

Any handouts, worksheets, resources or other materials shared during coaching are provided to support your personal learning and integration.

These materials remain the intellectual property of Stella Billerey Therapies and must not be reproduced, distributed or shared without written permission.

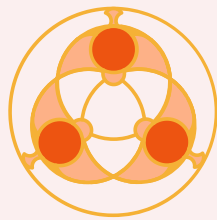
Completing worksheets or integration activities is always optional. Coaching isn't a one-size-fits-all process, and we'll decide together what feels most useful for you.

Our Coaching Relationship

I hope we'll build a coaching relationship based on:

- Mutual understanding.
- Respect for each other's time, energy and capacity.
- Honest and open communication.
- Curiosity, collaboration and continued learning.
- Compassion rather than perfection.

You don't need to mask to work with me.



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Agreement

By signing this Coaching Agreement, you confirm that you have read and understood this Coaching Agreement and have had the opportunity to ask any questions before coaching begins.

Consent to the use of sensitive personal information

I explicitly consent to Stella Billerey Therapies collecting and using the sensitive personal information I choose to share—including information about my health, disability, neurodivergence and accessibility needs—where this is necessary to provide and adapt my coaching.

I understand that I can withdraw this consent at any time by contacting **info@stellabillereytherapies.com**, although this may affect the coaching support that can be provided.

Client Name:

Client Signature:

Date:

Coach: Stella Billerey

HCPC Registered Occupational Therapist
Specialist ADHD Coach