



Part 1: Professional Service & Confidentiality Agreement

Agreement between Affirming Mind and Body Ltd

and

Client

1. Our Partnership & Nature of Service

As your Neuro-affirming Coach, Educator, and Advocate, I provide a thinking partnership and specialist navigational support. This role is a unique hybrid of **ICF-aligned coaching** and **Educational Consultancy**.

- **Professional Status:** As a Registered Teacher in Aotearoa New Zealand, I provide pedagogical strategy, school liaison, and systemic advocacy based on current educational best practices.
- **Scope of Support:** The support provided is intended for consultancy and advocacy purposes only. While I offer expert guidance to empower and assist you, these services are not a substitute for formal psychological diagnosis, clinical counselling, legal advice, or medical treatment.
- **Referrals:** I am not a medical professional or psychologist. If it becomes apparent that clinical mental health support or a formal diagnosis is required, I will recommend you seek the appropriate professional.

2. Client Commitment & Responsibilities

To ensure the most effective outcome for this partnership, the Client (or their representative) agrees to the following:

- **Self-Responsibility:** The Client is responsible for their own physical, mental, and emotional well-being. You acknowledge that you are the primary driver of your choices, actions, and results.
- **Full Disclosure:** For advocacy and liaison services, the Client agrees to provide all relevant documentation (e.g., previous IEPs, reports, or school correspondence) to allow for informed professional advice.
- **Active Engagement:** Coaching and consultancy are collaborative. You agree to be open to feedback, communicate honestly, and dedicate the necessary time to engage with the strategies we co-create.
- **Decision-Making:** While I provide expert guidance as a Registered Teacher and Coach, all final decisions regarding educational, personal, or professional matters remain solely with the Client.

3. Professional Standards & Ethics

- **Teaching Council of Aotearoa New Zealand:** As a Registered Teacher, I am bound by the *Code of Professional Responsibility and Standards for the Teaching Profession*.
- **ICF Compliance:** I uphold the *International Coaching Federation (ICF) Code of Ethics*. I act in your best interests at all times and honor your autonomy.

4. Confidentiality & Recording Consent

Recording Consent Your information is stored securely and kept private. To support my professional development, occasionally record sessions for review with my supervisor.

Please indicate your preference on the electronic online form.

Privacy Statement (Privacy Act 2020): Affirming Mind and Body Ltd collects personal information from you, including your name, contact details, interactions with us, and billing information. We collect this in order to provide specialised education, coaching and advocacy services.

- **Storage:** We keep your information safe by using encrypted digital storage and secure physical filing.
- **Retention:** In accordance with professional standards for Registered Teachers and coaches, we retain records for 7 years following the end of our service relationship, after which they are securely destroyed i.e. permanent deletion of digital records, shredding physical file.
- **Your Rights:** Under the Privacy Act 2020, you have the right to request a copy of any personal information we hold about you and to ask for it to be corrected. To do so, please contact Deborah Dunlop at deborah@affirmingminds.co.nz

5. Exceptions to Confidentiality: Confidentiality will only be breached if

- I believe there is a clear risk of imminent danger, self-harm, harm to others, or
- I am legally compelled to do so under New Zealand law.
- *Wherever possible, I will discuss this with you before taking action.*

6. The Advocacy Clause In my role as an Advocate, I may communicate with third parties (e.g., schools, SENCOs, employers). I will **only** do so with your express permission via the *Consent to Release Information* form.

Signatures

Client/Guardian:

Date:

Deborah Dunlop (Director):

Date