



Code of Ethics

Client/coach relationship

Summerhill coaches will:-

1. Honour agreements made in the coaching relationships and construct clear agreements that may include confidentiality, progress reports and other particulars. The coach will obtain the express consent of the person being coached before releasing information to another person compensating the coach.
2. Maintain, store, and dispose of any records created during the coaching business in a manner that promotes confidentiality, security, and privacy, and complies with any applicable laws and agreements.
3. Have a clear agreement upon how coaching information will be exchanged among coach, client, and sponsor.
4. Respond to the client's learning and development needs as defined by the agenda brought to the coach/mentoring relationship.
5. Maintain throughout the level of confidentiality which is appropriate and is agreed at the start of the relationship.
6. Disclose information only where explicitly agreed with the client and sponsor (where one exists), unless the coach/mentor believes that there is convincing evidence of serious danger to the client or others if the information is withheld.
7. Respect the client's right to terminate the coaching relationship at any point during the process, subject to the provisions of the agreement or contract.
8. Obtain informed permission from each of their clients before releasing their names as clients or references or any other client identifying information.
9. Encourage the client or sponsor to make a change if the coach believes the client or sponsor would be better served by terminating the coaching, or by another coach or another resource.
10. At all times operate within the limits of their own competence, recognise where that competence has the potential to be exceeded and where necessary refer the client or support the client in seeking the help of another professional, such as a counsellor, psychotherapist or business/financial advisor.
11. Whenever any actual conflict of interest or the potential for a conflict of interest arises, will openly disclose it and fully discuss with the client how to deal with it in whatever way best serves the client.
12. Disclose to the client and/or their sponsor, all anticipated compensation from third parties that may be received for referrals or advice concerning that client.

13. Understand that professional responsibilities continue beyond the termination of any coach/mentoring relationship. These include the following:-
 - Maintenance of agreed confidentiality of all information relating to clients and sponsors
 - Avoidance of any exploitation of the former relationship
 - Provision of any follow-up which has been agreed to
 - Safe and secure maintenance of all related records and data
14. Only barter for services, goods or other non-monetary remuneration when it will not impair the coaching relationship
15. Be responsible for setting clear, appropriate, and culturally sensitive boundaries that govern any physical contact that the coach may have with their clients or sponsors.
16. Not knowingly mislead or make false claims about what the client or sponsor will receive from the coaching process or from the coach.
17. Not give prospective clients or sponsors information or advice the coach knows or believes to be misleading or false.

Wider Community

Summerhill coaches will:-

18. Conduct themselves in a manner that reflects well on coaching as a profession and will refrain from doing anything that harms the public's understanding or acceptance of coaching as a profession.
19. Respect the creative and written work of others in developing the coach's own materials.
20. Act within applicable law and not encourage, assist or collude with others engaged in conduct which is dishonest, unlawful, unprofessional or discriminatory.
21. Accurately identify their coaching qualifications, expertise, experience, certifications and ICF Credentials.
22. Maintain a relationship with a suitably qualified supervisor, who will regularly assess their competence and support their development. The supervisor will be bound by the requirements of confidentiality referred to in this Code.
23. Ensure that any claim of professional competence, qualifications or accreditation is clearly and accurately explained to potential clients and that no false or misleading claims are made or implied in any published material.
24. Develop their level of competence by participating in relevant training and appropriate Continuing Professional Development activities.