

Kate McKenna Associates Ltd is committed to maintaining and promoting excellence in coaching practice and protecting the integrity of the coaching profession. Kate McKenna Associates Ltd requires its Associate Coaches and Mentors to adhere to the essential elements of ethical, competent, and effective practice, as set out in this Code of Ethics and Good Practice. All Associates working with Kate McKenna Associates Ltd as coaches are required to confirm that they agree to comply with the following:

### **Fitness to Practice**

1. I ensure that I have qualifications, skills, and/or experience appropriate to the needs of my client<sup>1</sup>. If not, I shall inform Kate McKenna Associates Ltd that the Client should be referred to those who do either internally or externally to the Kate McKenna Associates Ltd Associate Pool.
2. I will be fit and healthy enough to practice. If not, I will stop until I am and, if necessary, my clients will be offered alternative support.
3. I have professional indemnity insurance adequate to cover my coaching/mentoring practice.

### **Maintaining Good Practice**

4. I will always act in a manner that shows respect for people and organisations and enhances the reputation of the coaching/mentoring profession. Any claims I make about coaching/mentoring or coaching/mentoring supervision will be honest and reflect current knowledge and understanding.
5. I will be sensitive to issues of culture, religion, gender, sexuality, disability, race, and all other aspects of diversity.
6. I will work with Kate McKenna Associates Ltd to monitor the quality of my work through feedback from Clients and other appropriate professionals and participate in Kate McKenna Associates Ltd Quality Assurance activities.
7. I will complete continuing professional development (CPD) in the theory and practice of coaching/mentoring as appropriate and relating to Kate McKenna Associates Ltd Continuous Quality Improvement agenda.
8. I will reflect on my practice and development with a suitably qualified and experienced coaching/mentoring supervisor, where one is made available.

### **Contracting**

9. I will explain and make explicit my commitment to abide by this Code of Ethics and Good Practice.
10. Before starting work with a Client, I will ensure that they know and fully understand the nature of and terms and conditions of any coaching/mentoring contract. I will be open about the methods I use and be ready to supply my client with information about the processes involved on request.
11. I will consider the impact on my client of any relationships I have with other clients and sponsoring organisations and discuss any potential conflict of interest with the Staff College.
12. While confidentiality will be an essential aspect of my commitment to Clients, my contract will make clear that if evidence of illegal activity or the potential for harm to the Client or others is disclosed during the engagement, I may have to inform the appropriate authorities. If possible and appropriate, this will be done with the Client's consent and permission. If the Client is a child or vulnerable adult, arrangements will be made with my sponsors/commissioners to ensure a level of confidentiality in the best interests of that person while working within current legislation.
13. I will respect the Client's right to terminate the engagement at any point in the process.

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<sup>1</sup> 'Client' refers to anyone receiving coaching from Associate Coaches.

**Statutory and Legal Duties**

14. I will keep up to date and comply with statutory or legal requirements that affect my work.
15. I will be cognisant of and comply with legislation related to working with children or vulnerable adults, including the need for a Disclosure and Barring Service (DBS) check before starting.
16. I will keep only necessary, appropriate, and accurate records of my work with Clients and ensure they remain confidential, are stored securely, and comply with the Data Protection Act.