

POLICIES, PROCEDURES, MUTUAL EXPECTATIONS & DISCLOSURES FOR LOVE ALL PARTS COACHING

Welcome to Love All Parts Coaching. My name is Thomas “Bart” Hawkins, and I am a Certified Trauma-Informed Parts Work Practitioner, accredited by the Global Trauma Institute, LLC.

Parts Work or Internal Family Systems (IFS) is an evidence-based therapeutic model that views the mind as a "family" of multiple sub-personalities, or "**parts**," each with its own unique perspective and role. The approach is centered on the belief that there are no bad parts; even those that drive destructive behaviors have positive intentions, usually rooted in protecting the individual from pain and traumatic experiences. The “**Self**” is the undamaged, calm, curious, and clear inner core of every human being that remains present even when obscured by emotional "parts". It is the wise, centered part of you that naturally promotes harmony, healing, and self-leadership, distinct from wounded or protective parts that get overwhelmed by trauma. By returning your system back to homeostasis, “Self” naturally emerges as the Healer of your system. This begins an unburdening process and liberation from parts-led to **Self-led**.

It would be an honor to get to know your parts. To witness the Self emerge and facilitate your healing. We will work together collaboratively with compassion, trust and curiosity. Liberation can be a fun and joyous adventure even at the depths of traumatic experiences.

I am a trauma survivor myself, a documentary filmmaker, an advocate for survivors of sexual assault and over 25 years supporting people through crisis and difficult times. My goal as a Practitioner is to use my psycho-spiritual education and lived experience, to act as your guide and create a safe support system as you establish a sense of connection and compassion for all your parts that show up in a session. The primary goal is to foster **Self-leadership**, where your calm and compassionate core Self guides and heals these parts, restoring internal harmony. Transforming the internal landscape from a place of conflict to one of cooperation. Parts no longer need to be in extreme, rigid roles; instead, they can take on healthier, more collaborative roles under the guidance of the Self.

I am not a licensed therapist, therefore I do not diagnose, assess mental health, prescribe/advise on medication or prescribe treatment. Rather, I

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come to you as a Certified Coach to guide your inner journey to uncover the many gifts of liberation that are awaiting for you right now.

Here are the things that I need you to know:

Expectations and Disclosures

You can expect me to be on time for our scheduled sessions, focused, attentive, compassionate and without judgment. You can trust me to be knowledgeable about Parts Work and trauma and I am committed to staying informed on the latest research and any resources that may be utilized to assist you in achieving a Self-led life. You can expect me to adhere to strict ethics and confidentiality as I support your system to unburden traumas and limited beliefs systems that are stuck, causing pain and destructive behaviors. I will aim to provide your internal system with the upmost respect and care, only proceeding at a level you and all your parts are comfortable with. I will make sure that you feel as safe as possible within our collaborative relationship.

Please come to our sessions on time with a willingness to be as open and honest as possible. Our time together is life changing work that requires your attention and commitment in this healing process. I encourage you to stay curious, compassionate and focused on your healing goals. I need you to understand this is a life long practice and I expect you to work with your parts between our sessions. I want you to let me know if there is something you need from me to feel safe and more at ease with the process.

Disclosures:

I am not licensed as a physician, psychologist or psychotherapist, and I do not diagnose, treat, or assess mental health in any way. I do not prescribe medication or give advice about any medications, and I do not prescribe treatment. Our sessions are not a substitute for diagnosis or treatment from a qualified health practitioner for illnesses, injuries, or other medical or psychological conditions.

Coaching may result in a change in your personal relationships as well as healthy changes in the types of relationships that you form and maintain.

I maintain strict confidentiality regarding anything we discuss in our sessions though you must be informed that Zoom and similar video platforms are not HIPAA compliant and therefore we cannot guarantee, with 100% certainty, that information shared through Zoom will be safe from a data breach.

I do not plan to record any of our sessions and ask that you disclose to me any intention to record our sessions for yourself. Any recording deemed beneficial to your personal progress shall be explicitly agreed upon by both parties in advance.

Within my professional supervision, you agree that I may consult with mental health professionals in peer, and supervisory consultation situations, without revealing your identity, to improve the quality of your care. In addition you agree that upon your direction and approval or in an emergency, I may consult with your mental health and health care professionals.

Anything that you share with me, my notes or any paperwork provided by you or your physician, mental health professional or legal representative (current or past) will be kept confidential. The only exception to that confidentiality is if I feel you are in danger of harming yourself or another person, or if I receive a legal subpoena to release your records.

As a Trauma-Informed Parts Work Practitioner, I act as a Mandatory Reporter. This means that if I become aware that a minor, disabled person or elderly person is currently being abused I am mandated to report the abuse to the appropriate governing agency.

As a Practitioner, I work exclusively within my scope of competency. While I am trauma informed, there are some situations I do not have the expertise to help you with. If you are in a place where there are explicit risks to your safety – you are suicidal, significantly self-harming, in the midst of an active addiction – I will help you find someone who is competent to deal with that particular issue. You do not have to stop seeing me, but we must bring in another professional who has the expertise with whatever safety issue is at hand to help you with those issues.

Policies and Procedures

Payment:

Payment for one time sessions or packaged sessions is required at the time of booking/checkout at loveallparts.com. Additionally, arrangements can be made to pay via PayPal or Venmo.

Appointment Cancellation:

A refund or session credit may be granted if you cancel with more than 48 hours notice. Cancellation must be made in writing via email: loveallparts@gmail.com. Any sessions that are canceled after 48 hours and before 24 hours before our scheduled appointment will receive a session credit to be applied to a future appointment. If less than 24 hours notice is given, that hour is unable to be filled and you are required to pay in full for the missed session. If I am forced to cancel a session and it is not rescheduled, a full refund will be given.

Communication Outside of Sessions:

You can contact me via email between sessions. I will do my best to respond to messages that need attention within 48 hours. If I am unable to respond, I assure you that your messages will be read before our next appointment. You can contact me at loveallparts@gmail.com

Crisis Response Resources:

If we find that your personal safety is of concern, I will ask you to consider and identify who in your life you can contact if you are in crisis (i.e. acute emotional distress or flashbacks, self harming desires, suicidal ideations or suicidal plans) and to work with me to create a personal safety plan so that you remain prepared to protect yourself during difficult times.

If your current emotional and safety needs are beyond my scope of competency, I will assist you in finding professional help with the expertise that suits your current needs.

If you find yourself in crisis due to safety issues such as suicidal ideation, significant self-harming or violence within a relationship please reach out to your physician or health insurance crisis hotline.

Here are some additional resources:

RAINN's Crisis Line: 800-656-4673 or their online chat feature

Valor.us - Local Resources for Sexual Harm Survivors

The National Domestic Violence Hotline: 800-799-SAFE (7233)

Crisis Text Line: 741741 or <https://www.crisistextline.org>

The National Suicide Hotline: 800-273-8255

Trevor Project (suicide hotline for LGBTQA+) : 866-488-7386

THRIVE Lifeline: offers 24/7 text-based crisis support to anyone 18+ with specific focus on multiple marginalized communities. They do not engage in non-consensual active rescue and prioritize consent and autonomy. In crisis? Text: 313.662.8209 Project Lets - "Project LETS is a national grassroots organization and movement led by and for folks with lived experience of mental illness/madness, disability, trauma, & neurodivergence. We specialize in building just, responsive, and transformative peer support collectives and community mental health care structures that do not depend on state-sanctioned systems that trap our folks in the medical/prison-industrial complex."

Project Lets Crisis Support Resources

Drugs and Alcohol:

Please do not come to a session under the influence of drugs or alcohol. It is very difficult to have an effective session. If you are struggling with any substance abuse issues I welcome you to let me know in advance so we can talk about it and work to get you any help that you might need. If you repeatedly come to a session under the influence but do not tell me, or fail to acknowledge that you are impaired if I inquire, this may result in my ending our coaching relationship.

Cell Phone Usage:

Please turn your cell phone off, mute it or leave it in another room during coaching sessions, unless, of course, you are using your phone to attend our session. Exceptions can be made if it is crucial that you are able to be reached at all times so please feel free to bring this to my attention.

Bringing a Third Party to a Session:

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Our one-on-one coaching sessions are intended to be a confidential space and a safe container to for your internal system, traumatic experiences and your growth in being Self-led. Please do not bring anyone to a coaching session (spouse, parent, friend) without first consulting with me. We need to discuss your boundaries, confidentiality and goals before agreeing that a third party can be safely brought into a coaching session.

AI Usage Policy:

1. Core Principles

1. Augmented, Not Automated: All AI outputs must be reviewed by an Advocate or Practitioner or Supervisor before client use to maintain human oversight and professional judgment.
2. Transparency & Consent: Advocates and Practitioners must notify clients when AI tools are used and obtain simple written consent via a checkbox or brief addendum to intake forms.
3. Data Minimalism: Only data strictly necessary for your trauma-informed care is processed by AI; sensitive personal data (e.g., trauma history) must not be uploaded to third-party AI services.
4. Bias Awareness: Coaches should flag any AI-generated recommendations for potential bias and apply a quick fairness checklist before sharing.

2. Roles & Responsibilities:

1. Advocate/Global Trauma Care Practitioner: Ensure every AI interaction follows this policy; complete a one-page self-certification each quarter. Maintain a simple registry of AI tools and conduct spot checks of consent forms and bias-checklists.
2. Professional Standards and Ethics Chair: Oversee policy adherence, review spot-check reports, and update guidelines annually based on regulatory changes.

3. Lightweight Procedures:

1. Tool Approval: Before first use, advocates and practitioners submit a one-paragraph description of any new AI tool being directly used with clients.
2. Consent Capture: Integrate a standard AI-use checkbox into existing

trauma-informed care agreements; no separate forms required.

3. Bias Quick-Check: Use a two-question checklist (“Does this output seem unfair to any group?”; “Could it retraumatize a client?”) prior to client delivery.

4. Incident Reporting: Report any AI incidents (e.g., harmful advice, data breach) via the existing incident portal within one business day.

4. Monitoring & Review:

1. Annual Policy Update: Professional Standards and Ethics Chair revises the policy once per year, leveraging major frameworks like NIST AI RMF and EU AI Act summaries to stay current.

Global Trauma Institute Certified Trauma Care Practitioner

Professional Standards Expectations :

As a Practitioner certified by The Global Trauma Institute, I attest to:

1. Being committed to creating a safe, supportive, and empowering environment for all participants.

2. Prioritizing the physical, emotional, and psychological safety of my clients, thereby creating a trusting environment where they feel comfortable sharing their experiences

3. Encouraging participant autonomy, fostering self-awareness and personal growth through collaborative decision-making.

4. Be trustworthy through transparency by maintaining clear and consistent communication, ensuring confidentiality and ethical integrity in all interactions.

5. Respectfully acknowledge the diverse backgrounds, identities, and experiences of my participants, approaching each session with cultural humility.

6. Provide choice and collaboration by honoring each client’s autonomy in the coaching process and working collaboratively to meet their goals.

7. Maintain practices that reflect the Code of Ethics and Professional Standards of the Global Trauma Institute, LLC

For any grievances, concerns, or feedback, please contact drjbelton@globaltraumainstitute.com

I have read and understand the above Policies and Procedures, Disclosures and Consent Agreement, and agree to be personally responsible for the fees of Thomas Bart Hawkins in connection with the services provided to me.

By signing below, I fully consent to use the services offered by Thomas Bart Hawkins and Love All Parts Coaching, knowingly and voluntarily assume all risks, and agree to fully release, hold harmless and defend Thomas Bart Hawkins, from and against any and all claims or liability, of whatsoever kind or nature, which I or my representatives may have for any loss, damage, or injury, including without limitation, physical, emotional, mental, financial, or personal, arising out of or in connection with my coaching sessions.

Signed:

Date:

Print Name:

Address:

Phone Number:

Email Address:

Emergency Contact:

Phone Number:

Email Address: