**We have already explored the Ethical & Equity issues surrounding teaching Yoga and here we shall explore:**

* **Traditional requirements for the practice of yoga**
* **Considerations for us when setting up our own yoga class**

**[To include Risk Assessment & the use of Student Questionnaires]**

**Traditional Approaches to Yoga Practice**

We can find some information regarding the ‘traditional’ requirements for the practice of Hatha Yoga (i.e. yoga to include asana, pranayama, mudra, bandha etc.) in the Hatha Yoga Pradipika:

“The hatha yogi should live alone in a hermitage and practice in a place the length of a bow (one and half metres), where there is no hazard from rocks, fire or water, and which is in a well administered and virtuous kingdom (nation or town) where good alms can easily be attained.

The room of sadhana should have a small door, without aperture (window), holes or cracks, being neither too high or too low. It should be spotlessly clean, wiped with cow manure and free from animals or insects. Outside, there should be an open platform with a thatched roof; a well and a surrounding wall (fence). The appearance of the hermitage should be pleasant.” Ch1 v12 to 13 Hatha Yoga Pradipika (translated by Swami Muktibodhananda Saraswati)

Written between 6th and 15th CE all of the above advice would have been very pertinent, for instance making sure water was available and the hermitage was protected from wild animals. In India today spiritual seekers still seek solitary spots for intense practice and alms are still given to spiritual seekers.

In India traditionally life was divided into the ‘Ashramas’:

* Up to 25 we entered Brahmacharya Ashrama spending time with a spiritual teacher being educated in worldly and spiritual matters
* From 25 to 50 we entered Arihastha Ashrama becoming a householder
* From 50 to 75 we entered Vanprastha Ashrama leaving for forests and jungles, secluded from society
* From 75 onwards entered Sannyasa Ashrama becoming a wandering sannyasa

In modern times for intense sadhana (spiritual practice) we are told we should find a place that is calm, free from natural hazards, with positive vibrations, where food is easily available. The environment should be free from clutter, away from animals and insects, practical and easy to keep clean. In essence this is all a matter of commonsense so that we can minimize external distractions and conserve vital energy for the inward journey!

And indeed if we want to practice intensively then it is a good idea to go to an ashram where we can follow a daily program, eat appropriate food and receive valuable guidance, all of which are very supportive of practice

**For us however as teachers of yoga when setting up a class there are several aspects to consider:-**

**!) The continuation of our own practice**

It is fair to say that as long as we are teaching we must establish our own practice because without this we do not have the necessary inner knowledge to teach others!

**2) Different possible venues**

There are numerous possibilities such as:

* LEA run classes at local halls
* Sport or fitness centre run classes
* Yoga centres
* Private venues such as community centres, church halls or school halls
* Specialist venues such as clubs, company boardrooms,
* Your home……can you think of any others?

**3) The pros and cons of being employed or self-employed**

**Pros of being employed, e.g. at a gym:**

* Regular income (£25 to £45 per class)
* Admin done for you
* Health & Safety in place
* Equipment available (need to check)
* Suitable room available (do not compromise on heat)
* They have advertised the gym…. can you think of any others?

**Cons of being employed:**

* May want too many students in classes
* May not appreciate the need for warmth, clean floor etc.
* May not be willing to provide mats, blocks
* Can be extensive paperwork (LEA)
* May not earn as much although it is regular and may work out the same as private classes

[Note: It can be very good to start with a gym class(es) and from there build up own private class as well]

**4) What you need from your venue?**

Warm / clean / quiet / toilets/ chairs & wall space / easy access 15mins before & after / good parking / reasonable cost / close to potential students / how many students to cover hire charge / a good contact person or caretaker building a good relationship – any others?

**5) How much can you charge and how you will book student places?**

* £3.50 to £6.00 generally dependant upon the length of class & numbers in the group
* £20 to £40 for one to one again dependant upon length of session
* Reductions for low paid or unemployed?
* Bulk charges / or termly paid with reductions?
* Pay as you go?
* Book a course / week by week / drop in (can book next week place and if cannot be there can invite someone on reserve sheet)

**6) How will you advertise your classes?**

* Poster or flyer
* Library / Doctors / community centres / schools / local shops / papers / osteopaths
* Seek connection to complementary practitioners e.g. osteopath, masseuse, chiropractor etc.
* Piece in local newspaper
* Word of mouth
* Internet – through organizations

*As part of the 3.2 Duty of Care Worksheet you will have to create a flyer for a real or hypothetical Class; what would you need to include in a poster or flyer?*

* *Venue*
* *Time*
* *Cost*
* *Your contact details*
* *A brief synopsis of style, level etc.*
* *How to book a place*
* *What to bring along*
* *Your name*
* *The fact you are a student BWY teacher (student teacher logo available at BWY Website in Teacher Resources section)*
* *…………Can you think of anything else?*

**7) How will you give students the necessary class information?**

Generally speaking we can create a **Class Information** **Sheet** orientating new students to the class. *And again as part of the 3.2 Duty of Care Worksheet you must produce a Class Information Sheet to be used with your classes.*

What can we include on class info sheet?

* *Your contact details*
* *Your qualifications*
* *Type of yoga can expect*
* *Important points such as:*
  + *Leave a minimum of 2 hours after eating before the class*
  + *Wear suitable stretchy or loose clothing*
  + *Be prepared to have bare feet*
  + *Bring along warmer clothing for the relaxation*
  + *Bring along a blanket*
  + *Bring along a mat, belt and block?*
  + *Try to arrive on time?*
  + *Switch off mobiles or have them vibrate only*
  + *Notify teacher if there are any changes to your health*
  + *Please feel free to see the teacher before or after the class with any questions*
  + *Details on how to book classes*
  + *…………Can you think of anything else?*

**8) How can we show our care for risk assessment at our chosen venue?**

There are two main areas of risk assessment which pertain to:

1. The environment &
2. The students

For both of these we must endeavour to take reasonable steps to ensure safe practice, although we are not responsible if something could not have reasonably foreseen. Note that this is an ongoing responsibility as student’s circumstances and the environment can change.

We must always take steps to address anything identified as a risk whether we are employed or self-employed and if it cannot be removed then we should not teach. Whenever a risk is identified then we should retain evidence of the factors considered and the steps taken to reduce it.

So these days we have to show that we have been diligent with regards to the safety of the venue used and to do this we need to use a simple **Risk Assessment Form**.

***For 3.2 Question 2****: Consider the Risk Assessment Form and write a short statement as to it’s suitability, and indicate any changes you would wish to make.*

*For instance:*

* *Might you add or omit anything?*
* *Might you create a form that allows you to sign and date lots of visits to the same venue?*

**9) How you will ascertain your student’s personal details?**

We will need some student details to enable us to teach safely and effectively. When we are employed the gym etc. often have collected some information such as students’ addresses, emergency numbers etc. and here your primary job will be to ask students to notify you of any conditions and any changes, which can be done prior to each class. In addition as you get to know your students you will certainly learn more about them, which will always prove to be very helpful.

When running private classes you will however always need to ask students to complete a **Student Questionnaire.** This can be given to students either before the first class or at the first class.

***3.2 Duty of Care Question 3.*** *Consider the BWY Student Health Declaration Template. Write a short statement regarding your views on its suitability. Indicating if you would make any changes for use with your classes and why. State (1) how long you would keep the questionnaire (2) how you will keep the information confidential (3) how you will store the questionnaire.*

*When giving your view on its suitability are there any changes you would make, for instance:*

* *Could the name be changed as it does not only relate to health, for example Student Questionnaire?*
* *Might you include a question asking if there is any physical action a student finds difficult to do in everyday life?*
* *Might you include a space for students to state their primary reason(s) for coming to yoga e.g. for relaxation, therapy for bad back, etc.?*

***To help to answer parts (1) (2) & (3) read through the Data Protection and GDPR Guidelines Handout.***

For us the most important things are:

* Information must be useful, i.e. aid us to teach yoga as effectively as possible & not be excessive in quantity
* We cannot use this information for any other purpose, including advertising our workshops, unless we ask
* Information must be kept up-to-date, perhaps an annual refresher
* Records need to be kept for at least 4 years, and destroyed when no longer needed
* Students can ask to see their records if they wish
* Paper records need to be kept out of view in a secure place, if on a computer then password protected
* If sending info abroad the recipient must adhere to the same rules, cannot send beyond the European Economic Area.

As noted on the handout it is suggested you make a GDPR file to show you are complying with these new regulations.

**10) Finally please note that when teaching a private class you will need the following things:**

* A Register
* An Accident Report Form (just in case)
* Teaching materials (class plans etc.)
* Student Health Declaration/Questionnaires & a couple of spare ones
* Risk Assessment Checklist
* Emergency Checklist
* Student Class Information Sheet & a couple of spare ones

You should keep for a minimum of four years:

* Registers
* Student questionnaires
* Schemes of work/class plans/changes noted
* Risk Assessment Form
* Records of accidents/incidents

**Dealing with Emergencies**

Finally regarding your Emergency Checklist you need to know what you do with regards to being employed and when running a private class. To ascertain this please read through the Duty of Care -Guidance for Teachers of Yoga Handout and the Accident Report Form. This will enable you to answer the following question:

***3.2 Duty of Care Question 4:*** *You are employed as a yoga teacher. A student falls during your class, hits her head and passes out. She is taken to accident and emergency. What details do you record and who do you inform?*

|  |  |
| --- | --- |
| **Emergency Care when employed** | **Emergency Care for a private class** |
| *Ask for venue’s procedure in the event of an emergency when start teaching classes.*  *Follow this protocol following the accident. Will need to complete their paperwork, usually in the form of an accident book.*  *Then:*  *At the time of an incident or immediately afterwards complete the Accident Report Form, which includes my name & details, the student’s name & details, the details from 2 witnesses; date, time and location of the accident and a detailed report of what happened, the nature of injury, if any first aid was given and details of the hospital if admitted.*  *A copy of the Accident Report Form to be sent to the BWY central office.*  *If the injury was listed on the RIDDOR list then check with your employers as you or they would need to go online and register this with the Health and Safety Executive (details on the Accident Report form)* | *Follow first aid protocol and as soon as possible, if needed, call 999 for help.*  *Contact the emergency contact for the student to let them know what has happened if the student needs to leave the class or has been taken to hospital.*  *At the time of an incident or immediately afterwards complete the Accident Report Form, which includes my name & details, the student’s name & details, the details from 2 witnesses; date, time and location of the accident and a detailed report of what happened, the nature of injury, if any first aid was given and details of the hospital if admitted.*  *(If relevant it might be useful to photograph the scene.)*  *A copy of the Accident Report Form to be sent to the person in charge of the venue and also to the BWY central office.*  *If the injury was listed on the RIDDOR list then I would need to go online and register this with the Health and Safety Executive (details on the Accident Report form)* |

**Summary of work to be done for Assignment 3.2 using the information above:**

Question 2: Assess the suitability of the Risk Assessment Form, noting any changes you might make

Question 3: Assess the suitability of the Student Questionnaire aka Health Declaration, noting any changes you might make, and answering questions 1) to 3) on Data Protection

Question 4: Determine the protocol to be followed for this hypothetical incident.

Design a Class Flyer/Poster

Design a Class Information Sheet

Also in your own time: Make your own Risk Assessment Checklist and Emergency Checklist for your file. And make sure you have at least one copy of the Accident Report Form in your file just in case!

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