

**BWY Diploma in Teaching Yoga**

**Course**

**Student Information Manual**

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**Section 1: British Wheel of Yoga**



**An Introduction to your Training Organisation**

Dear Student,

On behalf of the British Wheel of Yoga welcome to your BWY Diploma Course. This course leads to the BWYQ Diploma in Teaching Yoga qualification. Your Tutor will have prepared you for the hard work to come, but all of us who have obtained our Diploma agree that we have gained immeasurably from what we learned on the course. As a direct result we have grown in confidence as teachers and also made great friendships, some of which last forever.

BWY is a highly professional organisation with support systems in place to help you deal with all aspects of teaching and learning. We try to respond to the developmental needs of our student teachers with sensitivity and objectivity. Your greatest support will be your Course Tutor(s), and if you have any problems please address them first to him or her. Your Tutor(s) in turn will be supported by an appointed internal quality assurance person whom you will meet during Part 1, and by a network of officers including Regional Officers and County Representatives, Executive Officers and of course Officers from BWY Training.

The BWY Training Board (formerly Education Committee) administers all aspects of the Diploma Course and you will find them listed in this handbook. If you wish to contact any officer direct you can obtain their contact details from BWY Central Office (see below).

It is possible that one of your Tutors may in fact be a trainee DCT and you should be aware that from time to time we use samples of written assignments as training material. All names and identification details are removed before any material is used in this way to ensure that you cannot be identified as the author of the work.

We do hope you enjoy your course and look forward to welcoming you to our Register of qualified Yoga Teachers in the not too distant future.

With very best wishes,

Signature……………………………

Diana Kendall, Head of Operations

BWY TRAINING BOARD

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Reg. Charity No. 264993 Vat Reg. No. GB 567874773

**1.2. BRITISH WHEEL OF YOGA TRAINING BOARD**

The BWY Teacher Training Programme is administered by The BWY Training Board which is responsible to the BWY National Executive Committee (NEC) on all teacher training matters. The various BWYT Officers meet together twice-yearly and most work on a voluntary basis, claiming only out of pocket expenses for the duties they perform. Their roles are detailed below:

BWYT HEAD OF OPERATIONS

Devises agendas and Chairs all meetings of the Education Committee. Arbitrates in conjunction with the Executive Committee on all teaching or teacher training related complaints. Member of the Executive Committee and BWY Trustee. Attends NEC meetings to report on educational matters. Represents BWY on the European Yoga Union Pedagogique Committee. Chair's contact details can be found in Spectrum.

BWYT VICE-CHAIR

Deputises for Chair when necessary and may also fulfil other offices.

N.B: (Note that this post may be replaced in 2012)

MODULES OFFICER

Reviews applications for new modular and short courses and supervises their operation once accepted. Works with the Verification Manager to appoint Quality Assurance visits to Modular course.

FOUNDATION COURSE OFFICER

Supervises BWY Foundation Courses and updates Foundation Course Tutor Training. FCO arranges Verification Visits to Foundation Courses in conjunction with VPM as necessary.

DIPLOMA COURSE TUTOR TRAINING OFFICER

Organises and supervises the training of BWY Diploma Course Tutors (DCTs). Liaises with Placement DCTs who mentor and advise Trainee DCTs. Approves Schemes of Work and setting up of first courses for newly qualified DCTs.

NATIONAL IN-SERVICE TRAINING OFFICER (NISTO)

Supervises the provision of In-service Training courses/events throughout the UK. Works with Regional Training Officers to ensure IST events throughout the regions conform to BWY standards and offer a wide range of topics to BWY teachers and trainee teachers. Reports back to Education Committee on IST matters and regularly updates CPD information for the BWY website.

DISTANCE LEARNING OFFICER

Organises and supervises the Distance Learning Foundation and In-service Training Courses. Tutors the Distance Learning Foundation course and reports to the Education Committee on Distance Learning Course Training.

COURSE DEVELOPMENT OFFICER

Proposes new courses and works as part of the Course Development Team. Writes assessment strategies for new courses. Advises DCTs on course planning and course delivery issues.

VERIFICATION PANEL MANAGER

Appoints the Internal Verifier for your course. Supervises the Internal Quality Assurance Process and arbitrates when problems arise. Devises agendas and standardisation exercises and chairs the annual meeting of the Verification Panel. Reports back to the BWY Training Board on all Internal Verification matters.

LEAD INTERNAL VERIFIER

May also be Verification Panel Manager – mediates in the case of Internal Verification disputes and liaises with the BWYQ Lead External Verifier on all related issues arising from course verification. (Note that External Verifiers are appointed by BWYQ and may visit the course as part of their duties).

DCT WEEKEND AND TEACHERS’ RETREAT WEEK CO-ORDINATOR

Books venues, supervises housekeeping etc. for the annual DCT Weekend, and Teachers’ Retreat Week. Contacts tutors and guest speakers selected by the BWY Training Board.

REGISTRATION AND GENERAL ADMINISTRATION

Although they are not members of BWYT, the staff of Central Office perform many of the administrative duties involved in training BWY Teachers and support BWYT on a daily basis. They are responsible for the implementation of registration guidelines course evaluation data recording. BWYT has it’s own Training Board Administrator who works direct with the BWYT Head of Operations. All Diploma Course registration, certification, and administration procedures are handled by Central Office. The Office will also be happy to provide contact details should you need to get in touch with a BWYT Officer.

**1.3(i) OUR COMMITMENT TO YOU**

Now that you have been accepted for training, you can be assured of an effective support network which includes:

* Full public liability teaching insurance throughout the registered length of the course. A policy summary may be found on our website or copies may be obtained from Central Office. (Please note does not include overseas students who should contact the Distance Learning Tutor for further information)
* Opportunities to attend the main national In-service Training events each year - Congress in Spring - National Training Week in Summer - Regional In-service events up and down the country. See the website for further information.
* A body of knowledge and information spreading to other Yoga organisations in the UK and Europe.

**1.3(ii) YOUR COMMITMENT TO THE COURSE**

In return, you are expected to fulfil certain conditions:

* Pay your annual membership subscription and teacher's supplement on time, preferably by Gift Aid (income tax payers or their spouse/partner). Membership is renewable each year following the date of original registration.
* Attend all Course meetings and, where possible, additional seminars and courses recommended by your Course Trainer.
* Submit your assignments and verification documentation and evidence on time.
* Pay course fees on time as required.



**1.4. LEARNER AGREEMENT**

The British Wheel of Yoga provides high quality training to enable students to become competent qualified Yoga teachers. It also provides a range of other courses to ensure a wide range of learning can take place. All courses need to be verified and the Diploma Course provides the required training to take on the role of a competent qualified Yoga Teacher.

**Students can expect the course to be:**

* Open, fair, and free from partiality, prejudice, interference or distraction.
* Delivered in a uniformly thorough and structured way.

**Students should receive:**

* Training in all the practical and ethical aspects of being a professional yoga teacher.
* Evidence of monitoring their progress throughout their period of training

**The British Wheel of Yoga will:**

* Provide an Introductory Pack which explains the steps involved in gaining the British Wheel of Yoga Diploma and provides useful training resources.
* Ensure through the quality assurance process that the course you attend meets national standards.
* Implement the BWY Appeals Procedure promptly in the unlikely situation that things go wrong.
* Provide regular in-service training opportunities in both your own and neighbouring regions.

**Your Tutor will:**

* Provide a structured course in appropriate surroundings.
* Inform you at the outset of all fees you will be expected to pay in order to complete the course. (see Tuition fees section below)
* Act professionally when delivering the Course and assessing your work.
* Inform you of the expected standards whilst studying on the course - covering performance, attendance, achievement and attitude.
* Provide you with details of the BWY Complaints and Appeals Procedure at the beginning of the course.

**The British Wheel of Yoga expects you to...**

* Conscientiously respect and comply with the instructions and requirements stated by your trainer(s) particularly relating to attendance, performance and attitude.
* Produce Course work within specified time-scales.
* Conduct yourself in a responsible way, so as not to interfere with or distract other members of the course.
* Draw to the trainer's attention any matter which may undermine or conflict with the trainer's own obligations to the course and your fellow course members.
* Pay any course fees due promptly when required
* Inform your trainer(s) promptly if you feel s/he or The British Wheel of Yoga has not provided the service you expect.
* Treat everyone involved with the course with respect, regardless of any differences in gender, age, ability, culture, race, sexual orientation, or physical needs.
* Read, understand and abide by the Duty of Care outlined in the BWY Student Handbook when conducting internal or external Teaching Practices and Yoga classes.
* After successful completion of the Course, keep up to date with the current Continuous Professional Development (CPD) requirements.

**Pay Tuition Fees**

While you will be expected to pay to BWY the required administrative and registration fees as appropriate to your Diploma Course, your tuition contract rests with your Course Tutor, who acts as an approved satellite Centre for BWYQ.

**Contract:**

I agree to pay to my Course Tutor(s) when requested, the Course Tuition fees outlined in writing at the onset of the Diploma Course. I understand that if I leave the course, any refunds will be dependent on the course refunds policy outlined in writing by the Tutor(s) at the onset of the Course.

**Disputes:**

Please refer to Section 2 of this handbook: Complaints, Appeals and Malpractice

**DECLARATION –**

I …………………………………..(name) agree to the above principles and obligations:

Signed ........................................ Student

Signed ........................................................................................................................... Tutor(s)

**1.5 BWY Diploma in Teaching Yoga**

**Overview**

Welcome to the British Wheel of Yoga Diploma Course in Teaching Yoga. The aim of this overview is to provide you with an overall picture of what the course involves. Please read it through and raise questions you have with your Tutor.

**Structure.**

The British Wheel of Yoga Diploma in Teaching Yoga consists of required Units in Three Parts, which together lead to a full Diploma in Teaching Yoga. The course is a combination of Tutor-led contact days and home study. In addition there is a requirement for a qualification in anatomy and physiology either by completion of the BWY home study course ‘Essential Anatomy and Physiology for Yoga’ or other equivalent study. You will be asked to visit the website to complete the Fundamentals of Anatomy and Physiology Course either before you begin the Diploma Course, or during the first three months of the course.

**Ethos.**

The aim of the Diploma course is to equip you both professionally and practically to teach yoga asanas, breathing practices, pranayama, relaxation and concentration/meditation to students having a wide variety of capacity and experience, with an underlying knowledge and understanding of yoga principles and philosophy. You are also expected to continue to deepen your understanding and knowledge through your own personal practice.

Whilst course teaching is Tutor-led you are expected to develop as a reflective self-evaluative practitioner and teacher of yoga. As a consequence you will be actively involved throughout the course, in the teaching and learning process, in group work, and in your own home study and practice. You will be asked to reflect upon your own teaching and practice and develop your own evaluative skills to build on your strengths and address areas for improvement as needed. In this way you can develop as an autonomous teacher of yoga.

**Assessment.**

The course is non-graded with the emphasis on competence to teach yoga. All written assignments will be either ‘pass or refer’. If a piece of your work is referred, you can resubmit the assignment when the necessary amendments have been made, subject to the rules for referral and resubmission of written work. Your tutor will support and advise you through this process.

As well as completing assignments, you will be observed on your teaching practice. This can feel a stressful experience, but please see it as a way of improving your teaching and enhancing the knowledge, understanding and skills you need to be a good teacher. All who teach, however experienced, can benefit from review of what they do. Some of the teaching practice is informally assessed, but where it is a formal teaching practice observation you will receive a ‘pass or refer’. If you are referred, you can be re-observed, subject to the rules for referred teaching practice. Your tutor will support and advise you.

Along with the formally assessed assignments, your Tutor will set informally assessed tasks that may be in the form of group work, pair work or individual home study. Integral to this will be the need to evaluate your own practice, and progress through your own reflective self assessment and through the feedback of your peers. You are required to keep a portfolio showing your learning progress.

During the course you are required to record at least 30 hours of teaching, planning, content, assessment and reflective evaluation. Your general class teaching begins in Part 2 of the course, so you will need to be teaching classes by that time. You may choose to begin teaching earlier and this should be discussed with your course tutor. It will greatly benefit your learning and teaching to teach from the end of the first year for the duration of the course. You are expected to keep a record of all teaching you do.

Also for at least three months during the middle part of the course you must keep a pranayama diary and establish a regular practice of pranayama. This need not be lengthy or difficult, but will form a foundation of understanding for your teaching. Your tutor will set suitable home practice tasks and may ask you to record specified details.

As a foundation for study you will be asked to buy a selection of books. BWY has a list of recommended texts and your tutor will give you guidance on those preferred for their course. As a minimum you will need copies of the Yoga Sutra of Patanjali, the Hatha Yoga Pradipika, the Upanishads and the Bhagavad Gita, as well as books on asana, and books which contain information on breathing practices, pranayama, relaxation and meditation.

**Student Support.**

Your Tutor is there to help and support you throughout your learning and to give feedback on your progress. Your peer group will also become a source of support, shared experience and shared learning. Other support and information is available through the BWY website, In Service Training events and Regional events held by the BWY.

**Attendance Requirements**

You are expected to attend all course days and you should only be absent for good reason. Except where Special Considerations are in evidence, you are required to register 80% attendance for each Part of the course. If you miss course days it is your responsibility to make up the content. This may be done in a variety of ways including extra tutorial time, or attendance at BWY recognised training days. Your tutor will advise you on what is most appropriate in the circumstances. You are also required to continue your regular yoga class attendance and to keep a record of this signed by your teacher. As part of your personal development you are expected to attend yoga workshops by teachers and tutors other than your diploma course tutor and to keep a record of workshops attended.

**Other Requirements**

As a BWY student teacher you must hold an HSE approved First Aid certificate from the commencement of your class teaching and regularly update the qualification thereafter. (usually every three years)

**Syllabus Summary**

The Diploma Course consists of three Parts; Preparing to Teach Yoga; The Teaching and Philosophy of Hatha Yoga; and The Teaching of Philosophy and Meditation. Each Part has its distinct subject matter and emphasis; however yoga is by its nature developmental and works on many different levels, so themes and concepts that are explored later in the course are introduced early on.

**Part 1: Preparing to Teach Yoga.**

The first Part of the course provides the key skills knowledge and understanding to enable student teachers to begin teaching yoga. It includes the following areas of learning:

* Principles of anatomy and physiology and their application to asana
* Teaching of asana in theory and practice including detailed study of specific asana
* Theory of teaching and learning in yoga. Lesson planning. Meeting the differing needs of students
* Yoga breath awareness and breathing practices in theory and teaching
* Yoga relaxation
* Introduction to the history of yoga and source philosophical texts

**Part 2: The Teaching and Philosophy of Hatha Yoga.**

This Part continues to develop teaching skills and contains detailed study of hatha yoga. It includes the following areas of learning:

* Hatha Yoga and the Hatha Yoga Pradipika
* Prana and the Pranic System
* The Pancha Maya Koshas
* Pranayama including Mudra and Bandha
* An introduction to selected Upanishads
* Study of vulnerable areas of the body and detailed study of specific asana
* Yoga course planning

**Part 3: The Teaching and Philosophy of Meditation.**

The final Part of the course refines teaching skills and contains the detailed study of Patanjali’s Yoga Sutras, aspects of the Upanishads and the Bhagavad Gita and the theory, practice and teaching of meditation. It includes the following areas of learning:

* The philosophical context of yoga
* Patanjali’s Yoga Sutras
* Aspects of the Upanishads and the Bhagavad Gita
* Meditation in theory and teaching
* Progression in yoga including the detailed study of specific asana

More detail about the BWY Syllabus can be found in the BWYQ Diploma in Teaching Yoga Syllabus and Assessment Strategy

**Section 2: Policy and Practice Documents**

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**2.0 DUTY OF CARE POLICY**

**Guidance for Teachers of Yoga**

As a teacher of Yoga you have a responsibility to take all reasonable steps to ensure the safety and well being of those you teach, according to the standards of a reasonably competent Yoga Teacher. This BWY document is for guidance purposes. It provides a basic explanation of the Duty of Care and some suggestions of useful steps that teachers of Yoga can take to evidence that they have attempted to comply with that duty. It is not intended to be an exhaustive statement of the law in this area.

As a self employed teacher of Yoga you are personally responsible for complying with the Duty of Care to your students and you will be personally liable in the event of a breach of that Duty.

If your training is the BWYQ Diploma in Teaching Yoga or other BWY recognised teacher training course through the accreditation programme, the standard applied is that of the reasonably competent Diploma holder. If however you hold yourself out as having specialist expertise, for instance teaching classes specifically for pregnant women, children, or as yoga therapy, the standard is respectively that of the reasonably competent pregnancy yoga teacher, children’s yoga teacher or yoga therapy teacher.

**Your duty of care includes:**

# Teaching to the level of experience and physical capacity of your students.

# Offering modified practice appropriate to individual students and explaining areas for caution relevant to individual medical conditions.

# Teaching within your training and experience and where a student attending your class is suffering from a medical condition outside your knowledge seeking further training or expert advice and referring your student to their doctor or other health professional.

# Recognising that where you do not have the knowledge to safely teach a student you should not do so.

* Ensuring your students can progressively take responsibility for their own safety by giving them the information they need to do so. This does not absolve you from your own responsibility but it acknowledges that adults also take responsibility for themselves.
* If you teach groups of students with specific needs, for instance pregnancy classes, children’s classes, or classes for special needs students you must have the training/experience to do so safely.

**2. Risk Assessment:**

2.1. Your duty of care extends to:

* Seeking the information you need to teach your students in an informed way. This includes asking for information about the level of students experience, physical capacity and health. It also includes observing students as you teach and adjusting your teaching according to your observations.
* Taking all reasonable steps to ensure a safe practice environment.

2.2. These together form the basis of ‘risk assessment’ in yoga, namely the factors specific to individual students that may create a risk of injury to them and the factors in the external environment that could do so. Risk assessment is an ongoing responsibility. Students’ personal circumstances change, as do environmental factors and you need to be aware of these changes.

However you are not responsible for risks you could not have reasonably foreseen in

accordance with your professional knowledge and training.

2.3. Where you identify a risk to your students it is your responsibility to take steps to remove it. This may be as simple as re-stacking furniture in your practice venue or ensuring that the heating is turned on early enough to ensure the room is adequately heated. Where you identify a serious risk that cannot be removed, you should not continue to teach in that environment. Your responsibility is the same whether you are employed or self employed.

If you are employed and there are environmental risks that you cannot address, you should report them to your employing organisation and if they do not take steps to remove the risk you should cease to teach in the venue provided.

2.4. A simple checklist compiled for yourself provides evidence of the factors you have considered. Where a risk is identified a note of steps taken to reduce it should be kept as evidence.

**3. Health questionnaires:**

* Are a source of information enabling you to adjust your teaching to meet the needs of individual students.
* Give students the opportunity to inform you of medical conditions, injuries or structural problems that may be adversely affected by some aspects of Yoga practice.
* Provide evidence that you have sought the information requested in the questionnaire.

3.1. It is not the purpose of health questionnaires to list every conceivable medical condition. Asking questions about conditions about which you have no knowledge serves no purpose and gives the impression that you have knowledge that you do not. You should seek information about the conditions covered in your Yoga training, or that are within your own expertise if you have other training. You should also include an open question asking students whether they are receiving treatment or are suffering from any condition or injury that could be adversely affected by Yoga practice. Health questionnaires should also include a clause stating that where students are receiving medical treatment, or suffer from serious illness or injury, or are in any doubt as to their state of health, they should seek the advice of their doctor or other health professional before practicing yoga.

3.2 You should keep a note (perhaps using a tick box on the questionnaires themselves) that you have considered the responses and make a note of any further action you have taken arising from the responses, for instance in the form of modifications on lesson plans.

**4. Reporting Incidents and Accidents:**

4.1 If a student suffers an injury, or symptoms of an illness show themselves during a yoga class, you must make a contemporaneous record of it (at the time or immediately after the class). BWY have an accident report form which indicates the information to be recorded. If you are employed, your employer will have their own procedures for reporting accidents and you should be aware of and comply with these. You should always keep a register of those attending your class. Registers serve several purposes, one of which is to record witnesses of the circumstances of an incident or accident.

**The Health and Safety Executive have also stipulated that some serious injuries must be reported under ‘RIDDOR’**

4.2. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on employers, self-employed people and people in control of premises to report a range of serious injuries, diseases and occurrences by the quickest means possible. Hopefully you will never find yourself in this situation but you should be aware that it is your responsibility to report a death or major injury which leads to a student being taken from the venue in which you are teaching to hospital.

4.3 You must also keep a record of any reportable injury. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event. You can keep the record in any form you wish.

4.4. Details of reportable major injuries are appended to this guidance with the current contact number for the Incident Contact Centre.

4.5 There is also a duty to report ‘dangerous occurrences that do not result in injury but could have done’. You should familiarise yourself with the nature of these dangerous occurrences by looking on the RIDDOR website.

**5.** **Emergency Procedures:**

If you are employed your employer should have a procedure in place in the event of an emergency. If you are self employed you should put in place your own. Students should be aware of emergency exits from the building and meeting points. Checking the register will ensure that everyone is accounted for. A simple checklist provides evidence of what action you would take in an emergency.

**6. Keeping Records:**

Records are evidence of the steps you have taken to discharge your duty of care. The records you should keep include:

* Registers
* Records of the experience and physical capacity of students/health questionnaires
* Schemes of work for terms of teaching together with class plans showing the practices taught and modifications offered. If changes are made during teaching these should be noted
* Records of accidents/incidents
* Checklist for emergency procedures
* Checklist for risk assessment

# 7. Duty of Care: Child Protection/ ‘Safeguarding’ Children. (A child in this context refers to any young person under the age of 18)

7.1.As a teacher with the BWY you agree to read the current BWY Child Protection Policy, abide by its principles and obligations, ensure you have appropriate training and undergo the BWY Safeguarding vetting procedures (via the Equity & Welfare Manager).

7.2. If you wish to teach yoga classes for children, you need knowledge and training beyond that contained in the BWY Diploma Course. This training includes:

* Child Protection: How to recognise, record and report child abuse and how to support a child who has made a disclosure without interfering with a child protection investigation.
* The steps you need to take in teaching children, to safeguard yourself from criticism or allegations being made against you.
* Stages in children’s development and how to teach effectively and safely according to a child’s physical and emotional maturity.
* Ethical considerations in teaching children.

7.3. BWY gives additional guidance which is published on BWY website and in Spectrum, including advice on what you need to take into account if you are asked to accept a child into an adult class, or if you are asked to teach a ‘taster’ children’s class. The detail of Child Protection Policy is an area in which you may need further advice and is the responsibility of BWY’s Lead Child Protection Officer (Equity & Welfare Manager).

8. **Insurance**

8.1. It is your responsibility to ensure that you are insured at all times when you teach. This means that you must keep your BWY teaching membership up to date as your insurance premium is included in your membership. If you teach uninsured and a student suffers injury as a result of your proven negligence you are personally liable to pay compensation and you could lose your personal assets. If you are unable to pay compensation an injured person will go uncompensated.

8.2 You should be aware of the risk for which you are covered under the BWY insurance policy and any specific exclusions from cover. Coverage is subject to change according to the policy of the insurance company but broadly you are insured to teach:

* In accordance with the training you have received and your own expertise. It follows that if you teach outside your training and expertise and a student suffers injury as a result of your negligence the insurance company may refuse to pay out on the claim made against you.
* The insurance company will reach its decision based on an investigation of the circumstances of each individual case, so it cannot be said with certainty when a claim for compensation will be denied, however a non exhaustive list of factors that will be taken into account are:
* Whether you have complied with the policy guidance issued by BWY
* Whether you have taught within your professional Yoga training and other relevant training/experience
* Whether you have complied with post Diploma continuing professional development requirements
* You should also note that BWY stipulates that all its teachers must hold a current first aid certificate at all times when they teach.

**Equity Policy – Recognising the Equality and Diversity of students in Yoga classes and promoting Inclusion**

* You should have read the BWY Equity Policy and Ethical Code of Conduct for Teachers and have regard to of the ethical issues and issues of equality you need to be aware of in teaching Yoga.

**Appendix to ‘Duty of Care – guidance for teachers of Yoga’ :**

***Reportable major injuries under RIDDOR are:***

* fracture, other than to fingers, thumbs and toes;
* amputation;
* dislocation of the shoulder, hip, knee or spine;
* loss of sight (temporary or permanent);
* chemical or hot metal burn to the eye or any penetrating injury to the eye;
* injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
* any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
* unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
* acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
* acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Currently the easiest way to report is by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions.

Duty of Care and Associated Documents originated July 2009

Reviewed and revised May 2011

**2.1 BWY CHILD PROTECTION POLICY STATEMENT**

The British Wheel of Yoga will:

* Accept that all young people regardless of age, gender, ability, race, creed, nationality, ethnicity, sexual orientation and/or social/economic status have a right to be protected from abuse.
* Accept the moral and legal responsibility to provide a duty of care for young people and implement procedures to safeguard their well-being and protect them from abuse.
* Respect and promote the rights, wishes and feelings of young people.
* Recruit, train and supervise its employees, volunteers, teachers and accredited organisations to adopt the best practice to safeguard and protect young people from abuse and themselves against false allegations.
* Require employees, volunteers, teachers and accredited organisations to adopt and abide by the British Wheel of Yoga’s Code of Ethics and Conduct and the Child Protection Policy and Procedures.
* Respond to any concerns and/or allegations appropriately and swiftly, and implement the appropriate disciplinary and appeals procedures.
* Accept its duty to implement a Child Protection Policy that protects and upholds the safe practice of teaching yoga to children, as part of its overall aim to provide good, safe, qualified teachers. A qualified British Wheel of Yoga teacher will be expected to uphold these values and respect the Child Protection Policy and processes.
* Accept that it is the responsibility of the statutory child protection experts to determine whether or not abuse has taken place, however it is everyone’s responsibility to report any concerns.
* Accept the right of all children and young people to practise yoga in an enjoyable and safe environment.

Concerns relating to Child Protection issues may be sent to:

The Equity & Welfare Manager, BWY Central Office, 25 Jermyn Street, Sleaford, Lincs, NG34 7RU Tel. 01268 775750 e-mail [cpandequity@bwy.org.uk](mailto:cpandequity@bwy.org.uk)

**The full BWY Child Protection Policy is available for view on** [**www.bwy.org.uk**](http://www.bwy.org.uk) **or directly from the Equity & Welfare Manager**

National helpline numbers include:

NSPCC helpline: 0808 800 5000 Childline UK: 0800 1111

**2.2. BWY CODE OF ETHICAL PRACTICE: BWY DIPLOMA HOLDERS**

Teachers should comply with the principles of good, ethical practice as listed below:

* Respect the right, dignity and worth of every person and treat everyone equally within the context of yoga.
* Place the well-being and safety of the student above the development of the practice. They should follow all guidelines laid down by The British Wheel of Yoga and hold appropriate insurance cover.
* Develop an appropriate working relationship with students (especially children), based on mutual trust and respect. Teachers must not exert influence to obtain personal benefit or reward.
* Encourage and guide students to accept responsibility for their own behaviour and practice.
* Hold up-to-date and appropriate teaching qualifications.
* Ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
* Clarify with students at the outset (and where appropriate with their parents) exactly what is expected of them and what they are entitled to expect from the teacher.
* Cooperate fully with other specialists (e.g. other teachers, doctors, etc.) in the best interests of the student.
* Always promote the positive aspects of yoga (e.g. non-competitiveness) and never condone rule violations such as bullying.
* Consistently display high standards of behaviour and appearance.

Concerns relating to Equity may be sent to:

The Equity & Welfare Manager, BWY Central Office, 25 Jermyn Street,

Sleaford, Lincs, NG34 7RU Tel 01268 775750 e-mail [cpandequity@bwy.org.uk](mailto:cpandequity@bwy.org.uk)

**2.3. BWY ETHICS AND CODE OF PRACTICE – FURTHER GUIDANCE**

**Identifying and Enhancing the Moral and Ethical Basis of Yoga**

Ethical standards comprise such values as integrity, responsibility, competence and confidentiality. BWY teachers and accredited teachers, in assenting to this Code, accept their responsibility to their students, colleagues, to society and to the BWY itself. In support of these principles, Yoga teachers subscribe to standards in the following areas:

1. Issues of responsibility

2. Issues of competence.

**Traditional Ethics of Yoga**

Yoga is founded on ethical principles and has its own built in code of ethics. This comes from the classical source of Astanga Yoga - the eight fold path. The first step on this path is the concept of Yama, giving us guidance on how we relate to others and the world around us. It has five aspects:

1. Ahimsa: Non-violence - this means we should treat all others with respect, doing nothing to cause harm, physically or psychologically.

2. Satya: Honesty/truthfulness - we should act in an open and honest way in all that we do and say.

3. Asteya : Non-stealing - this refers to misappropriation of ideas as well as

material theft.

4. Brahmacharya: Restraint - maintaining respect for oneself and others.

5. Aparigraha: Non-greed - not hankering after the achievements and possessions of others.

The above list encompasses all the issues we need to address as yoga teachers within modern society. These concepts are now presented in a framework that uses up to date language and relevant situations.

**Issues of responsibility**

1 Teachers must respect the rights, dignity and worth of every human being and their ultimate self-determination. Specifically, teachers must treat everyone equally, within the context of Yoga, regardless of gender, ethnic origin, religion or political persuasion.

2. The good Yoga teacher will be concerned primarily with the well-being, health and development of each individual student, respecting their limitations and reasons for coming to Yoga classes.

3. A key element in teaching Yoga is the development of independence. Students should be taught how to practise safely on their own and to take responsibility for their own development and self-determination.

4. Teachers are responsible for setting and monitoring boundaries in keeping professional relationships with their students. These relations rely heavily on mutual trust and respect and this means that the student should be made aware of the Teachers qualifications and experience. They should be given the opportunity to decline any aspect of practice they feel may be unhelpful.

5. Teachers should display commitment, initiative, honesty, integrity and a proper sense of responsibility, honouring the trust reposed in them by students, employers, colleagues and the general public.

6. Teachers should clarify in advance with students and /or employers the number of sessions, fees and methods of payment. They should also discuss with them the expected outcomes of the teaching.

7. Teachers should communicate and co-operate with other teachers and allied professionals in the best interest of their students. If a student attends class presenting possible contra-indications, they should be referred to their medical adviser for advice before proceeding with practice.

8. Advertising by teachers in respect of qualifications should be accurate and professionally restrained.

9. Yoga teachers shall not display any affiliation with an organisation in a manner that falsely implies accreditation by that organisation.

10. Yoga teachers should refrain from public criticism of fellow teachers and other Yoga organisations. Differences of opinion should be negotiated with discretion and more serious disputes should be referred to the BWY.

11. Yoga teachers inevitably gather a great deal of personal information about their students in the course of a working relationship. All such information must always be regarded as strictly confidential and kept as such.

12 The Yoga Teachers must consistently display high personal standards and project themselves in a manner befitting the discipline, with their students, employers and members of the general public.

13. Personal appearance is one of individual taste but the Yoga teacher has an obligation to project an image of health, cleanliness and calm.

14. Yoga Teachers have a responsibility to ensure the safety of their students within the limits of their control. All reasonable steps should be taken to establish a safe working environment.

15. The work done and the manner in which it is done should be in keeping with the basic tenets of Yoga. The programmes taught should be suitable for the age, experience and ability of the groups.

**Issues of Competence**

1. Yoga Teachers shall confine their teaching to areas of Yoga in which they have studied, practised and trained. They should not bring other disciplines into the Yoga class in which they have no experience or professional expertise.

2. Yoga Teachers must be able to recognise and accept when to refer students to other teachers, when those students would benefit from more experienced coaching or where more specialist application is required. It is the teacher’s responsibility, as far as possible, to verify the competence and integrity of the person to whom they refer the student.

3. Yoga Teachers should regularly seek ways to increase their professional and personal development. They have a responsibility to keep abreast of developments and are asked to fulfil the In-Service Training requirements of the British Wheel of Yoga, which are designed to enhance their professional skills.

4. Yoga Teachers should welcome evaluation of their work by colleagues and be able to account to employers, students and the BWY for their actions.

5. Yoga Teachers have a responsibility to themselves and their students to maintain their own effectiveness, resilience and abilities and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or withdraw from teaching, whether temporarily or permanently.

**2.4. REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATION POLICY AND PROCEDURES (SUMMARY)**

**Considering the Needs of all Students**

2.5.1 The BWYQ and BWY are fully committed to an unimpeded access to, and equal opportunities in, assessment and will consider, during the development process, the needs of all potential candidates, including those with a range of impairments which would not prevent them from discharging their teaching duties competently on qualifying. To this end, the BWY will strive to support all its tutors to make all BWYQ qualifications and associated assessment tasks accessible to all those candidates who are capable of demonstrating their teaching competence, thereby also minimising any later need to make reasonable adjustments for them. If, however, it is felt that, despite the accessibility of the qualifications, a candidate with a particular assessment requirement should be offered extra assistance, this will be done. In such cases, tutors will be able to make, reasonable adjustments for candidates with particular assessment requirements to ensure that they can access assessment and demonstrate attainment.

2.5.2 Student teachers who believe they may qualify for a reasonable adjustment to be

made have a responsibility to make their request before a course commences or as

soon as the need for such adjustments are identified. Evidence may on occasion be

required.

**Special Considerations**

2.5.3 Students are asked to note that special considerations differ from reasonable adjustments in that they relate to unforeseen circumstances which result in a temporary indisposition and/or unavailability for assessment. By contrast, reasonable adjustments cater for longer-term impairments and disabilities which manifest themselves well in advance of assessment and can, therefore, be accommodated with some preparation. In the interests of access to, and fairness in, assessment, the BWYQ is prepared to give special consideration to candidates who suffered temporary illness, injury or indisposition at the time of assessment and either:

* were prevented from attending an assessment session/completing an assessment task by the specified date,

or

* attended assessment but believe that circumstances beyond their control, such as a sudden indisposition, affected their assessment performance adversely.

2.5.4. The full policy is available in the BWYQ and BWY Qualifications Manual.

**2.5. BWY EQUAL OPPORTUNITIES STATEMENT**

BWY is working towards a policy of Equal Opportunities and open access for any person seeking employment, or a volunteer role within the organisation.

The BWY will meet its statutory requirements under the Equality Act 2010 and related legislation. It will not discriminated against anybody taking part in any of its programmes or services on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief (or lack of belief), sex or sexual orientation.

BWY in its own right and in its governing body role is actively seeking to provide equal access to all activities, services and educational opportunities. BWY will continually examine the support and information needs of particular groups and individuals. BWY will co-operate with local education authorities, health authorities, organisations connected with all areas of recreation and training and with the community in general.

The BWY will adopt good practice in staff recruitment and development, involvement of trustees and other volunteers, as well as through its marketing, promotion and fund raising work.

BWY will regularly monitor and evaluate its equal opportunities policies.

**The full BWY Equity Policy document is available from the website or directly from the Equity & Welfare Manager**

[**www.bwy.org.uk**](http://www.bwy.org.uk)

[**cpandequity@bwy.org.uk**](mailto:cpandequity@bwy.org.uk)



**2.6 BWY Accident Report Form**

*This form should be used if a student suffers an injury or symptoms of a serious illness during a yoga class. It should be completed as soon as possible after the event. The report form has three sides and is in 4 parts, each of which should be completed as far as reasonably possible.* ***The report should be******sent without delay to the Equity & Welfare Manager, BWY Central Office, 25 Jermyn Street, Sleaford, Lincs NG34 7RU****.*

*If the incident results in hospital admission and falls under the terms of the Reportable Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), it must also be reported to the Incident Contact Centre. See the end of this form for further information. It is the teacher’s responsibility to do this.*

**PART 1 About the person who was involved in the incident**

Name

Address

Telephone number (s)

BWY member: Yes / No

Membership number (if yes)

**PART 2 About the person filling in the form, if different from above**

Name

Address

Telephone Number (s)

BWY Membership number

Signature ..............................................................................................................................

**PART 3 About any person who actually witnessed this incident**

Name Name

Address Address

Telephone number (s) Telephone number (s)

BWY member: Yes / No BWY member: Yes / No

Membership number (if yes) Membership number (if yes)

Signature ........................................................ Signature ....................................................

**PART 4 About the incident or accident**

When it happened (date and time)

Where it happened

How the incident or accident happened - *give as much detail as you can and include*

1. *The cause if known*
2. *The nature of the personal injury*
3. *If any treatment was given by a qualified First Aider*
4. *Whether the person was taken to hospital, if so state hospital and whether admitted*

*Continue overleaf if necessary*

**Part 4 continued** ........

**Note – further information about RIDDOR. *Reportable major injuries are:***

* fracture, other than to fingers, thumbs and toes;
* amputation;
* dislocation of the shoulder, hip, knee or spine;
* loss of sight (temporary or permanent);
* chemical or hot metal burn to the eye or any penetrating injury to the eye;
* injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
* any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
* unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
* acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
* acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Currently the easiest way to report is by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions

BWY Accident Form reviewed and revised January 2012

**2.7 GUIDANCE ON TEACHING YOGA TO PREGNANT WOMEN**

1. **PURPOSE**

The purpose of this operating procedure is to give safety guidelines to teachers who may have a pregnant woman in their general classes.

1. **GENERAL PRECAUTIONS**

* It is important to establish that there are no complications and that women are practising with their doctor/midwife’s approval.
* Where possible, pregnant women should attend a specialist pregnancy yoga class run by a properly trained teacher who understands pregnancy yoga.
* Remember that pregnant women can be vulnerable and may require reassurance and need permission to relax.
* Because of the high incident of miscarriage during the first trimester, it is not advisable to teach asana to women until the pregnancy is well established - from fifteen weeks onwards.  Note that most miscarriages occur between the twelfth and fourteenth weeks, as this is the time that the placenta takes over production of progesterone from the Corpus Luteum. If you are able to offer specialised breathing and relaxation classes during the first trimester, this is extremely beneficial in stabilising the hormonal fluctuations, moods and exhaustion which are associated with early pregnancy.
* Pregnant women may need advice on eating little and regularly; digestion takes longer during pregnancy but going too long without eating may cause dizziness, nausea or fainting. The usual advice about not eating before yoga practice must be modified e.g. it’s fine to eat a banana before class if food has not been taken for some time.
* Ensure you advise pregnant students on coming out of the postures, especially side-bends (to avoid stressing the sacroiliac) before they enter the posture, as they must be able to feel free to come out any time.
* Every pregnancy is unique and it is important to encourage pregnant students to learn to listen to their bodies. How they feel is their best guide to what they can or cannot do. They should avoid anything which does not feel right for them personally.

**3.0 TO BE AVOIDED AT ALL TIMES**

* Lying supine from 16 weeks onwards (this can compress the inferior vena cava, affecting the blood return from the legs, causing dizziness and restricting the blood supply to the baby). Note that women may be comfortable supine with legs bent or up against the wall but must be supported by wedge or cushions/blocks bolsters raising the body to an angle of 40% at the head. If in doubt, they should lay on their left side. A semi-supine posture, unsupported, is safe providing the woman is moving, for example in dynamic twist or dwi pada pitham.
* Jumping into postures (too much stress on the cervix).
* Standing still for longer than two minutes or holding postures statically for any longer than is comfortable  (prolonged standing postures are inappropriate: they are tiring, may encourage varicose veins, and women may feel faint)
* Over-stretching (ligaments and tendons soften during pregnancy but will not rebound if over-stretched, causing problems in later life)
* Back-bends (too much compression of the lower vertebrae)
* Deep unsupported squats in the third trimester (from thirty two weeks in first-time mothers, from thirty four weeks in subsequent pregnancies) - Squatting can close the pelvic inlet at this stage in pregnancy when the baby is trying to engage into the pelvis and may compromise the sacroiliac joints
* Inverted postures (may compress the placenta, interrupting the flow of oxygen to the baby. Can also be problematic with high blood pressure)
* Breath retention (restricts the flow of oxygen to the foetus)
* Bhastrika, Kapalabhati and Uddiyana Bandha (could over-stress the abdominals and cervix)

With special thanks to Wendy Teasdill, Marion Symes

And Tara Fraser – updated May 2009

**2.8 BRITISH WHEEL OF YOGA**

**COMPLAINTS PROCEDURE**



**1. What is a complaint?**

1.1. A complaint is an expression of dissatisfaction, either written or spoken. A complaint can be made by an individual or a group. You may wish to complain if you are not satisfied with the way you have been treated, the service you have received or the tuition you have received from the British Wheel of Yoga or a British Wheel of Yoga course or tutor.

### 2. Principles of British Wheel of Yoga complaints procedure

2.1. The British Wheel of Yoga recognises that complaints are an important part of member feedback.

* All complaints will be investigated fully and fairly.
* If the complainant is not happy with the result of the response to the complaint, they will have the right to appeal.

2.2. The British Wheel of Yoga is committed to ensuring that its services and courses are of the highest quality. The complaints procedure enables The British Wheel of Yoga to respond clearly and properly to complaints and to know when and why people are not satisfied with its services and courses, so that it can improve them.

### 3. Who can make a complaint?

3.1. This procedure is for anyone who has received a service from the British Wheel of Yoga or a British Wheel of Yoga qualified teacher. For those who wish to make a complaint against a British Wheel of Yoga Accredited Group, in the first instance should apply directly to the Accredited Group and follow the group’s policy and practice procedures.

3.2. This procedure does not cover complaints made by British Wheel of Yoga paid staff, volunteers and trustees who need to follow agreed grievance, disciplinary or other internal procedures.

Complaints about BWY employees should be addressed to the Chief Executive Officer

### 4. Procedure - Complaints about the British Wheel of Yoga or a British Wheel of Yoga teacher/course:

4.1. If your complaint is about The British Wheel of Yoga or a British Wheel of Yoga qualified teacher, then there are three stages that you can go through to try and resolve the problem. You may wish to involve an advocate, friend or someone else to support you at any stage. If you need a sign language or a community language interpreter, please let the person dealing with the complaint know and every reasonable effort will be made to provide it.

### The three stages are:

4.2. **Stage One (Informal)**

In the first instance it is the responsibility of the complainant to make an attempt to resolve a problem with the tutor or individual concerned.

4.3. **Stage two (Formally registering a complaint)**

If you are not satisfied with the response you have received at stage one (informal) you should then use stage two of this procedure.

* + 1. Outline the details of your complaint by e-mail at [cpandequity@bwy.org.uk](mailto:cpandequity@bwy.org.uk) or by letter or audio tape and send it to the Equity & Welfare Manager, 25 Jermyn Street, Sleaford, Lincolnshire NG34 7RU (marked private and confidential). If your complaint is about the Equity & Welfare Manager then you need to address it to the CEO of the British Wheel of Yoga (marked private and confidential) at the same address. Your complaint will be acknowledged as soon as possible. The letter will contain the following information:

1. Name, address and telephone number of the person who will investigate the complaint
2. What support you can receive during the process of the complaint, e.g. in terms of making information accessible, using interpreters etc
   * 1. In exceptional cases, for example, where a child or vulnerable adult is involved, in accordance with national guidelines and good practice the identity of individuals at risk will be protected.
     2. The complaint will be investigated and considered by a Panel of three – the CEO, the Equity & Welfare Manager and a third person who will be an educational expert selected by the Panel and the Education Committee Chair.

Other BWY officers may be informed of the complaint and the outcome of the investigation on a need to know basis – for example Regional Officer, Education Committee Officer.

The investigation may involve all or some of the following courses of action, as appropriate to the individual case

* The subject of the complaint will be asked for their written response and version of events
* A meeting between the subject of the complaint and the Panel
* An assessment of teaching competence
* Further information may be sought from third parties with regard to the background (for example from other students on a course)
  + 1. You will be kept informed at regular intervals as to how the investigation is progressing and timescales involved. You may also be asked for further information and comments to ensure that the Panel has a balanced understanding.
    2. When the Panel has made a decision, you will receive a formal written response to your complaint. The response will include the following information:
* A decision about whether the complaint was upheld or not
* The reason for the decision
* The redress, if appropriate, which will be offered to you
* Any other action that may be taken in light of the complaint

**4.4. Stage Three (Appeal)**

4.4.1. You have a right of appeal against the decision of the Panel. Any appeal must set out reasons why you consider the appeal to be merited. You must lodge your appeal within 10 working days of receiving the decision, sending it to the Equity & Welfare Manager (or the CEO if the complaint is about the Equity & Welfare Manager)

4.4.2. An Appeals Panel, normally of three members, will be convened to consider your appeal. The Equity & Welfare Manager will be responsible for ensuring the panel is appropriately representative. Panel membership will be restricted to people who have had no previous involvement in the investigation and consideration of the complaint.

4.4.3. Members of the Appeals Panel will:

* Consider whether the grounds for appeal are reasonable
* Read through the necessary paperwork and speak to any relevant individuals involved with the complaint as they consider necessary
* Make a final decision

4.4.4 The Chair of the Appeals Panel will write to you as soon as possible, to confirm:

* the final decision about the complaint
* the reason for the decision
* the redress, if appropriate, which will be offered to you
* any action that may be taken in light of the complaint.

**5. Accountability**

5.1. The Equity &Welfare Manager is responsible for the efficient operation of the Complaints Procedure. Responsibility for carrying out investigations of complaints may be delegated to appropriate personnel in the British Wheel of Yoga, under the authority of the CEO.

**6. Review**

6.1. This procedure was revised in 2011 and will be reviewed at regular intervals.

**7. Recording complaints**

7.1. The Equity & Welfare Manager will ensure that a record of all complaints is maintained and will furnish the relevant BWY committees with information regarding the totality of complaints received, reasons for complaints and how any underlying problems may be resolved.

**Details of Complaint**

by e-mail at [cpandequity@bwy.org.uk](mailto:cpandequity@bwy.org.uk)

or by letter or audio tape to

The Equity & Welfare Manager, 25 Jermyn Street, Sleaford, Lincolnshire NG34 7RU

(marked private and confidential).

**Plagiarism**



Deliberate Plagiarism is unacceptable at any stage of the course as it is simply cheating. It also detracts from the academic and personal development aspects of the course.

**Plagiarism is defined as:**

* Copying another person’s ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one’s own.
* Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
* Using -text documentation that is not in the referencing of an assignment

Sometimes students do not realise that they are plagiarising and this can cause unnecessary distress, therefore it is important that you follow your tutor’s guidelines on how to write assignments: cite and reference sources so that you do not plagiarise and check that you are clear of the definitions above. The penalties for plagiarism, according to three levels can be found in the BWY Plagiarism policy, which guides the tutor how to deal with incidents of this kind.

**Internet usage**

A common cause of Plagiarism is cutting and pasting from the Internet. It is not acceptable to cut and paste chunks of information off the Internet and present it as your own, nor is it acceptable to use another students’ work as your own that may have been found on a website or elsewhere. All work must be cited, fully referenced and placed in quotation marks or set out as indented paragraphs. Remember your tutor will guide you how to do this, if necessary.

BWY wants its students to grow their own powers of research and presentation, to develop discernment in the materials included in assignments and to evidence that they are able to study a range of ideas and pull together their own thoughts from the various points of view, presented in different texts without stealing the ideas of another.

Further Reference :

BWY Plagiarism Policy document April 2012 available from Central Office

**DATA PROTECTION**



This is relevant to yoga teachers in terms of collecting and storing information about students in the form of health questionnaires for example.

* To collect information about a person, there is a need to justify why it is required.
* The individual has a right to see the information kept about them should s/he ask to see it.
* The information collected must be adequate, relevant and not excessive in relation it its purpose.
* It must be accurate and kept up to date (hence teachers should issue fresh forms every now and again for students who come to class over a long period of time).
* Information should not be kept longer than is necessary (so destroyed when student no longer attending the class).
* Information should not be passed on to a third party (refers to 'selling on' data). There are stated exceptions to this, for example an insurance claim or a case involving the police or social services in the case of a child or vulnerable adult.
* Information should be kept stored securely.  Guidance for teachers working from home are that handwritten documents should be stored in a cabinet or out of view (i.e. not left lying in the open) or when stored electronically on a home computer, password protected.

01.09.11 Helen Smith

BWY Equity and Welfare Manager



STUDENT QUESTIONNAIRE

to be filled in when joining yoga class

All information given will be treated in the strictest confidence and stored in accordance with Data Protection legislation.

**Name** ........................................................................................................................................

**Address** ....................................................................................................................................

**Telephone number** Home ............................................. Mobile .............................................

**e-mail** ........................................................................................................................................

**Emergency contact name and tel. no** ....................................................................................

Have you attended a yoga class before? ..................................................................................

If yes, how long have you practiced yoga? ...............................................................................

If yes, what style of yoga have you practiced? (if known) ........................................................

How did you hear about this class? ..........................................................................................

Do you participate in any other physical activity, e.g. gym work, jogging, swimming, aerobics, badminton, cycling, walking or other?

...................................................................................................................................................

How regularly do you do this? ...................................................................................................

The following information is required to ensure your safety. Whilst yoga may be practised safely by the majority of people, there are certain conditions which require special attention. If you are unsure please consult your GP before commencing class. Please tick the boxes below if you have any of the following medical conditions.

These conditions require specific modifications to your yoga practice. If yes, please give details.

* abdominal disorder or recent surgery 🗌
* arthritis (osteo or rheumatoid) 🗌
* back pain (if known cause please state) 🗌
* knee problems 🗌
* hip problems 🗌
* shoulder or neck problems 🗌
* heart disorders 🗌
* high blood pressure 🗌
* low blood pressure 🗌

These conditions may affect your practice and so provide useful information for your tutor.

* asthma 🗌
* diabetes 🗌
* auto-immune disorder (e.g. M.E. M.S. Lupus etc) 🗌
* epilepsy 🗌
* anxiety/depression 🗌
* sensory disorder affecting eyes or ears 🗌
* balance affecting disorder 🗌
* other (to be discussed with tutor) 🗌

Are you /could you be, pregnant, or have you given birth in the last six weeks? Yes/No

Do you have any old injuries that still trouble you? Or any other

medical conditions not covered above that might be adversely affected by yoga practice?

Yes/No

If yes, please provide details.

……………………………………………………………………………………………………………

Have you had any recent operations (in the last two years)? Yes/No

If yes, please advise what the operation was.

……………………………………………………………………………………………………………

DECLARATION

I confirm the above information is correct. I understand that it is my responsibility to :-

* check with my doctor if I have any difficulties or concerns about my ability to participate in

the yoga class.

* advise the yoga tutor of any change in my medical information
* follow the advice given by my doctor and/or yoga tutor.

Name (please print)…………………………………………….

Signed………………………………………………….…….. Date………………………………..