

YOGA MOMENTS: DEMENTIA FRIENDLY YOGA TERMS AND CONDITIONS

A. COURSE REQUIREMENTS

All students are required to have a regular Yoga practice and to work in harmony with Yamas and Niyamas and our code of practice and associated policies.

We welcome applications from accredited Yoga Teachers and people with 2 years or more experience of Yoga and have a regular personal Yoga practice.

We welcome applications from people who have 2 or more years experience of dementia in a personal or professional capacity.

All students should have:

- A minimum of 2 years personal Yoga practice is essential
- You should have a current PVG/Safeguarding qualification for working with older vulnerable people.
- A valid and current First Aid Certificate
- We especially welcome people with experience of dementia in their personal or professional lives

Yoga Teachers Students should be accredited Yoga Teachers with a minimum of 200 Hours and with a minimum of 2 years teaching practice.

People who are not trained or currently active Yoga teachers

If you are not a trained or a currently active Yoga teacher and wish to take part in this training, you must demonstrate a track record in your professional field and outline how you would like to incorporate yoga into your profession.

Reasons for study

As part of the application process, applicants will be asked to outline their reasons for taking the course and what they hope to achieve. This will be a short outline of between 300 and 500 words.

Code of conduct

We want to maintain high standards for us and you. Therefore, it is a course requirement that before you start your training, you sign a Code of Conduct

(see section I, page 6 below). It is imperative that you uphold this code of practice on a continuous basis.

Acceptance of conditions

We require that you give written affirmation of your acceptance of these conditions before you start the course.

B. ATTENDANCE

- Students are required to attend all components in full and complete all assignments and course requirements.
- All coursework and requirements must be met within 6 weeks of the completion of the course. In exceptional circumstances we may consider a further extension up to 3 months.
- Where assignments require further work, no extra charges will usually be made.
- Where an extension is required, this will be discussed with the student in the context of supporting their learning and well-being. We may require evidence to support extension requests.

C. BOOKING

Booking is via an application form which can be completed electronically or on paper. We may also be able to take your application over the phone for people with disabilities.

As part of the application process, you will be asked to outline your reasons for taking the course and what you hope to achieve. This is an essential part of our assessment process. There is a maximum of 16 places in the course and they will be allocated on a first come, first served basis.

Once we have accepted your application and confirmed your place, your place will be reserved. But please e-mail if due to unforeseen circumstances mean you are unable to attend. You will be required to pay a deposit when your application is accepted - this will be £50, payable when you accept your

offer, which must be within a week of the offer being made. Your full payment will be required a week in advance of the course.

We reserve the right to re-allocate your place if you have not paid your deposit or full fees by the required date.

If you wish to make a booking please or have any booking queries, please contact: sue@dfel.org.uk or phone Sue on: 07727 883 881.

D. WHAT IS/IS NOT INCLUDED

Included:

- Training and assessment by a qualified Yoga Alliance Professionals Trainer and Dementia Champion.
- A course manual and paperwork
- Subsidised Trainee Membership with Yoga Alliance professionals¹
- Subsidised join up fee if you upgrade your YAP membership within 14 days of graduating.

Not included: We do not cover:

- The costs of travel, accommodation and food (though a light lunch may be provided for some courses, please check the specific arrangements for each course.)
- Return of deposits outwith terms of the agreement
- Insurance - you should ensure that your Yoga Teacher insurance covers this. You can get insurance from Yoga Alliance Professionals. This includes trainee teachers.
- A certificate (paying the course fees does not guarantee you a certificate as you will need to successfully complete all assignments and attend 80% of the course)

E. PAYMENT AND REFUND POLICY

Payment Deposit dates:

- Payment of deposit is required when you are accepted onto the course
- Full course fees are required one month before the course date

Withdrawal

- If you withdraw a month or more before the course we will return your deposit.
- If you withdraw within a month of the course, we will return your deposit if we are able to reallocate your place.
- In exceptional circumstances, we may return your deposit without reallocation or offer a partial refund.

Payment of deposit and course fees should be made electronically where possible.

If you are paying by cheque, we require it to be cashed 1 month in advance of the course.

F. DISCOUNTS

We offer concessionary prices to seniors (people in receipt of state pension), full time students, people who are on a low wage or unemployed. Valid proof of identification will be required. We also offer concessionary prices to carers on receipt of written confirmation from their local Carers Centre, GP or other health professional.

G. CANCELLATION

If you wish to cancel your booking at any stage, or if you have to withdraw from the course when it has started, or have any other queries about cancellation, please contact: sue@dfel.org.uk or phone: 07727 883 881.

If you cancel more than 4 weeks in advance, you will be offered a full refund minus a 10% administration fee. If you cancel with less than 4 weeks notice no refund will be available.

If the course is fully booked and your place is taken up by someone on the waiting list, we will refund the cost minus a 10% administration fee.

We may request evidence to support your reason for cancelling before refunding a deposit or course costs.

We are sorry but we cannot offer a refund the day before or the same day of the training course.

In the situation where we have to cancel the course before it starts, we will give you a full refund or the option to be transferred to the course at a later date.

If we have to cancel whilst the course is in progress, we will arrange with you either future dates or provide a partial fund linked to how much of the course has been running.

H. COMMENTS & COMPLAINTS PROCEDURE

Our primary aim is to give you a great experience of learning about an important area of Yoga Practice. We welcome feedback from you at any

¹ We will forward your name and e mail address to YAP to be approved for free membership and upgrade. See also GDPR statement

stage of your contact with us and on anything you think is important. Your comments help us improve.

Stage 1 - If there is something that concerns you or you wish to complain about, please raise this with us on the day, where possible we will try to rectify things there and then, offer an explanation and apologise.

Stage 2 - If this does not resolve issues, please make your complaint in writing, by e mail, by phone or digitally. Or you can request to meet with either or both of us. You are welcome to involve a friend or advocate. If you feel this is not appropriate, you can speak to a DFEL Director.

As there are 2 people delivering the course, we will not usually be able to make your complaint anonymous, but if you feel this is important, we will do our best to do this.

When making a complaint please tell us:

- Your full name and contact details
- The date and location of alleged conduct
- Information about your complaint
- The name of the tutor related to your complaint
- Any evidence you have to support your complaint
- How you would like us to resolve the matter

We will acknowledge your complaint usually within 5 working days, often quicker. This will simply acknowledge that we have received your complaint and provide a timescale for a fuller response.

We will contact you to discuss the complaint and send a full response to you as soon as possible, and within 25 working days.

Stage 3 - We may need longer to address the case. For example, we may need to ask you for more information or to discuss the complaint with you - by phone, face to face digital (eg ZOOM) or by e mail. If we cannot provide a full

reply in 5 working days, we will contact you in writing, with information about the actions we have taken, progress and the likely date for a full reply.

We will do what we can to resolve complaints quickly, effectively and informally. Where this is not possible, we will ask you to provide a written account of your complaint (or orally).

Contact: Sue Northrop, sue@dfel.org.uk. tel: 07727 883 881

You can also discuss your concerns with a Governing Body, Yoga Alliance Professionals. www.yogaallianceprofessionals.org

I. CODE OF CONDUCT

Dementia Friendly East Lothian is committed to enhancing the quality of life, participation and rights of people living with dementia - ie people with dementia and care-partners, family and friends. This includes ensuring that we are fully trained and comply with the principles of good ethical practice

that promotes our aims and aspirations and that we promote these in all we do.

To maintain high standards for us and you, it is a course requirement that before you start your training, you sign the Code of Conduct. It is imperative that you uphold this code of practice on a continuous basis.

The Code of Conduct is a declaration of acceptable, ethical and professional behaviour. It lists the ethical goals that we require students to achieve to continue and complete training successfully.

- To ensure that safe and effective teaching is available to all students we teach, including people with dementia and carers
- To enhance public access to safe and effective Yoga teachers
- To fully understand the principles of effective dementia practice and how to apply it in Yoga practice
- To provide people with dementia and carers with access to the benefits of Yoga
- To respect and promote the rights, dignity and worth of everyone and treat everyone equally
- To create a safe and empowering environment for students
- To hold appropriate insurance and other requirements such as PVG appropriate for students and setting
- To develop an appropriate working relationship with students, based on mutual trust and respect
- To encourage and guide students to accept responsibility for their own behaviour and practice
- To hold up to date and nationally recognised teaching qualifications and be appropriately trained for any specialisms claimed
- To acknowledge and work within the limitations of my skills and scope or practice and where appropriate, refer students to another instructor or source of support or treatment
- To ensure that activities are appropriate to students
- To adhere to the principles of Yoga as outlined in the Yamas and Niyamas

You are required to conduct yourself in an appropriate manner at all workshops and training days. If you behave in a manner which in the opinion of DFEL is threatening, offensive or otherwise unacceptable, DFEL will have the right to bar you from that and future training or services. You will remain liable for all the fees and no refund of fees will be given. If you behave in a manner which, in the opinion of the third party venue in which the training day, or course day is taking place, is threatening, abusive, offensive or

otherwise unacceptable, they will have the right to take whatever action they deem appropriate.

PLEASE SIGN YOUR ACCEPTANCE of the CODE OF CONDUCT:

I confirm that I agree to abide by these requirements during and after the course and I accept that failure to comply with then will disqualify me from completing the course.

NAME	
SIGNATURE	
DATE	
DATE RCD BY TUTOR	

Please provide 2 signed copies, 1 copy for you and our for our records,

J. ADULT PROTECTION POLICY

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy applies to regulated work with protected adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

Dementia Friendly East Lothian aims to ensure that all the people we work with are kept safe from harm while they are with staff or Associates connected to our rganisation. Whilst living with dementia, whether or not there is a a diagnosis, is not an indicator of vulnerability or incapacity, living with dementia does involve living with complex, progressive and changing cognitive impairments. This can make people vulnerable in certain situations or occasionally.

Older people living in the community may also be vulnerable through loneliness and social isolation, trusting people because of their association with us. In order to ensure everyone we work with is safe and reassured, we will ensure our staff and community and business associates are carefully selected, screened, trained and supervised as appropriate.

To ensure these principles and practices of Adult Protection are taken into our training, we require students to complete a Disclosure Record (relevant to the project requirements) prior to starting the project and to hold a valid and

up to date PVG or Safeguarding Certificate for working with vulnerable adults. And to subscribe to our Code of Conduct.

Training

Our Adult Protection policy requires staff, associates and students to receive training appropriate to their role and expertise and for this to be embedded in training courses. Students are required to sign and abide by the Code of Practice for Dementia Friendly Yoga Training as a condition of the course.

Abuse

Dementia Friendly East Lothian understands that in addition to making a referral (a written report) to Disclosure Scotland, child protection issues concerning staff and associates (paid/unpaid), children and young people must always be referred to the child protection agencies (ie social work and/or police) for appropriate investigation. Concerns about older people will be referred to the local Adult Protection Committee in line with our Adult Protection Policy. Any issues of a criminal nature will be reported to the police.

Dementia Friendly East Lothian will ensure that the Lead Director will ensure that anyone involved in recruitment, training and supervision is aware of this policy and has received appropriate training and support to ensure its full implementation.

Legal issues

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred. It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

K. HEALTH AND SAFETY

You acknowledge that you are required to take ordinary care for the protection of yourself and others while attending the training and all activities associated with the course, including work undertaken outwith the teaching sessions. You take complete responsibility for your own safety and will not hold the tutors affiliated with Dementia Friendly Yoga responsible for any injuries or loss you may incur as a result of your participation.

Please confirm that you fully understand the terms above and agree to irrevocably release and waive any claims you have now or hereafter may

have against Dementia Friendly East Lothian CIC and Dementia Friendly Yoga.

I accept the above:

NAME	
SIGNATURE	
DATE	
DATE RCD BY TUTOR	

L. GENERAL DATA PROTECTION REGULATIONS 2018 DEMENTIA FRIENDLY EAST LOTHIAN

We support data protection because it allows people to stay in control of their data and how their personal information is used. We work within current UK and EU laws and regulations.

We ask students for information to enable us to run the training course. The information you provide will only be used for this purpose and you can choose how we communicate with you. We regularly review the data we hold.

You can request that we delete your personal information if you feel we no longer require it.

- The information will be held securely in line with current GDPR requirements, using password protected files and computers.
- Your data are only accessible to the Course Tutors - Melanie Clark and Sue Northrop
- Data will only be used to enable the efficient running of the course, and not for any other purpose
- We promise never to share your information with anyone else for any reason at all.
- At the end of the course we hold your details on our records for 7 years, in line with insurance requirements.
- At the end of the course we will seek your permission to stay in touch about training and dementia issues, but this is not a course requirement

Do you consent to us holding your data and using it this way?

YES/NO - please circle your answer

If **no**, please tell us why and what will resolve the problem below:

Signed and dated by the student:

Name: Printed	
Signature	
Date signed	
Date received by tutor	

M. Photographs and recordings

With your participation in our courses, events and activities, you give your full consent for any pictures, video and audio which are taken within the context of the service, or activity to be used for promotion and marketing activities

and material. It is your responsibility to inform DFEL if you do not wish to be included in these pictures, video and audio.

N. Copyright

The entire content, organisation, graphics, design, compilation, translation, digital conversion, printed and other materials related to DFEL services, events and activities are the property of DFEL.

O. Certification

Awarding organisation certificates to show successful completion of a course will not be issued until after DFEL has received payment in full for the course for which you are being certified.

All certificates will be issued in the name held on our records at the date you successfully complete the course. It is your responsibility to inform DFEL of any change of name.

AND FINALLY

Thank you for reading and agreeing to the terms and conditions outlined above through the document. Please sign below to indicate that you have read and agreed all the terms and conditions in this letter.

I confirm that I have read and understood these terms and conditions and that I agree to abide by them.

NAME			
SIGNATURE			
DATE			
DATE RCD BY TUTOR			

We look forward to meeting you soon!

Namaste