

Code of Best Practice: Shiatsu Schools

The responsibilities implicit in running a Shiatsu School cannot be underestimated and should not be undertaken without appropriate legal advice and advice from the Shiatsu Society about requirements regarding core curriculum, hours of teaching and MRSS requirements. There are a number of laws which apply to anyone running a business including:- Data Protection Act, Advertising Standards, Health and Safety Act, to name a few. Having undertaken this responsibility, it is essential that you are always clear and honest in your relationship with students, teachers, assistants, administrators and other professionals.

1. Responsibility

- a) Recognise and value the dignity of each student, irrespective of their race, class, gender, sexual orientation, religious beliefs, age, disability or other personal attributes.
- b) Encourage and facilitate the self-development of students, whilst also establishing clear working agreements, which indicate the responsibility of students for their own continued learning.
- c) Ensure that all staff are aware of the need to observe appropriate boundaries, avoid conflict of interest and abuse of power.
- d) Maintain adequate and appropriate insurance cover for themselves and their students.
- e) Abide by any laws, legal expectations and requirements.
- f) Ensure that teaching staff are suitably competent and will comply, as far as possible, with these codes.

2. Administration and Accountability

- a) Ensure that all information concerning courses including all costs, content, date and course requirements are put clearly in writing and given to the students before the course begins. It is advisable to obtain the students' signed acknowledgement of receipt.
- b) Be clear about all aspects of a student's learning and development that are to be assessed and about the procedures and criteria that are to be used. This information must be clearly communicated verbally and in writing at the beginning of the course. A learning agreement is a good way to ensure clarity, which could be signed by both parties.
- c) External verification of exams and assessment should be used to maintain standards and ensure fairness.
- d) Students should be given regular feedback on their progress. It is recommended that dated records of this be kept, with a copy provided to the student.
- e) Ensure that there are regular opportunities for students to discuss their training needs and respect and respond to their comments.
- f) Every effort should be made to adhere to preset course information. In the event of changes being unavoidable, students should be informed as soon as possible. This could be by personal contact but should be followed up in writing within a reasonable period.

- g) Any advertising and/or publishing of information must be accurate, uphold the integrity of the Shiatsu Society, and comply with laws on advertising practice.
- h) Schools are responsible for the provision of an appropriate safe physical and emotional environment that is conducive to the learning of students.
- i) Schools are responsible for the supervision of their students' Shiatsu practice within and outside the classroom as long as the student complies with any requirements made by their teachers.
- j) Schools must inform students of the level of insurance cover provided by the school for their practice and the need for the student to take out additional insurance when necessary (Rules and Regulations 10).
- k) Schools must maintain an appropriate complaint and appeal procedure that provides for an independent investigation and hearing of such complaints. These procedures should be available for students from the outset.

3. Records and Confidentiality

- a) All information about students should be recorded accurately and should be made available to them according to a specified procedure for access to records.
- b) Schools that maintain computer records of students must register with the Data Protection Agency and comply with their regulations.
- c) Confidentiality must be maintained with regard to information about students, obtained by the school. Information should only be provided to others with the written permission of the student, unless ordered by a court of law in the UK.
- d) Students must be informed information about them will be shared with other teachers within the school and their written consent sought. Care must be taken to ensure that this is purposeful and does not infringe their human rights.

4. Miscellaneous

- a) The School must demonstrate to the Society that any staff teaching on their behalf who are Shiatsu Society members are expected and encouraged to abide by the Rules and Regulations of the Society.
- b) The School must demonstrate to the Society that its contract with a student does not contravene the minimum provisions for a student's welfare as detailed in the Codes of Ethics and Practice
- c) If a student becomes a member of the Society, that the school actively encourages and supports the student in following the Society's rules, including the Codes of Ethics and Conduct.