

# **THE ITM CODES OF CONDUCT, ETHICS, & PRACTICE**

The Interactive Teaching Method (hereafter called the ITM) aims to promote the highest standards of professional practice for teaching the work of FM Alexander. This document provides guidance and information on different aspects of practice for all ITM teachers and members of the Interactive Teaching Method Teachers' Association (hereafter called the ITMTA). ITMTA membership is open to all certified and student teachers, and to ITM trainers.

This document aims to help trainers, teachers, prospective employers and members of the general public to understand what constitutes "good practice" in terms of ITM teaching practice and professional conduct.

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## 1. VALUES

- 1.1 The Codes of Conduct, Ethics and Practice (hereafter called the Codes) is based upon the foundational ITM values of integrity, impartiality and respect, and articulates our framework for best practice on all levels. Guidelines have been drawn from and informed by previous experience, legal issues and reasoned common sense.
- 1.2 An ITM teacher, on graduating from the four-year ITM training cycle, is expected to think and act in accordance with the values and standards instilled in them by their training and, consequently, to demonstrate appropriate standards of self-responsibility in their personal and professional behaviour.
- 1.3 As teachers of the work of FM Alexander, the work of ITM teachers is based upon a belief in the innate potentiality of every human being, and that everyone has an equal right and access to the opportunity to realise their dreams.
- 1.3.1 All ITM teachers are expected to familiarise themselves and comply with the ITM Equal Opportunity Policy at all times.

*(Equal Opportunity Policy page 4)*

## 2. PURPOSE OF THE CODES OF CONDUCT, ETHICS & PRACTICE

- 2.1 The ethical framework outlined in these Codes is based on the ITM's most fundamental value system. The purpose of the Codes is to provide a common frame of reference within which members of the ITMTA can manage their responsibilities to students and colleagues as well as to the overall ITM profession, the wider Alexander Technique profession (hereafter called the AT profession) and members of the general public.
- 2.2 The Codes are derived from the ITM ideal for personal and professional conduct. This document aims to describe and provide an ethical framework for the levels of personal and professional practice that are expected of all ITM teachers.
- 2.2.1 As ITM teachers are individually and organisationally committed to on-going personal development, growth and change, all ITM teachers are required to familiarise themselves and deepen their understanding of the values and principles outlined by the Codes, and to internalise these ideals and standards in their personal and professional development.
- 2.3 In declaring our values and ideals for best practice, the Codes are intended to provide information and protection for members of the ITMTA, other members of the ITM community, and everyone who seeks and uses our services.
- 2.3.1 These Codes also seek to ensure protection for the public reputation of the ITM and the overall AT profession.
- 2.4 A practising ITM teacher is deemed to be a representative of the ITM.
- 2.4.1 By practising as an ITM teacher, the teacher gives consent to be bound by these Codes.
- 2.4.2 By practising as an ITM teacher, the teacher agrees to submit to any disciplinary procedures that may arise in the event of any breach of the Codes up to and including the revocation of the teaching certificate.

*(Complaints & Disciplinary Procedure page 14)*

### **3. SCOPE OF THE CODES OF CONDUCT, ETHICS & PRACTICE**

- 3.1 It is important to note that no Code of Conduct can anticipate or resolve unforeseen issues relating to ethics and practice. Circumstances may arise demanding a teacher's subjective and responsible appraisal.
- 3.1.1 It is the teacher's responsibility to determine which parts of the Codes to apply to particular settings and circumstances, and to act with integrity within this framework.
- 3.2 When dealing with circumstances of conflicting responsibilities or if in doubt about how to proceed in a challenging situation, teachers are strongly advised to seek guidance before taking action.
- 3.3 Any action taken, which places the ITM or any of its teachers or students in danger of injury, or brings the ITM or any of its teachers or students into disrepute, will result in disciplinary action.
- 3.3.1 In cases that are considered extreme by the ITM Council and their External Advisors, ignorance or naiveté on the part of the teacher involved will not be accepted as a defence.
- 3.3.2 For the purposes of this document, the ITM Council will be defined as the group who has the power to make final decisions with respect to all issues relating to training, standards, and ITM policy.

### **4. FREEDOM OF SPEECH**

- 4.1 Fundamental to the ITM paradigm is the commitment to the freedom to hold and express individual views, opinions and beliefs as well as to maintain respect and tolerance towards the expression of views, opinions and beliefs of others.
- 4.2 Because a teacher is always a representative of the ITM, its community and the AT profession at large, freedom of speech and opinion needs to be tempered by the teacher's responsibility to the whole community.
- 4.2.1 Each teacher, in exercising their individual rights to freedom of speech and opinion, is expected to act responsibly and to exercise appropriate caution and sensitivity.
- 4.2.2 When expressing an opinion, it is necessary to demonstrate regard for the welfare and opinion of others.
- 4.2.3 It is necessary to avoid articulating and/or acting upon any idea or point of view that may cause distress to another or bring the ITM or any of its members into disrepute.
- 4.3 The ITM has a zero-tolerance approach to discrimination, bullying, harassment or extremism, or any act that could incite or promote aggression, violence or harm. Teachers have a duty to maintain safe and respectful conduct towards our students and colleagues, as well as towards the general public and the wider profession.

- 4.4 In cases of doubt, it is strongly recommended that an ITM teacher seek guidance prior to taking any action that may prove questionable.
- 4.4.1 The ITM Council will endeavour to provide information and guidance on how to recognise and deal correctly with any issues pertaining to freedom of speech to its members.
- 4.5 In the extremely rare and unlikely event that a person's beliefs are so repugnant and contrary to the ideals of our organisations, we reserve the right to ask that individual to leave our organisations.
- 4.6 It is of utmost importance to remember that all of the above applies equally to all use of social media.

*(Social Media Policy page 10)*

## **5. EQUAL OPPORTUNITY POLICY**

- 5.1 In keeping with our values of integrity, impartiality and respect, the ITM and ITMTA strive to maintain an ethos of inclusion and participation for all. We fully repudiate any discriminatory idea or action taken against any individual or group of people with protected characteristics such as age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex and sexual orientation.
- 5.2 As teachers of the work of FM Alexander, we believe everyone is as deserving of respect and the full realisation of their potential as everyone else.
- 5.3 As teachers of the work of FM Alexander, we believe we are all capable of unique and individual creativity. We celebrate diversity and differences. We strive with our work and our values to bridge any perceived barriers that arise between people.
- 5.4 We endeavour to take necessary steps to counter inappropriate or offensive behaviours. We will take steps to challenge and prevent any individual or group from engaging in discrimination, harassment, victimisation or any other unlawful behaviour towards another person or group of people. Any behaviour on the part of an ITM teacher, which is found to be inappropriate, offensive, and/or against the law will be taken very seriously and dealt with in accordance with the ITM Complaints & Disciplinary Procedure. This policy applies to any inappropriate behaviour, whether through actions, spoken or written words, personal interactions, in public, in private, or on social media. (Complaints & Disciplinary Procedure page 14, and Social Media Policy page 10)

## **6. RESPONSIBILITY TOWARDS THE PROFESSION**

ITM Teachers are expected to treat their colleagues in the ITM and the Alexander Technique profession with respect, impartiality and integrity at all times.

It is important for teachers to bear in mind that as certified ITM teachers, they will be perceived by the general public as representing the whole of the ITM community at all times.

### **6.1 GENERAL GUIDELINES**

- 6.1.1 While openness to the existence of different points of view is fundamental to our work, care must be taken that the expression of a point of view, whether in private, in public or on social media, does not cause offence, provoke conflict, or put the ITM organisation, the ITM community or any of its members in danger of disrepute.
- 6.1.2 Teachers must not conduct themselves in their teaching, whether in their own private practice, on ITM workshops, or at Alexander Technique conferences in any way which might undermine public confidence in either their work as a teacher, the work of other teachers, the ITM or any of its organisations, or the wider Alexander Technique profession. This applies equally to social situations including on social media.
- 6.1.3 Teachers must take all reasonable steps to be aware of current law as it applies to all aspects of their teaching practice, including insurance and advertising. This applies especially for any teacher who chooses to work with children and vulnerable adults.

## **7. RESPONSIBILITIES IN TEACHING PRACTICE**

Teaching involves a deliberately undertaken contract of explicit and informed agreement between all parties. Teaching requires clearly agreed boundaries and commitment to privacy and confidentiality.

Responsibility towards self, students, colleagues, the ITM organisation and the wider AT profession is of foremost importance at all times.

### **7.1 COMPETENCE IN TEACHING & FITNESS TO PRACTICE**

- 7.1.1 Teachers, having achieved a satisfactory level of competence before commencing their teaching practice, must take responsibility for maintaining their skills and knowledge and developing their practice by means of continuing professional education and self-development.
  - 7.1.1.1 Maintaining skills, knowledge, and appropriate behaviour, as well as maintaining one's health – physical and mental – is a key part of remaining “fit to practice.”
  - 7.1.1.2 Therefore, a teacher may be declared “unfit to practice” for either health reasons or because a demonstrated level of skills associated with teaching has fallen below the expected standards of performance to be a teacher.
- 7.1.2 Teachers shall take all reasonable steps to monitor and work within the limits of their own competence.

- 7.1.2.1 If a student's needs are beyond the knowledge and skills of a particular teacher, or the scope of practice of the AT, the teacher must seek support from an appropriate source and know when to refer a student elsewhere. This is especially crucial if and when a student presents with additional issues such as challenging behaviour arising from mental or emotional ill-health such as any sign of severe mental health issues, or any student who appears to be in danger of self-harm or suicide.
- 7.1.2.2 The teacher must also seek support from an appropriate source when the problem is in them.
- 7.1.3 Teachers must actively monitor their own competence and functioning.
- 7.1.3.1 In situations of physical illness, personal or emotional difficulty, teachers have the responsibility to monitor and determine the point at which they are no longer fit to practice and take action accordingly.
- 7.1.3.2 Appropriate action would include cessation of all teaching and teaching related activities until he or she changes and returns to a condition in which he or she is "fit to practice" once again.
- 7.1.3.3 In special cases, if a teacher fails to monitor him or herself sufficiently in this area, the ITM Council is obliged to intervene and take action for the protection of the public.
- 7.1.3.4 These actions may include formal suspension of the teacher and in particularly serious cases, the revocation of the teacher's certificate.
- 7.1.4 Teachers must not teach when their functioning is impaired by alcohol or drugs.

## **7.2 CONTRACTS, INFORMED AGREEMENT & CONSENT**

- 7.2.1 A teaching relationship is no more than a formal and contracted relationship for the purposes of studying FM Alexander's work.
- 7.2.2 Entering into a teaching contract between teacher and student (as signified by the start of professional lessons) implies consent from the student.
- 7.2.2.1 In the case of working with a child or vulnerable adult, consent must be received from a parent or guardian. *Children & Vulnerable Adults Policy page 11*
- 7.2.3 Teachers are responsible for making clear to students the terms and conditions on which teaching is offered before teaching begins, such as availability, arrangements for the payment of fees, cancellation of appointments and other significant matters.
- 7.2.3.1 Subsequent revision of these terms must be agreed in advance of any changes.

## **7.3 BOUNDARIES, PRIVACY & CONFIDENTIALITY**

- 7.3.1 Teachers are responsible for establishing and maintaining appropriate boundaries in their teaching relationships with their students.
- 7.3.2 Teachers must offer the highest possible levels of confidentiality in order to respect the student's privacy and create the trust necessary for teaching.
- 7.3.2.1 This need for confidentiality and privacy extends to social situations, for

example, on ITM workshops and training courses.

- 7.3.2.2 In any training or mentoring circumstance for the purpose of professional development, great care must be taken to protect the identity of students.
- 7.3.3 In any case where disclosure of information about a student cannot be avoided, such as in a training circumstance or mentoring or when working on a team or, in rare cases, disclosure due to legal obligation, extreme care and discretion must be taken so that only the minimal amount of necessary information is disclosed.
- 7.3.4 Care must be taken not to reveal private information from any ITM classroom situation in any public or social situations.
- 7.3.5 This need of care for confidentiality and privacy extends to social media. It is of utmost importance in all circumstances that any information shared online, whether in a post or a comment, does not reveal private information that might cause harm to any ITM teacher or trainer, or cause the organisation itself to be brought into disrepute.

*(Social Media Policy page 10)*

## **7.4 INSURANCE**

- 7.4.1 All UK teachers currently in practice must take out and maintain adequate professional liability insurance cover. Non-UK teachers are strongly recommended to do the same.
- 7.4.2 All teachers must have insurance in order to teach on any public ITM workshop and on the ITM training course.

## **7.5 RESPONSIBILITY TOWARDS STUDENTS**

- 7.5.1 Teaching is a non-exploitative activity and teachers must take the same degree of care to work ethically and ensure the student's safety, whatever the setting or the financial basis of the teaching contract.
- 7.5.2 Teachers must take responsibility for teaching decisions in their work with students.
- 7.5.3 Prior to the outset of teaching, teachers have a responsibility to establish with students the existence of any other therapeutic or helping relationships in which the student is involved and to consider whether teaching is appropriate. Teachers should gain the student's permission before conferring in any way with other professional workers.
- 7.5.4 A teacher must not make any kind of medical diagnosis or make any claims to be able to offer advice or treatment for any conditions that requires the supervision of a suitably qualified health professional.
- 7.5.5 A teacher is expressly discouraged from bringing any other practice or discipline into an ITM lesson. In those cases where they choose to do this, they must explicitly inform the student of their intentions in advance and receive the student's consent before they begin.
- 7.5.6 Teachers must never exploit their students financially, sexually, emotionally, or in any other way.

## **7.6 RECORD KEEPING**

- 7.6.1 Teachers must keep appropriate and accurate student records.
- 7.6.2 Computer-based records are subject to statutory regulations. It is the teacher's responsibility to be aware of any changes the government may introduce in the regulations concerning the student's right of access to their records.

## **7.7 ANTI-DISCRIMINATORY PRACTICE**

- 7.7.1 Teachers must consider and address their own prejudices as it relates to stereotyping and ensure that an anti-discriminatory approach is integral to their teaching practice.

## **8. ADVERTISING AND PUBLICITY POLICY**

Advertising is regulated in the UK. It is therefore essential that all ITM teachers inform themselves and remain up to date with the law regarding advertising, in the UK and in their own countries. Advertising refers to all instances of how your work is presented publicly. This includes all original material on websites and social media, including Facebook, Twitter, LinkedIn and all other platforms. It also applies to all material presented by others on your behalf such as testimonials and reviews.

### **8.1 ADVERTISING GUIDELINES**

- 8.1.1 In all advertising and public statements, ITM teachers shall not break the law (including Section 4 of the Cancer Act 1939)
- 8.1.2 Advertising and public statements must be accurate, therefore the information presented must be factual and verifiable.
- 8.1.3 Teachers must not abuse the trust of members of the public.
  - 8.1.3.1 Teachers must take reasonable steps to ensure they do not make unsubstantiated claims or mislead the public in any way.
  - 8.1.3.2 Teachers must not exploit a member of the public's lack of experience or knowledge about health matters.
  - 8.1.3.3 Teachers must not instil fear of future ill-health.
  - 8.1.3.4 Teachers must not put pressure on people to use their services.
- 8.1.4 Teachers should take all reasonable steps to ensure that all of their promotional material accurately reflects the nature of the service on offer, as well as the relevant information on teacher training, qualifications and experience of the teacher.
- 8.1.5 Teachers may only publish testimonials and reviews with the consent of the student involved and the teacher must be able to substantiate any claims made in such testimonials and reviews.
- 8.1.6 Teachers must not display an affiliation with an organisation in a manner that implies sponsorship or validation by that organisation when such is not the case.
- 8.1.7 For guidance regarding plagiarism, see 8.3 page 9
- 8.1.8 For guidance regarding the use and storage of photography, audio and video, see 8.5 on page 10, and 10.4 page 13 in reference to Children and Vulnerable Adults.



- 8.1.9 Teachers must not advertise their services in any manner that brings the ITM or the overall AT profession into disrepute.
- 8.1.10 ITM teachers who are found to be in breach of this Advertising Policy, may be found to be in breach of the Codes and subject to disciplinary procedures.

## **8.2 RESPONSIBILITIES TO THE ITM**

- 8.2.1 Material created for the purpose of engaging the general public, such as advertising, articles and/or personal blogs, in addition to being accurate and in compliance with good practice, must not present the teacher as speaking on behalf of the ITM without prior consent from the ITM Council, and should contain a general disclaimer that the views expressed are personal views only and not the views of the ITM or any of its organisations.
- 8.2.2 In all situations requiring the presentation of an ITM teacher's work in public, for example, writing original material for publication, promotional purposes, or speaking at conferences, teachers are expected to adhere to the rules concerning plagiarism.
- 8.2.3 Teachers must not make statements that may cause a trainer, teacher, or teaching process to be misunderstood or seen in a negative light by a member of the general public, a student, or a member of a training course.
- 8.2.4 When in doubt about the nature of any publication, a teacher should seek advice of the Advertising Liaison, and be prepared to make appropriate alterations when asked to do so.
- 8.2.5 Failure to make alterations when asked to do so may lead to a formal complaint against the teacher.

## **8.3 PLAGIARISM**

- 8.3.1 All ITM teachers, when creating original work for public presentation, including but not limited to advertising, website text, articles, blogs, speeches, must show respect for the original work of colleagues and others, by complying with the rules regarding plagiarism.
- 8.3.2 Plagiarism is an ethical offence and occurs when a person makes use of or passes off as their own, the work, language, thoughts, ideas or expressions of another person.
- 8.3.3 When writing any public and/or promotional material, ITM teachers may not copy or use material that has already been created by another person without seeking permission and giving credit to the source.
- 8.3.4 ITM teachers must not assume that any public ITM promotional material is available for their use, including material on websites and promotional material belonging to any of the ITM organisers in the UK, Ireland and Germany.

## **8.4 ITM TRADEMARK AND LOGOS**

- 8.4.1 ITM Certified teachers may refer to themselves as 'ITM teachers'.
- 8.4.2 The ITM logo is restricted to official ITM use only.
  - 8.4.2.1 "Official ITM" refers to ITM training courses and summer workshops
- 8.4.3 The ITMTA logo may be used by certified and practising ITMTA members only.
  - 8.4.3.1 ITM teachers may seek guidance from the Advertising Liaison if in doubt whether something is in breach of this policy.

## **8.5 USE OF PHOTOGRAPHY, AUDIO & VIDEO**

- 8.5.1 Teachers may occasionally wish to film or record audio or video footage of a student for educational or marketing purposes. Permission to do so must be sought in advance.
- 8.5.2 Permission must be sought and given for the use of photographs for publicity purposes and a student may not be named publicly without their knowledge and consent.
- 8.5.3 Storage of private photographs and information must be secure and password protected.

## **8.6 ADVERTISING & PUBLICITY MISCONDUCT**

- 8.6.1 If you suspect you may have been in breach of advertising guidelines, however innocently, we ask that you make necessary changes immediately.
- 8.6.2 ITM teachers who are found to have breached the Plagiarism Policy will be asked to remove the offending material and/or make necessary changes.
- 8.6.3 ITM teachers who do not comply with a request to make necessary changes, may be found to be in breach of the Codes and subject to disciplinary procedures.

## **9. SOCIAL MEDIA**

Social media is a significant part of modern life and provides a unique means of exchanging ideas with others on shared interests professionally and socially. It is now possible to participate in information sharing, interactive discussions and commenting on a variety of platforms including Facebook, Twitter, WhatsApp, Instagram, YouTube, Flickr, Tumblr, Snapchat, Google + and LinkedIn as well as blogs and forums.

### **9.1 SOCIAL MEDIA POLICY**

The Social Media policy is intended to provide guidelines for the use of social media by ITM teachers, because all publicly posted materials, including comments, will be considered to have the power to represent the ITM, no matter how indirectly this connection might be made, and consequently have the potential to bring the ITM into disrepute.

- 9.1.1 The ITMTA requires its teachers to familiarise themselves with the social media policy in order to prevent inappropriate use that may impact negatively on any of its members or the organisation itself.

- 9.1.2 As a general guideline, ITM teachers are required to act with the same degree of consideration and respect towards others when using social media as in all other areas of our personal and professional lives. Any use of social media should comply with the guidelines set out by these Codes. Our values of integrity, impartiality and respect are as applicable with online communication as in all other areas.
- 9.1.3 It is of the utmost importance to take care not to cause offence or distress to any other ITM teacher or student.
- 9.1.4 Any action taken that causes undue offence or distress to any member of the ITM community or puts either the ITM or the ITMTA in danger of disrepute will be considered unacceptable and subject to a disciplinary response.

## **9.2 SOCIAL MEDIA GUIDELINES**

- 9.2.1 Teachers must keep in mind that they are personally responsible for all their communications on social media and should remember that what they publish may be readily available to the general public for a long time and, in some cases, may be distributed more generally without their knowledge or consent.
- 9.2.2 Respect must be shown for the right to privacy of others and care taken not to reveal any confidential information on social media.
- 9.2.3 Care must be taken not to post inappropriate pictures or videos. Permission should be obtained before posting pictures of other people, or another person's details, on social media.
- 9.2.4 Care should be taken to avoid language that may be deemed as offensive to others.
- 9.2.5 Care must be taken to avoid saying defamatory and/or inflammatory things about people or organisations.
- 9.2.6 Care must be taken not to say anything that is or could be construed as discriminatory.
- 9.2.7 Social media must not be used to intimidate, or verbally abuse.
- 9.2.8 Social media should not be used for accessing or sharing illegal content.
- 9.2.9 Any disparaging or untrue remarks which may bring the ITM, its associated members or students into disrepute will be considered in breach of this policy. Any communications that might be misinterpreted in a way that could damage the ITM's reputation, even indirectly, will constitute misconduct and lead to disciplinary action.
- 9.2.10 Any posting that can be reasonably interpreted as in any way intolerant, inflammatory or extremist, will be considered to be in breach of this policy.
- 9.2.11 The ITM Council retains the right to demand the instant removal of any postings that it believes to be in breach of this policy.
- 9.2.12 The ITM Council will review, on a case-by-case basis, any accusations of a breach of this policy using its reasonable discretion and due process to determine whether the conduct complained of could reasonably be considered to be a breach of this policy.

## **10. CHILDREN AND VULNERABLE ADULTS POLICY**

The ITMTA and its teachers are committed to protecting children and vulnerable adults from harm and have put the following guidelines in place to promote and

establish good practice.

## **10.1 DEFINITIONS**

### **10.1.1 Child:**

In the UK, a child is defined as a person up to the age of 18.

The Children Acts of 1989 and 2004, as well as the Children and Social Work Act of 2017, places a general duty on local authorities to promote and safeguard the welfare of children in need in their area by providing a range of services appropriate to children's needs.

### **10.1.2 Vulnerable Adult:**

In the UK, the NHS defines a vulnerable adult as a person over the age of 18 who is unable to take care of themselves or protect themselves from exploitation. Many factors can influence adult vulnerability, experiences of vulnerability in childhood may negatively impact adults in later life – particularly if someone has fewer protective factors in place, such as a supportive family or a stable household income.

## **10.2 GUIDELINES TO GOOD PRACTICE**

10.2.1 Teachers working in any institution such as a school, hospital, clinic or nursing home, must familiarise themselves with and follow the safeguarding legislation, policies and procedures of that institution.

10.2.2 It is expected that all ITM teachers will treat children and vulnerable adults with the same value and respect as they would any other student, and to do everything possible to protect them from any harm that might arise when taking part in lessons, workshops or other activities.

10.2.3 Teachers must be committed to listening to children and vulnerable adults, be sensitive towards their needs for encouragement and provide this when appropriate.

10.2.4 Teachers should avoid unobserved situations when working with a child or vulnerable adult. In a situation where there is no other adult observer, teachers are advised to teach with an open door, and to gain written consent in advance from the parent or carer agreeing to the lesson conditions.

10.2.5 Teachers will involve children and vulnerable adults in decision making when appropriate.

10.2.6 Teachers will involve parents and carers wherever possible. It may sometimes be necessary to remind parents and carers of their responsibility for their child or charge in the teaching room.

10.2.7 Teachers will maintain safe boundaries and a professional relationship with the child or vulnerable adult.

10.2.8 Teachers will ensure that any form of manual support and/or contact is provided openly and appropriately within the lesson context and design. Children and vulnerable adults and their carers should always be consulted and asked for agreement and consent in these situations wherever necessary.

10.2.9 Teachers will ensure they complete relevant training to work with children and vulnerable adults as appropriate to their practice.

10.2.10 Teachers will obtain written information from parents and carers about any medical condition that may affect conduct during lessons or workshops. Where necessary, teachers should gain consent in writing to take responsibility if the need arises for action in a medical emergency such as giving permission for the administration of emergency first aid or other medical treatment.

### **10.3 WHEN TO REPORT AN INCIDENT**

10.3.1 Teachers have a duty to document and report any disclosures relating to safeguarding concerns and to follow local relevant procedures as determined by the agencies in their own country.

10.3.2 Teachers concerned by any unusual or unexpected events in a lesson or class, should document such events (as stated in 10.3.1) and seek support and advice from colleagues as well as relevant agencies.

10.3.3 Teachers employed by an institution, must familiarise themselves with, and follow, the policies and procedures of that institution.

### **10.4 GUIDANCE FOR USE OF PHOTOGRAPHS, AUDIO OR VIDEO**

10.4.1 ITM teachers may not film or record audio or video footage of a child or vulnerable adult in any circumstance without written permission, obtained in advance, from parents and/or carers. Where possible, this permission must also be sought from the children or vulnerable adults themselves.

10.4.1.1 This material may never be used for publicity purposes unless prior permission has been given from parents or carers, as well as the ITM Council. As in 10.4.1, where possible, this permission must also be sought from the children or vulnerable adults themselves.

### **10.5 CRIMINAL RECORDS DECLARATIONS**

10.5.1 Any ITM teacher who chooses to work with vulnerable adults and/or children, in private practice or in an outside organisation/healthcare setting, must be aware that they are legally required to research and follow DBS guidelines in the UK or the equivalent in their own country.

10.5.1.1 Every ITM teacher is expected to familiarise themselves with the ITMTA Unspent Criminal Convictions and Cautions (UCCCs) Policy.

10.5.2 Every ITM teacher who becomes a member of the ITMTA is required to make a declaration as to whether or not they have any unspent criminal convictions or cautions in accordance with the ITMTA UCCCs policy. This declaration is made first on joining the TA and then annually as part of the membership renewal process.

10.5.2.1 Further guidance for UK teachers can be found on the following websites:  
[Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk)  
<https://www.gov.uk/government/publications/dbs-guidance-leaflets>

## **11. COMPLAINTS AND DISCIPLINARY PROCEDURE**

### **Initial stage**

If an issue arises, the first step available for any student, teacher or member of the public is to talk directly to the teacher involved to see if the issue can be resolved.

Alternatively, guidance and assistance in resolving the issue may be sought from an ITM trainer.

If neither of these options are appropriate or they do not resolve the issue, a complaint should be made in writing as soon as possible.

The complaint must satisfy the following conditions:

- A breach of the ITM Code of Conduct, Ethics & Practice has occurred.
- The allegation is not made anonymously.
- The alleged incident took place no more than one year ago.

While we will consider and may investigate complaints about alleged serious misconduct that are made anonymously, we may be limited in what we can do if the complainant does not provide a name and a detailed description of the misconduct.

To increase the possibility of a swift resolution, we ask if possible that the complainant outline what they believe would need to happen for the issue to be resolved.

Complaints should be sent to the ITM Council by email or by post.

Email: [alexanderbristol@gmail.com](mailto:alexanderbristol@gmail.com)

Post: ITM, 48 Mendip Road, Windmill Hill, Bristol, BS3 4NY

Alternatively, a complainant may contact a council member individually. The names of current ITM Council members can be found on the public ITM website, and their contact information on the teacher listing pages. This information is also available for ITM teachers on the ITMTA website.

We will acknowledge receipt of the complaint in writing within ten working days.

### **Early attempts at resolution**

The ITM Council will seek to resolve complaints as quickly as possible. We will aim to complete early attempts at resolution within 30 days. However, the exact timescale will depend on the availability of the teacher, the complainant and Council members.

The Council's first consideration will be to seek resolution of the matter through informal discussions in the hope that no further formal action is required.

If a meeting is deemed necessary at this early stage, the teacher and/or person(s) concerned will be invited to meet with one or two members of the ITM Council, depending on what is deemed most appropriate to the circumstances.

If informal attempts at resolution through discussion and/or mediation are not successful or are not appropriate in the case of a more serious complaint, a formal disciplinary process will be initiated.

It is anticipated that a full disciplinary process will only be required in very serious cases.

### **Disciplinary Process**

If a full disciplinary process becomes necessary, the teacher will be informed in writing of the allegations that have been made and any evidence that has been provided. The complainant will also be informed that a formal disciplinary process has been instigated.

An investigation will take place by members of the ITM Council. Every attempt will be made to complete this process promptly, but the exact timescale will depend on the details of the individual case.

All investigations will be carried out in the most fair, balanced, and impartial manner possible. To aid this process the Council will seek input from an experienced external advisor.

Early in the process a minimum of two members of the Council will meet with the teacher. The teacher may be accompanied by another person of their choosing. The teacher will be given the opportunity to ask questions, make representations and produce their own supporting evidence.

If the alleged complaint is of a sufficiently serious nature, the ITM Council reserves the right to impose a temporary suspension on the teacher while a full investigation takes place.

Once the investigation is complete, the Council will consider all the evidence before making a final decision. When the Council have reached their decision, a further meeting with the teacher will be arranged, where the Council's decision will be explained. The decision will also be sent to the teacher in writing after the meeting.

When deemed appropriate, the ITM Council may impose one or more of the following measures:

- The teacher is required to apologise in writing to the complainant, acknowledging their mistakes or errors in judgment and what they would do differently in future.
- The teacher is required to undertake further training over a specific time.
- The teacher is required to have additional mentoring over a specific time.
- A suspension is issued for a period of up to two years. This suspension is usually accompanied by a requirement for additional training and assessment as to readiness to recommence teaching at the end of the agreed period.
- In extremely serious circumstances, the ITM teacher's right to practice will be revoked. When necessary, other Alexander Technique training and certifying bodies will be notified of this revocation.

A letter will also be sent to the complainant outlining the Council's decision.

Our aim will be for complaints to be resolved within a maximum of six months.

### **Appeals**

The teacher can appeal the decision of the Council within 10 working days of receiving the decision in writing. Appeals, and the grounds upon which appeals are made, will be considered by the ITM Council in consultation with other ITM teachers and external advisors as deemed appropriate.

The teacher will be informed in writing of the outcome of their appeal as soon as is possible and no later than three months from the receipt of the appeal.

*ITMTA*

*Updated February 2024*