

Irish Yoga Association

Registered Charity No. 18276 Email info@iya.ie Website www.iya.ie



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Child Protection Policy

This document has been compiled by the IRISH YOGA ASSOCIATION for trained IRISH YOGA ASSOCIATION TEACHERS, who teach Yoga to children.

Irish Yoga Association (IYA) yoga teachers who teach children must be alert to the possibility that children with whom they are in contact with may be being abused.

This document offers guidance in the development of safe practices in working with children for both children and teachers.

It gives information on how to recognise signs of child abuse and the correct steps to take if it is suspected, witnessed or disclosed. The process of reporting suspected child abuse to the HSE is described step by step, and guidance is given on how to deal with sensitive areas.

IYA yoga teachers when teaching yoga to children, will at all times follow a code of behaviour for the protection of children and the protection of themselves as a teacher.

This document does not claim to address all the complexities of child abuse. Rather, it offers a practical guide to IYA teachers who are teaching yoga to children by outlining a number of fundamental principles of good practice.

The information in this document is taken from the following publications:

Children First 2011 National Guidelines for the Protection and Welfare of Children Department of Children and Youth Affairs (DCYA)

Copies of Children First (2011) are available from: The Department of Children and Youth Affairs. 43-49, Mespil Road, Dublin 4.

Tel: +353 (0) 647 3000 Fax: +353 (o) 6670826.

E-mail: contact@dcya.gov.ie

Definition of a child:

In the Children First: National Guidance a "child" means a person under the age of 18 years, excluding a person who is or has been married.

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INTRODUCTION:

Awareness of what Child Abuse is:

Teachers need to have some awareness about what child abuse is, to know how to recognise it. This does not mean that you are responsible for deciding whether or not abuse has taken place, but as teachers we do have a responsibility to be alert to behaviour by children which suggests that something is wrong.

The welfare of the child is the first and paramount consideration.

Child abuse occurs when, the behaviour of someone in a position of greater power than a child, causes the child harm. Because children can be abused in a number of ways, sometimes at the same time, it is not always easy to categorise it, but four broad definitions can be considered as follows:

TYPES OF CHILD ABUSE:

Children First 2011 2.1.

- **1. NEGLECT** can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and as safety, attachment to and affection from adults, and/or medical care. (Children First 2011 2.2)
- **2. EMOTIONAL** abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. (Children First 2011 2. 3)
- **3. PHYSICAL ABUSE** of a child is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonable with the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents. (Children First 2011 2.4.)
- **4. SEXUAL ABUSE** occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. (Children First 2011 2.5)

Who abuses children?

Children can be abused by a variety of people including those in trusted positions. Sometimes strangers abuse children, but it is more often someone that the child knows, and is in a position of authority or trust over him or her. Children can be abused by other children and young people.

Recognising child neglect or abuse:

See Children First 2011Appendix 1: Signs and symptoms of child abuse.

IYA CHILD PROTECTION POLICY STATEMENT.

The IRISH YOGA ASSOCIATION is a voluntary organisation, some of whose teachers provide yoga classes to children.

It is the **Policy of the IRISH YOGA ASSOCIATION** to safeguard the welfare of all children taught by our yoga teachers, by protecting them from all types of abuse, physical and sexual, and any emotional harm or neglect.

The IRISH YOGA ASSOCIATION will endeavour to keep children safe by implementation of a Child Protection Policy, reporting procedures and appointing a specific DESIGNATED PERSON to handle any reports or allegations should they arise.

The IRISH YOGA ASSOCIATION in supporting the belief that the welfare of all children is paramount will ensure that IYA teachers are carefully selected, trained and informed of our Child Protection Policy and that they adhere to the IYA Code of Behaviour for teaching children.

CONFIDENTIALITY STATEMENT.

The IRISH YOGA ASSOCIATION Confidentiality Statement declares that:

- Where child protection concerns arise, information must be shared on "a need to know basis" in the best interest of the child.
- Sharing information for the protection of the child is not a breach of confidentiality.
- Parents and children have a right to know if personal information is being shared, unless doing so could put the child at risk.
- Records to be kept in a safe and confidential manner.
- Responsibility for records is solely that of the DESIGNATED PERSON / CO-DESIGNATED PERSON.

REPORTING PROCEDURES.

WHAT ARE RESONABLE GROUNDS FOR CONCERN?

Specific indication from the child that s/he was abused.

- An account by a person who saw the child being abused.
- Evidence, such as an illness, injury or behaviour consistent with abuse and unlikely to be caused another way.
- An injury or behaviour which is consistent both with abuse and an innocent explanation, but where there are corroborative indicators supporting the concern that is may be a case of abuse e.g. a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour.
- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect. (Record your concerns).
- It is important that Teachers reporting suspected child abuse to the IYA Designated Person / HSE should establish the basis for their concerns. They should not interview the child or the child's parents / carers about the alleged abuse without first consulting the Designated Person / HSE social worker or An Garda Siochana.

DEALING WITH A DISCLOSURES/DESIGNATED PERSON

Procedures in Relation to Dealing with SUSPECTED, WITNESSED OR DISCLOSED CHILD ABUSE:

Teachers should they have any suspicions / and or have witnessed abuse (i.e. physical, sexual, emotion or neglect) should:

Advise the IYA Designated Officer of this concern.

Contact the local HSE social worker, in person, for initial advice. The outcome will determine if need for further action e.g. a report made to the HSE or An Garda Siochana contacted. If a report needs to be made the procedure is as detailed below. If a child hints at or tells a teacher / helper that he / she is being abused, it must be handled very sensitively, and if the child is in any immediate danger the situation may need to be attended to immediately. Again seek advice of HSE social worker, if none available contact An Garda Siochana.

Procedures are as follows:

- Stay calm, listen and deal with the situation in a sensitive manner. Take the child seriously, and give s/he the time to say what s/he wants.
- Don't ask leading questions or details, or make suggestions.
- Don't stop the child recalling significant events.
- Reassure the child, but <u>don't promise</u> to keep secrets.
- Write down the information as soon as you can <u>using the child's own</u> <u>words</u>.
 Reassure the child that they have done the right thing.
- Explain what needs to be done, and whom you have to inform, i.e. Parent(s / guardians / HSE Social Worker.
- In the interest of best practice, check out concerns with Parents or Guardians. Then, if necessary, inform them that you are reporting the incident to the HSE, but ONLY if it doesn't endanger the child further.
- IYA Child Protection policy should now be put in place by contacting personally, without delay, the local Duty Child Community Officer / Social Worker in the child's area, by phone. If advised by Duty Social Officer, make out a report on standard yellow forms available from the local HSE Officer.
- For details of your local HSE office contact Tusla. For out of hours disclosures where a child may be in further danger contact An Garda Siochana.
- Record date and time of disclosure, action taken. Keep copies.
- Designated Officer should be updated at all stages and receive copies of all reports made to the HSE / An Garda Siochana. Records should be held securely and treated as confidential. (See IYA Confidentiality Statement.)
- Most IYA teachers work privately to which the above procedures apply. Should you be working in a day school/community centre/gym etc. you should contact the Manager or their Designated Person immediately, and report any suspicions/ witnessed abuse/ or a disclosure from a child.
- Under the Protection for persons reporting Child Abuse Act 1998 you cannot be penalised for reporting suspected child abuse.



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IYA DESIGNATED CHILD PROTECTION OFFICER, ROLE, RESPONSIBILITY AND CONTACT DETAILS:

Our Designated person is a committee member with knowledge of the IYA Organisation and workings and has completed a "Keeping Safe – Child Protection Awareness Training" with the Health Services Executive (HSE).

His/her role is to, in the event of any concerns reported from a teacher:

- establish contact with a senior member of Community Services, with responsibility for child protection, in the appropriate catchment area i.e. a Principle Social Worker.
- provide information and advise on child protection within the organisation.
- ensure IYA child Protection Policy and Procedures are followed and relevant concerns about individual children are passed to Community Services.
- liaise with community Services / An Garda Siochana as appropriate.
- 55keep relevant IYA people informed particularly the secretary.
- ensure that an individual case record is maintained of the action taken by the IYA, the liaison with Community Services/An Garda Siochana, and the
- advise the IYA of Child Protection training needs.

His/her responsibility is to act:

- as a source of advice on Child Protection matters.
- as co-ordinating person with the IYA
- as liaison with the Health Board and An Garda Siochana and other agencies about suspected or actual cases of child abuse.

IYA Designated person is: Miriam Brady

Contact Details:

087 65 45 631 Phone:

Email: yogamb@yahoo.co.uk

SAFE RECRUITMENT AND TRAINING PROCEDURES:

The Irish Yoga Association recruits candidates for its Teacher Training Course through its own membership, by advertising through the IYA Newsletter, through contact with its Teachers and Health Shops/Trade shows etc.

Candidates must fill in an application form in writing, all personal details, past and current work / volunteering experience etc. plus any qualifications relevant to the course and references from two or more teachers who are not family members. These references will be followed up by the IYA Education Committee by telephone or personal visit.

The application will request details, if any, of past criminal records e.g. convictions against children.

Candidates must attend an official Assessment Day and submit to a lengthy interview by two members of the IYA Education Committee before being selected for the IYA four-year Teacher Training Course to become a Yoga Teacher.

The IYA will carry out this selection to the best of its ability.

Whilst on their Training Course candidates will be given training in the Child Protection Policy and Procedures

IYA MANAGEMENT OF TEACHERS:

IYA Teachers work independently in various locations either for organisations or in a private capacity.

The IYA covers the CHILD PROTECTION POLICY on its four-year Teacher Training Course.

Through the IYA website Teachers are advised of any updates or additional procedures in the area of Child Protection.

The IYA advises Teachers that any helper's etc. working with them be fully aware of the IYA Child Protection Policy.

From time to time the IYA as part of their Continuous Professional Development policy, will run seminars on Yoga for Children, which always includes an update on the Child Protection Policy.

CODE OF BEHAVIOUR FOR IYA TEACHERS OF CHILDREN.

A. How IYA Yoga teachers should behave towards children/young people.

1. IYA teachers acknowledge the rights of children and young people.

The protection, welfare and safety of children in the care of IYA Teachers will be of paramount importance. Anyone assisting or helping an IYA Yoga teacher should be known personally to them, and both teacher and assistant should be fully aware and understand the IYA Child Protection Policy Guidelines. It is the <u>responsibility of that teacher</u> to ensure her assistant /volunteer has read the IYA Child Protection Policy and knows what is expected / not accepted and reflect this child-centred ethos of the IYA.

- 2. IYA Teachers will encourage a positive attitude that respects the personal space, safety and privacy of children.
- 3. At all times, children in the care of IYA Teachers should be listened to, valued, encouraged, praised and respected as individuals.

- 4. Whilst teaching Yoga to children, teachers should adopt the safest possible practices. Children should be supervised at all times; the welfare of children must come first. Teachers should know at all times where children are and what they are doing, never allowing dangerous behaviour.
- 5. Teachers will provide a space where it is known that bullying is not acceptable.
- 6. Teachers should be aware of the signs of child abuse as outlined at the beginning of this document

Teachers should not allow allegations made by a child to go unrecorded /unreported.

Remember Child Abuse is a criminal offence.

B. HOW TEACHERS SHOULD NOT BEHAVE TOWARDS CHILDREN.

Inappropriate touch is always unacceptable.

Teachers need to be sensitive to the risks involved in teaching children, and while physical contact may take place in adjusting postures / use of props etc. it should only take place when it is acceptable to all persons concerned.

Teachers should never engage in rough or sexually provocative games or horseplay, or make sexually suggestive comments about or to a child.

Teachers should never physically punish or be in any way verbally abusive/or bully a child in their care.

Teachers should be sensitive to the possibility of developing favouritism, or becoming over involved or spending a great deal of time with any one child.

It is not recommended that teachers give lifts in their cars to individual children/young people.

With young children Teachers should enlist help of parents/guardians for help with tasks of a personal nature in changing areas/toilets.

Teachers need to be mindful of their position and not leave themselves open to accusations of abuse or neglect.

NEVER, EVER BE ALONE WITH A CHILD.

C. Anti- Bullying Code:

As per Department of Health and Children document. Our Duty to Care 2002 "

ANTI BULLYING CODE (PERSONAL SAFETY STATEMENT)

I/we provide a place where every member can feel secure.

I/we provide a place where it is known that bullying is not acceptable behaviour.

I/we provide a place where name calling is not tolerated.

I/we provide a place where no one suffers abuse of any nature.

I/we provide a place where no one is victimised.

I/we provide a place where each person is supported and listened to.

I/we provide a place where it is each person's responsibility to ensure that all are treated equally.

I/we provide a place where solutions to problems are the concern of all.

(To personalise the above for different age groups replace "I/we provide" and adapt the language/terminology to suit the age group.

(The IYA suggest the above be laminated and displayed).

D. Safe Practice - Advise for IYA Yoga Teachers on "good practice and "safe management" when teaching Yoga to Children

Where IYA Teachers are employed in schools / community centres / gyms etc. an IYA teacher must first established if centre has Child Protection policy in place and who the Designated Person is. Need to be clear as to whose policy is being followed. Will need school / gym / parent representative present when teaching.

Where an IYA Teacher is setting up a private Yoga Class for Children in the interest of best practice Teachers should:

- 1. Have an An Garda Siochana vetting.
- 2. Have extra insurance to cover teaching children
- 3. First-Aid Certificate updated regularly every 2 years.
- 4. First-Aid Box adequately stocked. (see Appendix V for list of contents)
- 5. Be fully conversant with the IYA Child Protection Policy.
- 6. IYA Teacher's Diploma. (Suggest laminating)
 IYA Child Protection Policy. (Copies of)
 IYA Anti- Bullying Code. (Display where teaching)
 Have with you copies of <u>up to date</u> Insurance cover.
 First-Aid Certificate up to date.
- 7. Have emergency numbers for e.g. local doctor / hospital Community Social Worker / An Garda Siochana number in your mobile phone.
- 8. Have easy access to phone/mobile in event of an emergency. (999/112)
- 9. Ensure helpers / supervisory parents are known to you personally and aware of IYA Child Protection Policy and its ethos.
- 10. Ensure class is appropriate to ability / age group. Ideally groupings as follows: Preschool, 4-7 years, 8-12 years, Teens.
- 11. Have Parents / Guardian register for each child when first attending. (See Appendix 11 for IYA Parent/Guardian consent form and advise. Advisable to set up a record card for each child to record contact details, any medical / special needs, emergency numbers of parents or guardians.
- 12. Keep attendance details, making note of time and date on record card of any accidents or incidents while in your care and the outcome. e.g. simple First-Aid applications or if more serious e.g. visit to doctor/ hospital.

 Note when advised parents etc. Always keep contact details with you.
- 13. Keep record of any bullying incidents, bruising /worrying marks, unusual behaviour patterns, disturbing appearance etc. These details can build a picture. If concerned contact your local Community Social Worker in HSE for advice.
- 14. Ensure Parents/Guardians are aware of IYA Complaint Procedure.

Complaints and Allegations:

Procedure in the event of dealing with allegations of abuse made against an IYA Teacher in relation to a child in their class.

Two separate procedures need to be followed in this situation, and it is imperative that everyone involved gets a proper response.

1. IYA Designated Person's role is to act on behalf of the child. On receipt of the allegations, her/his role is to discuss the details with the HSE Community worker and if deemed necessary, make a report of the allegations to the HSE Community Worker or An Garda Siochana local to the child in question on standard yellow forms.

IYA Designated Person will keep parents advised at all times.

2. <u>IYA Chairpersons' role will be to advise the IYA Teacher</u> Of the allegations made and give the Teacher an opportunity to respond. The decision to formally report these allegations to the HSE / An Garda Siochana will be based on there being reasonable grounds for concern, the HSE will advise the IYA on this.

Following this decision as a matter of urgency the IYA Teacher will be asked to suspend teaching yoga to children pending investigations in to the allegations.

IYA will advise parents of the action taken.

IYA will co-operate with the HSE /An Garda Siochana while investigations take place.

IYA will seek advice should it be necessary, on what disciplinary action should followed.

Appendix 1

Signs and Symptoms of Abuse as per Children First 1999.

NEGLECT:

PHYSICAL INDICATORS BEHAVIOURAL INDICATORS

Exposed to danger Tiredness, listlessness.

Lack of supervision

Constant hunger Lack of peer relationships

Inadequate / inappropriate clothing Low self-esteem

Poor hygiene

Untreated illnesses Compulsive stealing or begging

EMOTIONAL ABUSE:

PHYSICAL INDICATORS BEHAVIOURAL INDICATORS.

Sudden speech disorders Rocking, thumb sucking.

Wetting and soiling Frozen stare.

Signs of mutilation Fear of change.

Attention seeking behaviour Chronic runaway.

Frequent vomiting Poor peer relationships.

SEXUAL ABUSE.

PHYSICAL INDICATORS BEHAVIOURAL INDICATORS.

Soreness, itching in the Inappropriate language/

genital or anal area. sexual knowledge for age group

Stomach pains or headaches. Chronic depression, low self-

esteem

Bruises on inner thighs/buttocks Inappropriate sexual behaviour

Anorexic/bulimic

Pregnancy, S T D's Substance /drug abuse.

PHYSICAL ABUSE.

PHYSICAL INDICATORS BEHAVIOURAL INDICATORS.

Scratches Self-mutilation tendencies.

Bite marks or welts Chronic runaway.

Bruises in places difficult to

mark e.g. behind ears, groin etc. Aggressive or withdrawn.

Covering up/refusing to

Burns, especially cigarette burns

participate in sports

Untreated injuries Undue fear of adults.

Appendix 11 2015



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IYA Parent/Guardian Consent Form (for children under 18)

Parents/guardians of all participants aged under 18 are asked to complete a consent form before the start of a course of Yoga Classes or summer camp.

All information on this form will be treated with the strictest confidence, will be stored safely and responsibly for a period of 10 years, (in accordance with insurance guidelines) and will be destroyed thereafter in a complete and secure manner.

Child's first name: Child's surname:
Address
Home Tel No: Mobile No:
Other Contact (for use in case of emergency) e.g. mobile of parent's work, grandparent, neighbour. Name
Child's Date of birth Current Age Male or Female
Does your son/daughter have any medical conditions or special requirements that we should be aware of, including allergies and any medication taken at present? If so please give details:
Any emergency medication e.g. inhaler should be brought to class (for use in event of emergency)
Is there anything else we may need to know about your child (e.g. is your child particularly shy? e.g.)
\square I wish to enrol my child for yoga classes (camp) as detailed below and agree to pay all fees due.
I agree to ensure that my child is dropped off and collected on the times stated.
I give consent for my over 8 year old child to arrive at/leave the Centre unaccompanied.
☐ I have read and agree to abide by the expectations overleaf. (*PTO*)

What are you enrolling your child for?

Name of Class/Summer	Date of	Parent /	Parent /	Date of
Camp	class/camp	Guardian	Guardian	consent
Time		printed name	Signature	

Child Protection Standards 2005.

I/we wou	ıld like to ac	lvise parents	s/guardians	about ou	r Child P	rotection	Standards	s so
that they	can be sur	e about the	level of care	e I/we pro	vide for	children a	ittending y	oga/
classes	(or camp) at	t:						

TEACHERS NAME/ CENTRE	
NAME	

What Parents/Guardians Can Expect. -I/We will:

- act *in loco parentis* from the published start time of the activity until the published end time. We are **not** *in loco parentis* for the child before or after the published times for activities.
- be vigilant about other users of the venue
- ensure that I/we have Garda Clearance to work with children at this venue in accordance with Child Protection Guidelines.
- risk assess all of our activities.
- tell you, subject to disclosure guidelines, anything we think you should know about your child. record details of any accident/incidents about which you may want to be aware.
- run classes (or camps) in controlled spaces that are not open to the general public.
- register the attendance of all under 18s before activities begin.
- will not photograph or film any child without parent/guardian's permission.

I/We ask Parents/Guardians to:

- drop off and collect your child/children on time.
- tell us on the front of this form, or subsequently in writing, if you are happy for your child/children to arrive at and leave the venue unaccompanied.
- know that, if a child is aged 8 or under, they cannot arrive or leave unaccompanied.
- tell your child/children to stay inside the before and after activities.
- accompany/wait in the building for your child/children aged under 5 during activities.
- tell us anything you feel we should know about your child/children.

- be aware that outside published activity hours and during visits to the toilet, your child/children are in a public building that has other users. If you have concerns about this, you are welcome to wait for and supervise your child during toilet visits or breaks.
- complete and sign this consent form prior to your child/children taking part in activities.
- keep us informed of any changes to personal details.

Please note that I/we or the venue cannot be responsible for any loss of valuables.

Please note that I/we or the venue reserve/s the right to exclude any child whose behaviour disrupts the work of the group.

If you have any comments or concerns, please do not hesitate to contact the Teacher.

Parents/Guardian Signature	
Date	

APPENDIX 111



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COMPLAINTS PROCEDURE

Should any student of a Yoga Teacher holding an Irish Yoga Association Diploma find reason to complain about their conduct, the following steps should be followed without delay (with regard to the IYA Teacher Training Course a complaints procedure is outlined in the IYA TTC Guidelines; however, this does not preclude recourse to the following if necessary):

- 1. In writing, (on IYA Complaints Form, see Appendix) set out the nature of the complaint and any relevant information/documentation. Address the correspondence to the Secretary, Irish Yoga Association to the above address.
- 2. The complaint will be brought before the Management Team for consideration.
- 3. The Management Team shall seek the views of the Teacher concerned and request same in writing.
- 4. If necessary, the Management Team shall interview both sides in a manner appropriate to the complaint and shall thereafter consider a course of action.
- 5. The outcome of their deliberations will be made known to both parties, in writing, and restorative actions advised.
- 6. In the event that the situation persists and the Management Team is satisfied that the fault lies entirely with the Teacher, the Management Team will consider withdrawing the Teacher's name from the list of IYA recommended Teachers.
- 7. Written record of the entire proceedings to be kept on file.



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IYA Complaint Form. Appendix to IYA Complaint Procedure.

Name of Student:		
Address:		
PHONE: Home:		
Mobile:		
Email:		
Date:		
Name of IYA Teacher:		
Report of Complaint: Include all relevant information and/or documentatior nature of complaint	າ giving date(s), time(s), ່	venue(s) and
Signed:		
Please forward report to: The Secretary, Irish Yoga Association at the abov	ve address.	

Agreed by MT June 2015

APPENDIX 1V

SAMPLE:

ATTENDANCE CARD or REGISTER.
Name:
Address:
Contact details: Phone:
Mobile:
Teaching Centre:
Level Taught:
Course Dates: (Marking attendance)
Comments: (accidents/incidents, worrying marks/remarks, upsetting behaviour etc.)

Appendix V updated 2017

First Aid Kit Contents	Personal kit	Check it Date
CONTAINER		
Fold out bag	1	
TOOLS		
First Aid Scissors	1	
BANDAGES		
No 9 large Medium dressing sterile, unboxed	2	
Crepe Bandage BP 10 cm x 4.5m	1	
Wash-proof plasters assorted box of 20	1	
Calico Triangular Bandage 90 cm x 127 cm	6	
Medi silk 2.5 cm x 4.5m	1	
Electrical insulating tape	1	
Cling Film (to exclude air)		
Pad Non- Adherent dressing pads 10 cm x 10 cm	1	
Pad Non- Adherent dressing pads 5cm x 5 cm	1	
Steri- Strips or butterfly closures	10	
Sam Splint	1	
HYGIENE/PERSONAL PROTECTION		
Individual cleansing wipes -water based.	6	
Eye wash pods 20 ml	2	
Gloves Nitrile pairs- non latex	3	
Shield mouth to mouth resuscitation device with valve	2	
Thermal Protection		
Foil Blanket (Survival Bag)		
DRUGS/APPLICATIONS		
Instant relief ice packs (single use). Glucose sweets for diabetics	1	
Burn Gel (Hydrogel) sachet (Burn Smooth)	1	