

# CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR HEALTH KINESIOLOGY TUTORS

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**The definition of a Health Kinesiology tutor is that you are fundamentally an example of HK professionalism and currently licenced to teach by Dr Jimmy Scott, Founder of Health Kinesiology(HK).** On the death or retirement of Dr Jimmy Scott, he has made successions plans to be implemented by his heirs or designated persons. This information is lodged with his Canadian lawyers.

**Tutors must abide by this code, together with**

- **Their country's governing body Code of Conduct**
- **Any awarding body they may be with e.g. In the UK the OCN**
- **Professional insurance provider's Policy of guidelines**

**Failure to follow all above and what may be considered best practice, balanced judgement and common sense whether or not actually covered by the above will result in disciplinary procedures as outlined in Section B below.**

## SECTION A

**In all aspects of Health Kinesiology, professionalism will be demonstrated by all tutors at all times including during non course hours.**

**This list is not exhaustive, disciplinary decisions will be made in the light of the following. HK tutors must at all times ensure:**

- 1 **Show respect for others:** including other HK Tutors, learners, clients, and other professionals. This should be in line with HK, KF and any awarding body's policies, e.g. relating to equal opportunities, discrimination or bullying.
- 2 **Show appropriate behaviour:** towards all learners in relation to contact in formal and informal settings. Respect different needs due to race, sex, sexuality, etc. and create inclusive environment, where all learners' needs are equally met as much is practicable and reasonable.
- 3 **Honour a professional Tutor/Learner Relationship:** Great care must be taken to maintain appropriate professional relationship only.
  - 3.1 A Learner may misinterpret inappropriate friendship, touching or appearance of the tutor. Create a safe, supportive and inclusive learning environment. To prevent any possible misunderstandings, a professional distance must be maintained at all times. After assessment it is possible to have a platonic friendship between tutor and learner providing no work requires marking or assessing. All relationships prior to training must be made clear to all students at the beginning of the class so that all members are aware and have the right to comment privately to you should they feel there is unfavourable influences going on within class.
  - 3.2 Tutors must not blur the boundaries between the tutor and the learner, any group dinner or social event where all members are invited must never leave the tutor or learner in a situation where it could be considered a one-on-one social event. If such a personal relationship was to develop you must make the Head of HK for that country, the main office in Canada and any awarding body's Coordinator aware of the relationship as soon as possible and make arrangements to refer the learner to

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another tutor. A written statement to this effect is to be kept within the awarding body's files.

- 4 **Communicate in a Professional manner:** remain polite and professional in your communications, including use of emails and texts. Do not use public Social Networks to discuss the course days or any individuals associated with any course. Do not use Social Networking in any way that could be deemed as bringing Health Kinesiology into disrepute. Be mindful of language when using these sites so that a professional appearance is maintained at all times. Tutors' private networking sites should not be available to learners.
- 5 **Be able and willing to listen to and act on feedback and advice from:** Subject Mentors; Internal Moderators / Verifiers; Professional Tutors/Assessors; Learners; associated external professionals such as the awarding body's Quality Reviewer.
- 6 **Tutor to take responsibility for own learning:** ensure the requirements of all elements of the programme are carried out in line with the guidance in programme and course documentation and briefings; seeking to discuss issues or concerns with mentors and tutors.
- 7 **Maintain an appropriate standard of dress and appearance.** Excessive exposure of flesh is inappropriate as it may give learners the wrong impression.
- 8 **It may be necessary to support learners who need extra help and this must be negotiated professionally and appropriately.** You may need to advise them to re-sit a stage rather than move onto the next stage if their achievement is not to a satisfactory standard and/or course work has not been handed in. Tutors must put the learners individual needs first above other needs
- 9 **Advertising:** Following advertising guidelines and regulations for the country, do not make unlawful claims, claim to cure, or use wording that the Advertising Standards Agency have set out as inappropriate to use, on all advertising material including website presence.
- 10 **Carrying out duties as required by Professional Tutor, Assessor, Subject Mentor and other staff:** in relation to classroom observation, meeting with and working with mentors and other tutors; lesson planning; teaching and assessment of learners; returning homework marked within two weeks of class attendance; maintaining up-to-date records and paperwork; other appropriate and reasonable professional duties.

**Jimmy Scott, Founder of HK, must be notified immediately if a tutor learns of a misconduct, incompetence or a complaint about another tutor**

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## SECTION B

### BREACHES OF THE CODE OF CONDUCT

**Dr Jimmy Scott, Founder of HK, reserves the right to amend this procedure as necessary to meet any changes to the requirements.**

**An allegation may be brought by anyone, including:**

- A learner seeking or using a service provided by an HK tutor
- A tutor against another tutor
- An interested third party against a tutor
- Notification of removal of a tutor from another voluntary or state regulated professional body

#### **Timescale**

- An allegation must be lodged within 3 months of the alleged breach
- All records of complaints will be kept on file for at least 5 years.

#### **Making An Allegation**

The allegation must satisfy the following conditions:

- It is a breach of the Code of Ethics and Professional Practice of the HK and KF in force at the time the alleged breach occurred and/or it concerns professional misconduct, professional malpractice, or bringing HK or the KF into disrepute in whatever way.
- The tutor is named and is an HK tutor/ training to be an HK Tutor/ left teaching or who is on sabbatical.
- It is in writing and received by Dr. Jimmy Scott, Founder of HK. The complainant(s) must be advised that the complaint must be put in writing and sent to Dr Jimmy Scott as soon as possible and cc'd to the head of HK of that country if there is one appointed. [HK@Healthk.org](mailto:HK@Healthk.org)

Once a grievance has been raised it may be deemed by Dr. Jimmy Scott, Founder of HK, that it is necessary to:

- Reject the allegation
- Give a formal written warning, for example for discrimination of a student. Warnings are kept on file for 5 years. Third and final warnings lead to suspension of a length decided by Dr. Jimmy Scott.
- Suspend the tutor's licence for a fixed period of 1 year, for example for falsification of learners' evidence. A period of suspension will be in line with the severity of the allegation.
- Suspend the tutor's licence permanently, for example for any sexual misconduct, threatening behaviour or violence.

In the case of suspension or where allegations are of the severity that may result in suspension of any length, all tutoring commitments are suspended with immediate effect. All of the tutor's current learners are to be notified by Dr Jimmy Scott, Founder of HK, or the appointed investigator on his behalf with a list of alternative classes to be

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made available for them to continue their studies Should the grievance/complaint be rejected post investigation, the teaching duties would resume with immediate effect from Dr. Jimmy Scott reaching the decision to this effect.

The tutor and complainants will be notified in writing of Dr Jimmy Scott's, Founder of HK, decision.

Where the complaint is accepted for further investigation, the following stages of the grievance procedure are followed:

1. Dr. Jimmy Scott, Founder of HK, will pass the complaint to whoever he deems appropriate to investigate further, generally this is the Head of HK of that country or the International Head of HK Training.
2. The issue is then brought to the attention of the tutor complained against, with a true and correct written record of each communication being kept for audit purposes. Any contact between the tutor and anyone else concerned with or about the complaint and/or the investigation should be professional, truthful and appropriate for the situation concerned. The tutor should not attempt to contact anyone else, such as in coercion or to influence the investigation in any way, except for those communications required by this Code. The tutor is to respond to the investigator regarding the complaint in writing within 2 weeks of the complaint and this may include suggestions as to whom the investigator may wish to contact to obtain a fuller picture of the situation.
3. The awarding body will be notified that a process has been implemented, with a proviso that any awarding body will be invited to take part in the investigation, if they wish.
4. Where further investigation is deemed necessary the investigator may contact others with a true and correct written record being kept of all such communications, such as other learners from the relevant class (es), and if the investigator deems appropriate they may contact people as suggested by the tutor, but this is at the discretion of the investigator and/or Dr. Jimmy Scott. Statements may be obtained to provide a fuller picture of the situation from different viewpoints. Where possible this investigation process should be completed within one month of the tutor's response having been received, though, where necessary, a holding statement may be issued by the investigator to the tutor to keep them informed of the expected time-scale for the investigation.
5. The investigator's findings will be collated and presented to Dr. Jimmy Scott who will give due consideration to that evidence. Dr. Jimmy Scott will make his final ruling on the grievance outcome and the steps required regarding the tutor.

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## **Dr. Jimmy Scott's, Founder of HK, decision is final.**

- All tutors are licensed for a maximum two year period at a time with the proviso that at any time Dr Jimmy Scott has the right to rescind or suspend this licence for whatever reason and this may be with immediate effect. In any such circumstances this will be communicated to the tutor and confirmed in writing by Dr Jimmy Scott. This is particularly likely to occur in the event of a breach in this Code of Professional Conduct, especially with a view that tutors are Ambassadors of Health Kinesiology.
- The awarding body should be notified of the outcome of the investigation
- An audit trail with documents and dates will be kept for scrutiny by the awarding body to be available for any Quality Reviewer visits up to 5 years with the awarding body Co-ordinator.

## **Appeal**

If a tutor or student feels that they have more evidence to support their case, they may appeal once. Any appeal must be in writing, be accompanied by supporting documents, and received by Dr. Scott, Founder of HK, within 14 days of notification of the grievance decision. Any new evidence will be looked at on its own merit.

**The ruling from this appeal will be final.**