

## **Code of Conduct \* and practical advice for Heartfulness trainers**

Trainers (also known as preceptors) are given approval by the principal teacher of Heartfulness (HFN), Kamlesh D. Patel, to teach Heartfulness relaxation and meditation under his guidance.

Mandatory training is required of all trainers living in the UK and who teach HFN practices to the public in the UK. Trainers must undergo the UK online training programmes to comply with local laws and to be insured to teach HFN practices to the public.

1. Trainers should always treat meditators in a professional manner, in accordance with Heartfulness principles. This means treating meditators with kindness, humility, and a helpful attitude.
2. Trainers should respond to requests for meditation sessions promptly and courteously. Offering meditation sessions and teaching of HFN is their prime duty.
3. Trainers should have a fundamental understanding of the system and philosophy of Heartfulness and be able to communicate this understanding to others. This requires keeping up to date with reading materials and online training/information/talks through the global portal for trainers. Trainers should try their best to exemplify Heartfulness principles in the way they live and interact with others.
4. Trainers should follow Heartfulness principles to work cooperatively with others, to promote an atmosphere of harmony in all Heartfulness relationships, work, and environments.
5. Trainers offer their services voluntarily and are not permitted to charge or receive payment for any aspect of HFN teaching/training.
6. Trainers should refrain from counselling meditators. If a meditator requires counselling, he / she should be directed to use a licensed or trained professional. Details of registered professionals can be accessed at the British Association of Counsellors and Psychotherapists - <https://www.bacp.co.uk/>.
7. Trainers should refrain from giving advice to meditators on, or interfering with, the following subject matters - personal, medical, professional, financial, lifestyle, religion.
8. Communication between meditators and a trainer should remain strictly confidential, unless a safeguarding issue arises which will be dealt with in accordance with our safeguarding procedures.
9. Trainers should not keep names nor personal details of meditators in their diaries. Any written records should be stored in accordance with the charity's data protection policy and GDPR regulations.

## **Personal safety**

HFN UK takes the personal safety of its trainers seriously

In the case of 1:1 sessions and to ensure maximum safety of its trainers, HFN/SRCM UK recommends the following:

- Trainers with access to a local centre should only conduct 1:1 sessions in the centre if a minimum of three people (including the trainer and the meditator) are present in the centre throughout the session
- Trainers with no access to a local centre should invite those coming to a first session to join a group session, rather than having a 1:1 session in their (the trainer's) home
- Trainers are advised not to offer 1:1 sessions in the homes of meditators
- In the event that a session takes place in the trainer's home, personal safety considerations for both the trainer and the meditator are paramount and trainers should always have a family member or friend present when 1:1 sessions are taking place in their home

Meditators and trainers should treat each other with the utmost respect. If at any point you have any concerns about your personal safety or inappropriate behaviour, you should terminate the session immediately and ask the meditator to leave your house. The trainer should let the secretary know immediately and provide a written report to the Safeguarding Officer [[safeguarding.equality@heartfulness.uk](mailto:safeguarding.equality@heartfulness.uk)] within 48 hours. This will be retained by the Charity in accordance with its data protection policy. The concerns raised will be investigated in accordance with the Charity's safeguarding and complaints policies. If necessary, the police will also be notified.

If a trainer's behaviour breaches the above Code of Conduct, they may be referred to the principal teacher for HFN for his advice and any disciplinary action required.

\*Trainers should also refer to the global CoC for trainers