



CODE OF PRACTICE, ETHICS AND CONDUCT

Throughout this code Animal Therapy Solutions Ltd, instructors and Helen Tompkins are referred to interchangeably as “We”, “Our”, or the “Training Provider”

Students enrolled on any of the training programmes offered by Animal Therapy Solutions Ltd or Helen Tompkins are referred to as “Students”

Veterinary Surgeons, saddlers, farriers, veterinary nurses, hydrotherapists and other professionals who may be regarded as part of the related animal healthcare team are collectively referred to as “Related Professionals” unless their specific category is named within a provision of this Code

Our Mission Statement

To provide quality training programmes, products and services in the field of animal therapy

Core Values

Competency

We are committed to maintaining current standards of professional practice and knowledge by using personnel and Related Professionals who retain membership of professional bodies, and undertake regular continuing professional development study. Competency is passed on to Students by constant revision and updating of any course materials and equipment as necessary. We aim to produce successful Students who reflect this standard in their own capabilities and practice.

Respect

We recognise the value of each person with whom we interact and their opinions, and we both offer and expect mutually respectful treatment between instructors and Students, *towards animals* and clients and Related Professionals.

Integrity

We act with a high degree of personal integrity towards Students, clients, *animals* and Related Professionals. We maintain the utmost professional integrity in Our conduct and

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follow all required policies and procedures to ensure professional standards are maintained.

This code is designed to demonstrate the application of our Core Values to all aspects of practice, study, interprofessional, interstudent and client interaction with the aim of establishing, maintaining and upholding the standing the Training Provider, the Students we train and the professional bodies to which they belong. This code may be raised in discussion in the event of any complaint against a Student or the Training Provider and will operate to inform the conduct of the Training Provider and Students.

1. General Code of Ethics and Practice for the Training Provider

- a) We will treat each our Students' beliefs and opinions with respect and all discussions relating thereto will be held in a professional manner. The Training Provider's views will prevail where any dissention, in the view of the Training Provider, increases risk or compromises the health or safety of Students, animals, Related Professionals or members of the public.
- b) We will endeavour to maintain a full mentoring approach to guide Students through the learning process and develop them as fully as possible through training with the intention of producing graduates who fully reflect our core value of Competency. We encourage graduates to join the appropriate professional organisation (typically the Equine Sports Massage Association) to demonstrate ongoing competency in their practice.
- c) We operate a number of policies and procedures to maintain consistency of process, demonstrate Our Integrity, and ensure the clarity of our ethical position:
 - ✓ Equal Opportunites/Diversity Policy
 - ✓ Complaints, Compliments and Feedback Policy
 - ✓ Appeals Policy
 - ✓ Malpractice/maladministration Policy
 - ✓ Health and Safety policy
 - ✓ Children and Vulnerable Adults/Safeguarding Policy
 - ✓ Data Protection Policy
 - ✓ Animal Welfare Policy
 - ✓ Substance Abuse Policy
- d) We are externally assessed by LANTRA who certificate the training provision and We fully comply with all requirements made by LANTRA of their Corporate Training Providers.

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- e) We protect the client confidentiality of animals and their owners at all times and understand Our obligations to fully cooperate and consult with the Veterinary Surgeon to whose care an animal is registered with regard to the use of the animal within any training programme. We will ensure all animals are managed in accordance with the Veterinary Surgeon's guidance.

For and on behalf of Animal Therapy Solutions Limited

Date:

2. General Code of Ethics and Practice for Students

- a) Students will conduct themselves with a professional, courteous and considerate manner at all times.
- b) Students will treat each others beliefs and opinions with respect and all discussions relating thereto will be held in a professional manner. The Training Provider's views will prevail where any dissention, in the view of the Training Provider, increases risk or compromises the health or safety of Students, animals, Related Professionals or members of the public.
- c) Students shall work cooperatively with other Students, Related Professionals and instructors and shall not act, speak or write disrespectfully of them.
- d) Students are expected without exception to adhere to all legal responsibilities when interacting with clients and their animals particularly with regard to obtaining veterinary consent to work on any animal where this is the Student's exclusive responsibility.
- e) Students are expected to adhere to the stated dress code particularly where this relates to personal protective equipment and ensure that they do not compromise their own health and safety or those of others with whom they may reasonably be expected to have contact by failing to do so.
- f) The Training Provider or Related Professionals shall be entitled to refuse any Student the right to continue attending or contributing to any session or to continue on the course (exclusion) if the provisions of the Code of Practice are not adhered to.
- g) Students will not allow personal views on the subject of religion, creed, gender, sexuality or politics to influence their conduct towards clients, animals, fellow Students, Related Professionals or the Training Provider.

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- h) Students will not charge for any treatment given until they have successfully completed the course for which they are enrolled nor will Students hold themselves out (orally or in writing) as qualified or permit any person to believe them to be qualified when this is not the case.
- i) Students will not practice whilst under the influence of drugs or alcohol or whilst subject to any physical impairment which may be likely to affect the safety and efficacy of any treatment given.
- j) Students will respect the requirements of the Data Protection Act with regard to any client information or details which may be retained on their records.
- k) Students will inform the Training Provider at the earliest possible moment of any complaint that is made against them including being charged with any criminal offence.
- l) Students will obtain a suitable student indemnity insurance policy
- m) Students will reference and credit all sources within their work. Any incidences of plagiarism will attract a 0% mark for the work submitted.

3. Students' Practice regarding Case Studies

- a) Case study clients and animal names should be anonymous. Clients must have provided written consent to partake in a case study to the Student before their animals are used for such purposes and it must be clear to the client that notwithstanding anonymity being preserved, photographs will be used in the Student's submission. Students must respect client confidentiality with regard to case study information save where disclosure is required by law.
- b) Students shall practise on any case study only within the limits of his/her training and competency and shall retain full records of all treatment methods applied, noting dosages where applicable. Where the consulting veterinary surgeon has requested reports of the treatments, the Student shall supply these and give copies to the Training Provider.
- c) Students will complete treatments, write up accurate notes and submit case study reports within the required timescale due to the summative nature of the case study module. In the absence of case study submissions, Students may not pass the course.

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Animal Therapy Solutions Ltd. Registered No: 9383139 Director: Helen Tompkins
Registered Address: Lime Court, Pathfields Ind Est, South Molton, Devon EX36 3LH



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- d) Students will not charge for any case study treatment or course of treatments necessary to complete the case study requirement

DECLARATION

I accept the Code of Conduct and Ethics outlined above and undertake to conduct myself at all times in accordance thereto. I understand that breach of this code may result in my removal from the course without entitlement to refund of fees.

Student Signature: _____ Date: _____
Print name: