



*Description of the Approved Tutor
accreditation scheme
of
the British Society of Dowzers*

2-August-2023

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1. INTRODUCTION

The British Society of Dowzers (BSD) has been at the forefront of dowsing for 90 years and has inspired dowzers all over the world. It is an organization that is known for the expertise of its dowsing members.

One of the key aims of the BSD is education. Whether this is to raise awareness as to what dowsing is and the many ways it can be applied or teaching the knowledge and skill of dowsing from a basic level to more advanced levels.

To support the quality teaching of dowsing, the BSD has a robust tutor programme and curricula in place and is seeking suitably experienced dowzers to become BSD approved tutors.

2. WHY BECOME A BSD APPROVED TUTOR?

Passing on skills and knowledge is a rewarding endeavour. You get to inspire a group of people to dowse and help them to do this well. You get to be the catalyst for another to feel the benefits that dowsing can have on their life. There are also other tangible benefits to being a BSD tutor:

- Course curricula you can teach from which has been developed by the BSD education committee, see Appendix 5.
- Branding of your courses as BSD approved. The BSD is known internationally for the quality of its dowsing community.
- Credibility. Being able to say you are an ‘approved BSD tutor’ adds credibility to you as a dowser and an educator. It is a mark of quality and provides reassurance to prospective students.
- Inclusion on our list of approved tutors which will be on the public BSD website.
- Financial reward. Teaching dowsing provides an income source for you.
- Administration support to help you to run your courses – this can include securing a venue, advertising, and signing up students.
- Access to a network of tutors to share best practice.
- Supporting the work of the BSD. The BSD is a registered charity and needs to pursue various revenue streams over and above the cost of membership to remain in business. Becoming a BSD tutor and working in partnership helps the BSD to continue to support dowsing and its members.

3. COURSES TO BE TAUGHT

The BSD tutor programme is seeking members who can teach introductory courses to the novice. These are typically one-day courses that introduce the student to the practice, application, and history of dowsing, how to use various dowsing tools and ethics of dowsing. This is a fun day with lots of opportunity for the students to practice.

In addition, we are looking for tutors who can teach more advanced aspects of dowsing. This includes Earth Energies, Water, Health, Archaeological forms of dowsing. These tutors will need

to have a deeper knowledge base and experience to be able to provide students with the skills and knowledge required by the curriculum.

There are three types of course:

Approved courses – standard courses following a set prescribed BSD curricula, see Appendix 5. Note that a tutor may ask the BSD’s education committee to consider adding the tutor’s own course to the list of BSD curricula, thereby making it an approved course.

Please note, when proposing medical-related courses, the BSD is unable to approve any course that specifically includes diagnosis of medical conditions. It is instead recommended that such courses concentrate on developing the general health of the individual.

Affiliated courses – not following a set BSD curricula but offering good practice/theory.

Other courses – courses other than the above.

4. TUTOR PRE-REQUISITES

- A BSD member in good standing who abides by the BSD ethical standards.
- A minimum of five-year’s experience in the practice of dowsing.
- A passion for dowsing that you can use to inspire others
- Time and commitment to run courses.
- Confidence in the practice of dowsing, able to answer questions and build relationships with people.
- Public liability insurance.
- If the tutor is intending to teach under 18s, then they must comply with the legislation relevant to child safeguarding in the region they are working.
- To teach more advanced courses, you will also need relevant experience in the speciality area of dowsing you wish to teach
- Desire to pass on your knowledge to others

5. TUTOR EVALUATION

To become an approved tutor, one must teach three either approved, or affiliated courses.

To assure the quality of tutors, the tutor will ask their students to complete an evaluation form for the course. This may be completed using either an online version of the form, or a printed version. If a printed version is used, the tutor must send the form or a copy of it to the BSD. This is a requirement of being a BSD tutor. Results will be shared with the tutor. Three courses with satisfactory student feedback will be required to become a BSD approved tutor.

The tutor will also inform the students about the BSD complaints procedure for courses and provide the student with relevant BSD contact details.

The student feedback form (see Appendix 1) comprises a number of questions, to which the student responds using a scale of 1-5, with 1 being poor and 5 being excellent. A student's average rating for the course is the total of the scores for each question, divided by the number of questions. The average ratings calculated for all of the students' response are then pooled and an overall feedback average calculated. If this is 4 or above the tutor is deemed suitable to teach the course. However, if this average score is less than 4, then the tutor must discuss with the BSD how they might improve their delivery of the course.

It is recommended (but not essential) that the tutor completes a self-evaluation form (Appendix 2) after conducting *any* course. These are retained by the tutor, not shared with the BSD and are intended to provide an aid for self-reflection. Also, in the event of poor student feedback, they should help assist to resolve the problems.

In order to assist tutors, the BSD will invite them to attend quarterly group meetings throughout the year, with a BSD official moderating the discussion, to allow tutors to exchange knowledge and experiences.

6. APPROVAL PROCESS

Step 1: Apply to the BSD by completing the application form (See Appendix 8).

Step 2: Application form will be reviewed by the BSD.

Step 3: If approved, you will receive notification from the BSD and an agreement to sign (See appendix 3).

Step 4: Return the signed agreement along with a copy of your public liability insurance, every calendar year.

Step 5: A meeting with the BSD Office Manager will be arranged to discuss how you will work together to schedule and run courses.

Step 6: You must select and teach any *three* of the BSD approved or affiliated courses.

Step 7: The student feedback is scored as described in **Tutor Evaluation** above. The feedback is confidential and will be retained for one year. If overall, a positive evaluation has been obtained from the students, the tutor will be given a certificate that designates them as a *BSD approved tutor*. They may then use this designation whether teaching approved BSD courses, or their own courses.

7. MAINTAINING APPROVED BSD TUTOR STATUS

To maintain their BSD approved tutor status, the tutor is required to:

- Be a BSD member of good standing.
- Run a minimum of two BSD approved courses per calendar year.
- Obtain satisfactory student feedback.
- Hold current public liability insurance.
- Renew the BSD Approved Tutor Agreement annually.

If the tutor does not obtain sufficient positive student feedback, then the BSD reserves the right to discuss the matter with the tutor, in the first instance to identify how to assist the tutor and if this cannot be achieved then to consider whether the tutor's certification should be withdrawn.

If a tutor is no longer on the approved tutor register, the tutor is no longer able to use the designation of "approved BSD tutor". or teach BSD approved programmes. All logos and reference must be removed from online and in print materials, websites etc.

If a tutor is unable or unwilling to teach any courses in a year, then they must inform the BSD office and a dispensation will be made. But this should be reviewed in the following year. If the tutor does not teach for some time, then the concern is that this will affect their teaching ability.

8. REMUNERATION STRUCTURE

The aim of the remuneration structure is to provide a simple, fair, and equitable income for both the tutor and BSD. Remuneration is in place for approved tutors and those who are working towards approved tutor status and will apply regardless.

Our goal is creating a profitable income stream for both the tutors and for the BSD, as well as increasing the number of people learning dowsing.

The structure is based on two levels of support; fully administered by the BSD and self-administered by the tutor. The level of remuneration will depend on the nature of the course and the level of BSD course administration as described below.

9. COURSES FULLY SUPPORTED ADMINISTRATIVELY BY THE BSD

Here the BSD will provide much of the administration support required to establish the course.

If the course runs, then the tutor is guaranteed £100 income.

For a course to run:

- The income from students must exceed the costs of running the course, ensuring that a course cannot be run at a loss.

- Course costs are pre-approved by the BSD.
- Tutor must be a BSD member

Costs included:

- Venue hire costs
- Tutor travel expenses
- Refreshments
- BSD Administration fee (£100)
- Guaranteed tutor fee (£100)
- Printing
- Currency conversion costs, if courses are run outside the UK.
- Review of evaluation forms.

Note about costs

- The decision to run the course is made by the BSD.
- All costs must be submitted to the BSD office **before** the decision to run the course is made.
- The BSD cannot take responsibility for any additional costs incurred after the decision to run the course has been made.

Administration support provided by the BSD will include:

- Venue booking and payment.
- Advertising of the scheduled programme via BSD online channels — eg Website, Facebook (inclusion in Dowsing Today will be dependent on publication dates aligning).
- Printing and distributing course certificates
- Processing the student feedback forms

Tutors will be responsible for:

- Provision of refreshments if desired (costs must be pre-approved by the BSD)
- Provision of course handouts (costs must be pre-approved by the BSD)
- Travel to and from the venue (a fixed mileage allowance will be applied)

Tutor remuneration

The total income from student ticket sales minus the total course costs, will be split as follows:
60% to the Tutor and 40% to the BSD.

10. COURSES SELF-ORGANISED BY THE TUTOR

Here the tutor will be responsible for all the administration and running of the programme.

Note that there is no minimum guaranteed income for this type of course.

The BSD is not involved in deciding whether the course is run, this is the tutor's decision.

The Tutor must be a BSD approved tutor.

Tutor is responsible for:

- Venue hires and cost.
- Booking students and collecting course fees.
- Refreshments.
- Provision of course materials.
- Certificates (these must be co-branded with the BSD – a logo will be provided).
- Provide students with link to the approved evaluation form or printed version. Should printed evaluation forms be used, the tutor will send them to the BSD in a timely manner.
- Provide BSD with accurate student numbers.

The BSD will:

- Promote the course using their online channels (courses may be included in Dowsing Today if the dates align – a fee will be charged for any advert).
- Review evaluation forms for tutor registration

Costs include:

In practice, either none or some of these might apply.

- Venue hire cost
- Tutor travel expenses
- Refreshments
- Printing
- Currency conversion costs, if courses are run outside the UK.
- Review of evaluation forms.

Tutor remuneration

The total income from student ticket sales minus the total course costs, is to be split between Tutor and the BSD. However, the way it is split is subject to negotiation between the two parties. For instance, the course might be very specialised and not attract many participants, or the BSD might be required to provide more assistance than usual. The split is capped at no more than 30% to BSD.

11. PUBLIC LIABILITY AND INSURANCE

Regardless of whether the BSD provides administration support or not, the tutor is responsible for the health and safety of the student, venue, and members of the public. As such tutors are required to have public liability insurance.

The BSD accepts no responsibility for accidental damage, property loss (students or tutor), accidents or injury (students or tutor) or any other circumstances that are covered under standard public liability insurance.

The BSD recommends (but does not restrict tutors to) Balens Insurance Brokers. Balens offer a “Block scheme for members of the British Society of Dowsers”, depending on the level of cover required, the annual cost begins at £61 (indicative pricing). More information may be obtained from Balens:

01684 893 006

<https://www.balens.co.uk/>

and refer to their document included here : Key_Points_Document_Combined_Liability.pdf

APPENDIX 1 – STUDENT EVALUATION FORM

Name of course

Course dates

The following questions are scored 1 to 5:

Was there sufficient information about the course before you booked?

Do you think that there was a good learning environment?

Do you think that the course was well prepared?

Do you think that the tutor was respectful towards all aspects of diversity within the student group, i.e. age, culture, abilities, gender?

Do you think that the information on dowsing was delivered by the tutor in a clear and informative way?

Do you think that the tutor gave helpful guidance during the practical dowsing sessions?

Were all of the expected aspects of dowsing listed in the pre-course information included in the course?

Has the course increased your interest in dowsing so that you might like to do more dowsing courses?

Would you recommend this course to a friend?

How did you find out about the course?

Would you like to add any additional comments?

If you are not already a member of the BSD, may we send you an application form please?

APPENDIX 2 – TUTOR’S SELF-EVALUATION FORM

What course did you teach?

Course dates

What aspects of the course went well?

What difficulties arose as you taught the course?

How could these difficulties be avoided in the future?

What changes would you make before teaching the course again?

Is there anything that the BSD could do to improve the delivery of the course?

APPENDIX 3 – TUTOR’S AGREEMENT

Note that this agreement is also available as a Word document that may be downloaded from the BSD website under the section that explains the Tutor Register.

APPROVED TUTOR AGREEMENT

This Approved Tutor Agreement (“the Agreement”) is made effective as of _____ between:

The British Society of Dowsers
Wyche Innovation Centre
Walwyn Road
Upper Colwall
Malvern
WR13 6PL (UK)
and

Tutor’s Name : _____

Tutor's Address : _____

DEFINITIONS

BSD

The British Society of Dowsers.

BSD approved course

A dowsing course following any of the curricula that have been approved and advertised by the BSD.

BSD approved Tutor

Any person who is approved by the BSD according to the BSD Approved Tutor accreditation scheme.

Remuneration scheme

BSD policy to calculate what proportion of a course earnings are payable to the Tutor and to the BSD.

1. GRANT OF APPROVAL

Subject to the terms and conditions of this Agreement, the BSD hereby grants to the Tutor a non-exclusive, non-assignable, non-transferable, and revocable agreement to refer to themselves as a BSD approved Tutor.

The Licensee agrees to the following:

- 1.1 The Tutor shall ensure that when teaching either a BSD approved course or their own course while referring to themselves as a BSD approved Tutor that they abide by the BSD remuneration scheme.
- 1.2 The Tutor agrees that the final decision as to how to divide the course revenue between Tutor and the BSD, on what constitutes costs relating to running a course and what expenses the Tutor incurs while teaching a course are considered acceptable for reimbursement, rests with the BSD.
- 1.3 The Tutor shall ensure that when teaching a course as a BSD approved Tutor that they obtain feedback from their students concerning the course teaching quality using the BSD approved student feedback form either online or printed and ensure that completed forms are made available to the BSD
- 1.4 The Tutor shall take all reasonable steps to prevent unauthorised use and exploitation of personal information relating to any person attending their courses.
- 1.5 The Tutor shall notify the BSD as soon as reasonably practicable should it become aware of any unauthorised use of personal data relating to any person attending their courses.

- 1.6 The Tutor shall hold a current certificate of public liability and professional indemnity insurance.
- 1.7 When teaching and when dealing with the BSD, the Tutor will abide by the BSD code of ethics as advertised on the BSD website.
- 1.8 The Tutor must comply with the legislation relevant to child safeguarding in the region in which they are working if they intend to teach a course with attendees who are under the age of 18 years.
- 1.9 The Tutor shall pay any money owing to the BSD within 30 days of receipt of an invoice.
- 1.10 The BSD shall pay any money owing to the Tutor within 30 days of receipt of an invoice.
- 1.11 The Tutor will endeavour to maintain the good reputation of the BSD.
- 1.12 The Tutor agrees to being a member of the BSD.
- 1.13 The Tutor agree to submit a lesson plan for the type of course they will teach.

2. TRANSFER OF RIGHTS.

- 2.1 The Tutor may not transfer any rights granted under this Agreement to any third party.

3. TERM OF AGREEMENT

- 3.1 This Approval is effective from the date of this Agreement and is subject to renewal one year after the date of the initial agreement.
- 3.2 The BSD may terminate this Agreement immediately and all rights and approvals granted hereby if the Tutor fails to comply with any material provision of this Agreement and does not correct such failure within thirty days of written notice of such failure.
- 3.3 The Tutor shall be entitled to terminate this Agreement at any time without reason.
- 3.4 Upon termination the Tutor has no further right to refer to themselves as a BSD approved tutor.

3.5 If the Tutor's membership of the BSD terminates, then this Agreement may terminate.

4 INDEMNIFICATION BY THE LICENSEE

4.2 The Tutor shall indemnify and hold the BSD its Trustees and employees and members, harmless from and against any loss, damage, or liability, including reasonable legal costs that the BSD may suffer or incur as a result of or in connection with any of the following:

- the Tutor's use of the BSD curricula.
- any claim or suit made by any of the Tutor's students.
- any breach by the Tutor of the obligations under this Agreement.
- the Tutor's use of the curricula in any manner not contemplated by the documentation or the modification or unauthorized use of the curricula.
- the Tutor's use of the curricula in connection with any activity that is illegal, offensive, or immoral or that infringes on the rights of privacy or publicity, or any intellectual or proprietary rights of any third party.

5 AMENDMENT

5.2 This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

6 DISPUTE RESOLUTION PROCEDURE

6.2 Matters will be resolved by a meeting between two Trustees of the BSD and the Tutor and one other individual of the Tutor's choosing.

6.3 The resolution of any dispute, difference or question between the BSD and the Tutor arising out of or in connection with this Agreement is subject to BSD's decision and is under this Agreement to be final and conclusive.

7 GEOGRAPHICAL REGION

7.1 The licence applies World-wide with no exceptions.

8 CONFIDENTIALITY

8.2 The Parties maintain confidentiality of all the contractual arrangements of this Agreement.

APPENDIX 4 : FREQUENTLY ASKED QUESTIONS

Q how to apply?

Complete application form – either the one contained in this document, or the equivalent on-line version on the tutor page of the BSD website:

<https://www.britishdowsers.org/tutor-register/>

Q. As an approved BSD tutor am I able to run my own non-BSD approved courses?

Yes, although you will not be able to advertise them as BSD approved, you will be able to still use your BSD approved tutor status. Certificates will not be required to be co-branded.

Q. What happens if I receive a less favourable student evaluation?

Feedback is a way in which tutors can review the way they teach and how they interact with students. Therefore, less favourable feedback is an opportunity to improve. The BSD is committed to the quality of education provided as well as supporting tutors to grow their teaching practice. Less favourable feedback will be explored with you and a course of action agreed together.

Should less favourable student feedback continue to be received with no improvement from the tutor evidenced, the BSD may take the decision to withdraw you from the programme or revoke approved tutor status and remove you from the register. However, our goal is to work with you and support you to address any issues raised by students.

Q. What criteria does the BSD use to determine if I am approved or not?

You must be a member of the BSD.

You must have taught three approved courses and obtained the necessary level of positive feedback from the students you taught.

You must agree to the terms and conditions of the tutor's contract (Appendix 3).

You must teach a minimum of two approved courses per year, or alternatively you must have requested dispensation from the BSD.

Q. How do you advertise my programmes?

If you are running a BSD approved programme, we will promote your programmes on our social media channels and website. Should the dates align with the magazine publication date, the course will be included in Dowsing Today.

If you are not running a BSD approved programme, we can help you to advertise your programme through our social media channels, website, and magazine for a fee. Please contact the BSD office to discuss your advertising needs.

Q. Why do I need insurance?

This is a basic requirement for any event that includes the public. It protects you as an individual and the students attending your programmes. The BSD is required to ensure that as a BSD approved tutor, you comply with professional practice, which is why we ask that you provide proof of insurance as well as assurances that this is maintained annually.

Q. I am new to teaching, is there any support for me to develop?

The BSD is committed to supporting teaching best practice. To assist tutors, quarterly tutor meetings will be available for you to attend. These will be virtual and will be an opportunity to share ideas, discuss challenges and seek advice on how to address these.

Q. Are programmes required to be in person?

No. The BSD supports the online/virtual teaching of dowsing programmes.

Q. Do I have to live in the UK to be an approved tutor?

No, we welcome dowsers from other countries to apply to become approved tutors. All we ask is that you are a member in

good standing of the BSD and use our code of ethics in your practice and teaching.

Q. I have previously been a BSD approved tutor, do I need to go through the process?

Yes. Whether or not you have previously been a tutor with the BSD, or you are considering becoming a tutor, the process to become a recognised tutor is the same. This is because the approval process is now reliant on the evaluation of your teaching by the students attending your courses. It is hoped that this will maintain a high standard of teaching and maintain the good reputation of the BSD.

Q. What preparation steps do I need to take before teaching a course?

It will be necessary to create a lesson plan for the course and undertake a risk assessment of the venue in which the course will take place

APPENDIX 5 – CURRENT BSD CURRICULA

Below are listed the current BSD approved course curricula. Details of each curriculum may be found in the accompanying pdf file with the same name as the course.

If you would like to add your own course curriculum, please contact the BSD.

- Introduction to Dowsing for Beginners
- One day foundation in dowsing
- Introduction to Dowsing for Water
- Introduction to Dowsing for Health
- General and Practical Dowsing
- Dowsing for Water - Professional preparation
- Dowsing for Water - Completion of professional Training
- Earth Energies and Spirit of Place - An introductory course in Earth Energy dowsing EE1
- Earth Energies - Environmental healing - understanding Geopathic Stress - EE2
- Earth Energies and Environmental Healing - Understanding Geopyschic Stress - EE3
- Understanding Earth Energy Power Centres and Features of Special Geomantic
- Advanced Earth Energies Dowsing - Working with Power Centres and Applying Geomantic Design – EE5
- Technopathic Stress - EE6

APPENDIX 6 - SAMPLE LESSON PLAN - INTRODUCTION TO DOWSING FOR BEGINNERS

9.30AM – 4.30PM

<p>Overall Aim:</p> <ul style="list-style-type: none"> To introduce dowsing to beginners <p>Learning Objectives:</p> <ul style="list-style-type: none"> Demonstrate an understanding of the nature of dowsing, including its history and uses. Define and demonstrate the use of basic dowsing tools in the application of gaining information and locating dowsing targets. Define and demonstrate an understanding of an ethical and professional approach to dowsing. Define and demonstrate the need for psychic protection and ethics as they apply to dowsing. Use some dowsing tools to a basic standard. 					
Timing	Session	Session Outcomes	Equipment	Teaching Methods	Evaluation
9.30-10.00	Introduction to the course, the tutor, and fellow participants	Students will: Be clear on the program outline, timing and what to expect. Know where the washrooms and facilities are. Know who the tutor is and their experience. Know fellow students.	Slide deck and projector if being used. Any handouts tutor is providing.	Discussion	Student questions
10.00-10.30	Dowsing, its history and	Students will be able to:	Slide deck and projector if being used.	Presentation	Student Questions

	practical applications	Describe what dowsing is and place it in a historical context. Know how dowsing can be used in everyday life.			Demonstration	Student Questions
10.30-10.45	Overview of Dowsing Tools	Student will be able to: Identify the main dowsing tools used in dowsing and choose the best one for the task	Pendulum(s) L-Rods Y-Rods Bobbers			
10.45-11.00	Morning Break					
11.00-12.30	Dowsing Techniques and the importance of psychic protection	Students will be able to: Undertake psychic protection before dowsing. Practice dowsing techniques using the main dowsing tools, including informational dowsing, directional dowsing and tracking.	Pendulum(s) L-Rods Y-Rods Bobbers	Discussion on methods of psychic protection and why it is important. Example Dowsing Activities: Students answering simple yes/no questions using a pendulum. Tutor hides an object and asks students to locate using directional	<u>Students</u> abilities to grasp the basic techniques and confidence in the use of the tools selected to work with. Quality of questions asked.	

				<p>how positive affirmations can change the size of the aura.</p> <p>Using dowsing to assess the health a student's chakras and rebalance them.</p> <p>Simple dowsing charts to assess health.</p> <p>Colour dowsing and how this applies to health.</p>	Quality of questions asked
4.15-4.30	Ethics, Information about the BSD, and evaluation	<p>Students will be able to:</p> <p>Apply an ethical understanding to the practice of dowsing.</p> <p>Know the role of the BSD, reason for joining and how to further develop their dowsing.</p> <p>Evaluate the program and provide feedback.</p>	<p>Slide deck and projector if being used.</p> <p>Hard copy evaluation forms if being used (alternative option. - link emailed out by BSD after program).</p>	Discussion/presentation	Student questions.

				<p>how positive affirmations can change the size of the aura.</p> <p>Using dowsing to assess the health of a student's chakras and rebalance them.</p> <p>Simple dowsing charts to assess health.</p> <p>Colour dowsing and how this applies to health.</p>	<p>Quality of questions asked</p>
<p>4.15-4.30</p>	<p>Ethics, Information about the BSD, and evaluation</p>	<p>Students will be able to:</p> <p>Apply an ethical understanding to the practice of dowsing.</p> <p>Know the role of the BSD, reason for joining and how to further develop their dowsing.</p> <p>Evaluate the program and provide feedback.</p>	<p>Slide deck and projector if being used.</p> <p>Hard copy evaluation forms if being used (alternative option. - link emailed out by BSD after program).</p>	<p>Discussion/presentation</p>	<p>Student questions.</p>

APPENDIX 7 – SAMPLE RISK ASSESSMENT FORMS

A risk assessment lists the different hazards that people might encounter whilst participating on a course. At first, you might think that conducting a risk assessment for your course is a big job, however it really does not need to be complicated or difficult.

In a risk assessment exercise, you simply think about the ways that harm might occur, and what you will do to reduce the risk of this happening. You then write down your thoughts and your decisions. The process of conducting a written risk assessment, has the following benefits for the tutor:

- It helps ensure that you have paid proper attention to reducing risk.
- It saves you from having to make the same decisions again and again.
- The BSD require you to do a risk assessment.
- It may be difficult to make an insurance claim without a risk assessment.

Writing the assessment is best done in the form of a table and two samples are provided below, either of which could be used as the basis of a course risk assessment, in a venue such as a village hall. Although such a venue could be considered a low-risk environment, it is still important to complete the form.

The first stage is to identify all the **Hazards** that have the potential of harming someone.

Assessing the Risks

Once you have identified the Hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk. Decide:

- Who might be harmed
- What you're already doing to control the risks
- What further action you need to take to control the risks
- Who needs to carry out the action
- When the action is needed by

The list of Hazards is not exhaustive and you may be confronted with some that are unfamiliar. These need to be added to the assessment, in order to determine the risk that these new Hazards pose.

Once completed, the form should be kept safe for future reference as it will assist you in preparing for your next course.

Risk Assessment for Foundation In Dowsing Course (Village Hall)

Completed By:

Date:

HAZARDS	Who is at Risk	Existing Controls	Further Actions to Control the Risk	Who needs to carry out the action	When is the action needed by
Unfamiliar Venue	Myself Assistant Students	Visit venue beforehand	If unable to visit then familiarise A.S.A.P. on arrival.	Myself Assistant	Prior to date of course
Slips, Trips, Falls	Myself Assistant Students	Visit venue beforehand	Familiarise ASAP on arrival Limit numbers in kitchen Clean spills immediately Tell everyone of danger No trailing wires Look for loose carpets etc.	Myself Assistant	During course
Fire	Myself Assistant Students	Venue subject to Fire Regulations	Ensure all 'Means of Escape' are unlocked and clear. Brief Students at start. Identify extinguisher locations	Myself	Prior to course commencing At start
Electricity	Myself Assistant Students	Venue subject to Statutory Electrical Testing and PAT testing	Ensure own equipment is PAT tested. No trailing leads	Myself	Annually
Hot Liquids and Surfaces (Kettle/Boiler)	Myself Assistant Students	Limit numbers in kitchen. Brief all.	Use serving hatch to transfer cups	Myself Assistant Students	During Course
Unforeseen Injuries	Myself Assistant Students	Take own First Aid Kit Ensure Telephone Signal	Determine location of First Aid Kit and Community Defibrillator	Myself	Prior to course commencing. During Course

TRAINING EVENT/WORKSHOP RISK ASSESSMENT

Tutor to undertake a risk assessment of their event and put in place controls to mitigate identified risks. Below is an example of the risks a tutor might encounter with suggested controls. However, the tutor **must do their own assessment** based on the event activities, group size and venue.

Event Date:	Event Name:	Tutor:
Event Venue:	Number of Participants:	Event Start/Finish Time:

Risk	Control	Risk Level (1 low 3 high)	Responsible Person
Quality of the walking surface from the car park to the venue	Let participants know ahead of time. Ask them to wear flat shoes. Clearly mark any uneven surfaces.		
Slips, Trips and Falls due to uneven ground or venue infrastructure	Clearly mark uneven ground. Ask participants to wear flat walking shoes, particularly if they will be working outside on uneven ground. Ensure any wires are taped down.		
Food poisoning	Ensure all food prepared and served is done so by a suitably qualified and certified food handler.		
Hot liquid burns	Ensure hot liquids are clearly marked. Carry first aid kit. Provide suitable containers for hot liquids.		

Infection Control	<p>Have available hand sanitizer for participant use.</p> <p>Wipe down surfaces.</p> <p>Maintain a safe distance during activities.</p>		
Sunburn, Sunstroke or dehydration	<p>Advise participants to dress for the weather and bring hats to prevent sunstroke during outside activities.</p> <p>Ensure participants remain hydrated.</p> <p>Ensure participants are reminded prior to the event, to use sunscreen. Provide a reminder during the event when working outside.</p> <p>Adjust outside activities if temperature becomes too hot</p>		
Fire at the venue	<p>Know location of fire exits and where to gather in the event of evacuation.</p> <p>Inform participants of the process in the event of evacuation before the event starts.</p>		

APPENDIX 8

APPLICATION FORM TO BECOME A BSD APPROVED TUTOR

Name: _____

Contact details: Phone: _____ Email: _____

Are you a BSD member? [] Yes [] No

Have you been dowsing more than 5 years? [] Yes [] No

Please give a brief description of your experience:

Type of Course(s) you would like to teach. Please tick all that apply.

➤ *I would like to run a course fully supported by BSD* []

Either please specify one or more of the courses listed in the supplied curricula, or suggest your own curriculum:

Or alternatively, provide brief details of your own course(s) that you would like to be adopted by the BSD. Note that the BSD will contact you for more details about your courses.

➤ ***I would like to teach a self-organised course*** []

Please specify the subject(s), or title of course:

Have you read and understood the scheme details in this document? [] Yes [] No

Please return your completed form to the BSD office by attaching to an email, or by post, or use the following link on the BSD website.

The BSD will consider your application and contact you as soon as possible.

Note: there is no need to purchase liability insurance at this time.

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