



# International Sophrology Federation

## **International Sophrology Federation CODE OF ETHICS AND PROFESSIONAL CONDUCT** Version 1 January 2021

### INTRODUCTION

Sophrology is a specific discipline in the field of human sciences which is first and foremost a practical method. It uses an original structured methodology to develop self-knowledge and mobilise internal resources with the aim of increasing health, wellbeing, capability and/or performance.

Its main areas of application are health, sport, business, education, personal development, social.

This Code of Ethics and Professional Conduct sets out the expected ethical and good practice standards for members of the International Sophrology Federation (ISF). It defines ISF member commitments to their clients, to the public, and to the profession.

All registered ISF members agree to be held to the standards as laid out in this code.

### 1. RESPECT CLIENTS' DIGNITY AND PRIVACY

- 1.1. Show respect for the client as a person, their dignity, their ideals and beliefs.
- 1.2. Endeavour to demonstrate equality, value diversity and ensure inclusion for all clients.
- 1.3. Take the law concerning equality, diversity and inclusion into careful consideration and strive for a higher standard than the legal minimum.
- 1.4. Avoid unfair discrimination on any grounds.
- 1.5. Treat all information provided by clients as confidential.
- 1.6. Inform clients about how their personal data and information will be used.
  - 1.1. Adhere to all local Data Protection legislation
  - 1.2. Actively protect information about clients from unauthorised access or disclosure, ensuring written records are stored safely and securely.
  - 1.3. Obtain the client's consent prior to disclosing confidential information to others, including other professionals and supervisors.
  - 1.4. Be clear about when and how confidential information may need to be shared, for example when required by law or for reasons of safeguarding against harm to the client or others.

- 1.5. Give careful consideration to how to manage situations when protecting clients or others from serious harm or compliance with the law may require overriding a client's explicit wishes or breaching their confidentiality.

## **2. WORK IN PARTNERSHIP WITH CLIENTS**

- 2.1. Work with clients in professional partnerships that aim to increase their health, wellbeing, capability and/or performance.
- 2.2. Provide accurate, relevant and clear information on all aspects of the client relationship.
- 2.3. Agree with clients on how to work together including both logistics of sessions and clarity on any requirements of the client for practice.
- 2.4. Gain clarity on the client's desired outcomes and work towards those at all times.
- 2.5. Periodically review each client's progress and, when practicable, seek the client's feedback on the working alliance.
- 2.6. Maintain accurate client records including:
  - 2.6.1. name, address, telephone number and date of birth
  - 2.6.2. details of anamnesis consultation
  - 2.6.3. dates and details of sessions guided
  - 2.6.4. notes of any referrals
- 2.7. Provide the client access to their client records if requested.

## **3. ENGENDER PUBLIC TRUST AND CONFIDENCE THROUGH INTEGRITY**

- 3.1. Maintain high standards of honesty and trustworthiness in all aspects of work.
- 3.2. Avoid reproducing or reusing any intellectual property or course content created by a training school or another sophrologist without written permission to do so.
- 3.3. Make use of the professional titles 'sophrologist' or 'sophrology practitioner' only after being awarded such qualification by a recognised sophrology training school.
- 3.4. Undertake in particular not to disseminate or disclose any information that could mislead the public or the media as to the nature of sophrology or that could damage the image of the profession.
- 3.5. Ensure any advertising meets local advertising legislation and standards, and in particular does not make unrealistic promises or mislead in any way.
- 3.6. Prohibit the dissemination of any religious or ideological propaganda through the course of their work.
- 3.7. Promptly notify the ISF about any criminal charges or disciplinary procedures brought against the member. Also notify the ISF of civil claims arising from work in sophrology practice or counselling professions, or declaration of bankruptcy.
- 3.8. Avoid any actions that will bring our profession into disrepute.

#### **4. PROTECT CLIENTS AND COLLEAGUES FROM HARM**

- 4.1. Raise concerns when the conduct, competence or health of a fellow sophrologist or health and wellbeing practitioner may be putting clients at risk.
- 4.2. Manage and deal with risks to health and safety in own work environment and keep to health and safety laws.
- 4.3. Assess and manage infection risk, and follow best available guidance on infection prevention and control for COVID-19.
- 4.4. Safeguard the welfare of children, young people and vulnerable adults. Follow local area procedures if a child or a vulnerable adult may be at risk because of abuse or neglect.
- 4.5. Take out and maintain adequate insurance when providing services directly or indirectly to the public. Ensure up to date details of insurance are provided to the ISF.

#### **5. RESPECT THE FRAMEWORK, VALUES AND PRINCIPLES OF SOPHROLOGY**

- 5.1. Respect the general frameworks and principles of sophrology as they are taught in ISF accredited schools.
- 5.2. Be guided by the fundamental values of sophrology: Freedom, Responsibility and Dignity.
- 5.3. Strive to embody the five principles of sophrology: Body Consciousness, Objective Reality, Positive Action, Adaptability, and Existential Choice.
- 5.4. Be clear with clients when sophrology is combined with other techniques, ensuring the client understands what is sophrology and what is not.

#### **6. PROVIDE A GOOD STANDARD OF PRACTICE AND CARE**

- 6.1. Respect the limits of own expertise and competence.
- 6.2. Refrain from giving any advice on diagnostics, treatments, medical or psychological procedures unless the member is also from a medical profession and entitled to do so.
- 6.3. Refer the client to the appropriate professional in the event that the clients' needs are not within the member's field of expertise.
- 6.4. Maintain own physical and psychological health and wellbeing at a level that enables good practice with clients.
- 6.5. Keep skills and knowledge up to date by:
  - 6.5.1. reading professional journals, books and/or reliable electronic resources
  - 6.5.2. keeping informed of any relevant research and evidence-based guidance
  - 6.5.3. discussions with colleagues working with similar issues
  - 6.5.4. reviewing knowledge and skills in supervision or discussion with experienced practitioners
  - 6.5.5. regular continuing professional development to update knowledge and skills
  - 6.5.6. keeping up to date with relevant law, regulations and any other requirements, including guidance from the ISF.

## **7. CO-OPERATE WITH COLLEAGUES FROM OWN AND OTHER PROFESSIONS**

- 7.1. Collaborate with colleagues over work with specific clients where this is consistent with client consent and will enhance services to the client.
- 7.2. In the case of co-facilitation or subcontracting, ensure other sophrologists are competent and take full responsibility for their delivery.
- 7.3. Demonstrate solidarity with fellow ISF members and sophrologists. Seek reconciliation if necessary through the ISF for any dispute with a colleague.
- 7.4. Refrain from speaking disrespectfully of other sophrologists or health and wellbeing practitioners in public, to clients or to students

## **COMPLAINTS AND SANCTIONS**

Whilst individual practitioners have full responsibility for their work with clients, the ISF has a role in safeguarding standards in the field of sophrology.

Any potential breach of this Code of Ethics and Professional Conduct can be taken to the ISF Ethics Committee by writing or sending an email to the president of ISF. After hearing the parties, it will determine whether a sanction is appropriate. This sanction can be a simple caution, an official warning or an official exclusion resulting in the sophrologist being banned from using the ISF logo and branding and withdrawal from the ISF directory.

Ethics Committee Composition: The Ethics Committee is made up of the president of ISF, one ISF accredited training school director drawn by lot and a member of the ISF who is a practising sophrologist, selected by the President of ISF. The Ethics Committee is renewed every three years at the same time as the Board.

I confirm I have received, read and understood the present ISF Code of Ethics and Professional Conduct and commit to respect it in my work with sophrology.

Date :

Name :

Signature: