

# Yoga for Children

## Fact Sheet 3 - Required Documentation

1. Carry your Working with Children card to any school or venue.
2. Carry proof of insurance to any school or venue.
3. Consider establishing contracts or terms of agreement with schools or venues so that parties are clear on delivery of service and financial arrangements.
4. It's good to get some background information on the children you are teaching (whether it's a school setting or individual coming to your studio/teaching venue)
  - If working in a school, ask teachers beforehand if anyone has injuries or behaviour management issues as this can affect the session.
  - If working 1:1 or in a small group, make sure you have at minimum, emergency contact information and any details pertinent to their health and wellbeing.
5. Consider documenting in a spreadsheet or diary the general plan for each class, what went well, what was challenging, what could be changed next time for smooth running session (make it an easy and quick process but part of process!).
6. If you work with other yoga teachers make sure you have their details on hand for emergencies.
7. Consider documenting what props or equipment you have (like a register of sorts) especially if you are working with other teachers who borrow from one another.
8. Consider documenting when you speak to a school or individual client so you have record of when you last made contact to easily note next communications.
9. Consider documenting enrolments and registrations on a periodic basis (terms or otherwise) as information changes.
10. Consider documenting some type of quality assurance/evaluation periodically even if it's a couple questions via email or through a short survey (ie survey monkey).