

<b>Policy Title:</b>	<b>Boundaries Between Employee's Personal and Professional Lives</b>		
<b>Policy Code:</b>	<b>ICP 13.19</b>		
<b>Cross Referencing:</b>	<b>QS 11 QS 13</b>		
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## 1.0 Guidance for Practice:

1.1 The needs of young people and the relationship between young people and employees are complex and can vary considerably. Employees need to seek clear information regarding “appropriate, healthy, realistic attachments” and to use the knowledge from team members, training and supervision to help build and maintain relationships with young people. Honest replies, opens and discussion are crucially important throughout.

## 1.2 These guidance notes are in four sections:

1. Areas where problems have been found to occur.
2. Questions employees should habitually ask themselves.
3. “Rule of Thumb” guidelines where deviating from them should only be done with the knowledge and agreement of the Registered Manager.
4. Hard and fast rules where they should not be broken.

### 1.21 Areas where problems have occurred:

- Physical contact with young people.
- Personal relationships between employees and young people.
- Physical touch; this is an important part of demonstrating care for young people. When physical contact is used it should be in the knowledge that each young person will have unique views and needs on this matter, and consent should be sought from the young person.
- Inappropriate disclosure to young people about one's own personal life.
- Other breaches of confidentiality, in particular regarding other employees and young people.

### 1.22 Questions employees should habitually ask themselves:

- Who's need is this meeting, mine or the young person's?
- Am I prepared to do this openly or not?
- Will this action leave me and my team open to reasonable criticism?
- If it will, is there anything i can do to safeguard against this?
- What role does the young person see me in? Is the young person able to see me in more than one role and will this cause confusion to the young person in this area?
- Will this action lead to other young people or colleagues seeing this young person as my favourite?

- If a young person objected to this, would/could the young person make these feelings known?
- Am I responsible for the young person if we meet off duty?
- Will this action undermine the work and/or role of other professionals?
- Am I prepared to record this or have this recorded?

1.23 “Rule of Thumb” guidelines where deviating from them should only be done with the knowledge and agreement of the Registered Manager, and is to be recorded by the Registered Manager:

- Continuing contact with the young person when they have left the care of the organisation.
- Children of employees brought into contact with young people or the property.
- Pets of employees brought into contact with young people or the property.
- Where employees are accompanying a young person on an outing, attended by the employees personal friends or family.
- Gifts from young people to employees.
- Young people being taken to the home of employees, their relations or friend.
- When young people/employees wish to meet when the employee is off duty.

1.24 Rules where there are no circumstances in which they could be broken:

- No implied or actual sexual contact/relationship between employees and young people, currently or previously placed under the care of Impact for Change.
- Employees must not borrow money from or lend money to young people.
- Employees must not give their personal contact details (phone numbers and addresses) to young people.
- Employees should not sell things or buy things from young people.
- Employees must not accept for themselves free services from young people and their families, where such services would normally be charged for.
- Employees must not buy cigarettes or alcohol for young people.
- Employees must not give young people alcohol.

Failure of employees to adhere to these rules will constitute gross misconduct and will result in disciplinary action taken, that could lead to dismissal.

### 1.3 **Note:**

In offering outreach and moving on support to young people leaving care, the employees may find themselves bringing things from home for the young person. It is often appropriate for employees to support young people in this way, however, before discussing the matter with a young person, employees must seek the agreement of the Registered Manager to their proposed course of action.

A record of this discussion and the agreed outcome must be documented on the young person’s file.



It is often appropriate for employees to make small gifts to a young person for their birthday, Christmas, celebratory day. The agreement of the team and Registered Manager should be obtained and a record kept on the young person's file.



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