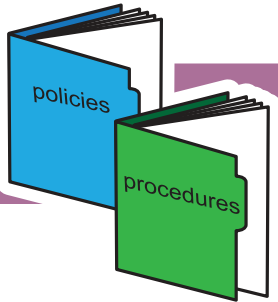


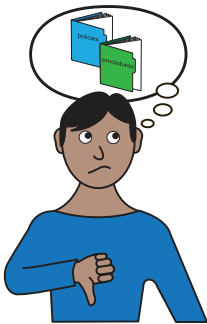


policies and procedures

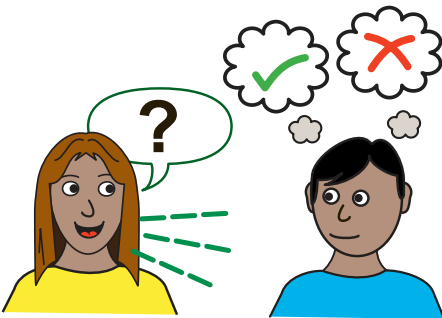


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

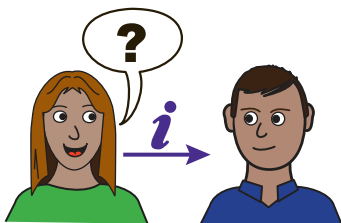


The policies and procedures also tell us what to do if something goes wrong.

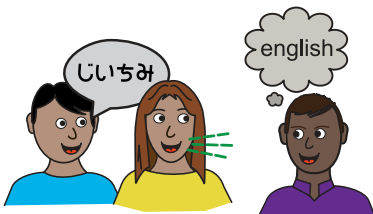


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**  
text: **07531 215 999**  
email: **info@pyramid.org.uk**



# PYRAMID

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## Professional Boundaries Policy

This policy should be read with our Safeguarding policies.

### Definitions:

**Worker** - anyone employed by Pyramid i.e. office staff, core workers, artists and volunteers (including trustees)

**Professional boundaries** – workers understanding their role and responsibilities, and making sure how they interact with vulnerable adults and children is appropriate

**Personal boundaries** – individual limits on what behaviour we find acceptable from others, which we establish to protect ourselves, both emotionally and physically.

Pyramid is responsible for providing a safe space for everyone involved in its activities.

Workers are responsible for establishing and maintaining appropriate professional boundaries in order to protect everyone who takes part.

Activities should provide opportunities for members to develop life skills which encourage the development of clear personal boundaries. For example, opportunities for assertiveness, making choices, developing self-esteem and forming positive relationships within sessions.

### Physical contact

You must ensure that physical contact is not exploitative and is not open to misunderstanding. Everyone is encouraged to communicate what they find acceptable and unacceptable in the way they are approached by others in the group.

Always ask and get permission before making physical contact with someone.

### Conversation

Avoid asking personal questions, or sharing personal information about yourself. For example, where you live, or details of your personal relationships.



## **Phones, emails and social media**

We discourage sharing your personal contact information or connecting with others in your Pyramid group on social media. Doing so blurs boundaries and can cause confusion.

## **Training**

Discussions and exercises about professional roles and responsibilities are included in all stages of our internal training programme.

## **Group conduct guidelines**

Each group is encouraged to produce its own set of ground rules as a starting point for recognising and understanding professional and personal boundaries.

This document should be used as a reference when anyone oversteps a boundary, as a learning point for the group.