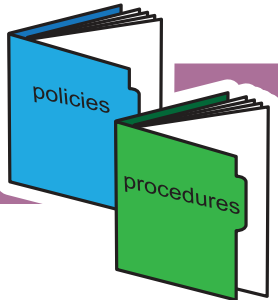


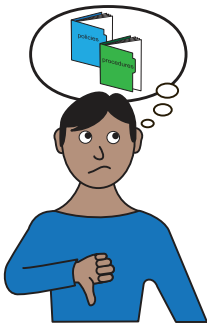


policies and procedures

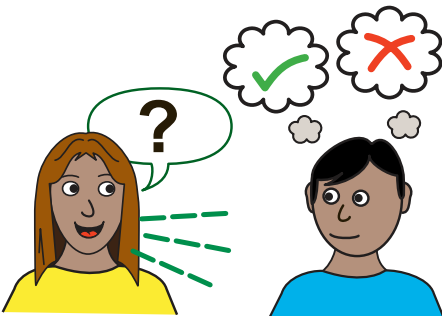


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

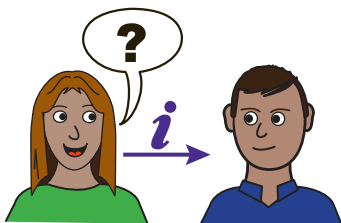


The policies and procedures also tell us what to do if something goes wrong.

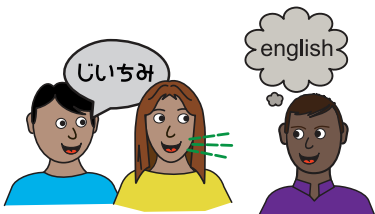


It is important that everybody at Pyramid can access and understand our policies and procedures.

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: **governance@pyramid.org.uk**

Professional Boundaries Policy

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

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.				
Clarifications	The term ‘worker’ is used in this policy to refer to anyone doing work for Pyramid, in any capacity, whether paid or voluntary.				
Who does this policy / procedure apply to?	Everyone.				
Related policies and procedures	Safeguarding Procedures Code of Conduct				
Who is responsible for this document?	The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it. The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.				
When was this document last checked?	The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review). This document was last checked by the Trustees on 18 November 2019.				
Who to contact	If you have a question about this policy, or need support to understand it, please contact the Operations Manager. <table data-bbox="479 1627 1161 1711"> <tr> <td>Email</td> <td>Phone</td> </tr> <tr> <td>governance@pyramid.org.uk</td> <td>0113 234 6040</td> </tr> </table>	Email	Phone	governance@pyramid.org.uk	0113 234 6040
Email	Phone				
governance@pyramid.org.uk	0113 234 6040				

Definitions:

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.