

**SOHBET SOCIETY**

**PROFESSIONAL BOUNDARIES POLICY**

**PURPOSE**

* This policy aims to clearly set out the expectations that Sohbet Society has of its staff and volunteers in relation to professional boundaries whilst on and off duty.

**EXPECTATIONS**

* Sohbet Society expects members of its staff and volunteers to bring a wide variety of experience from their own lives to the job. We want people to be friendly, open and relaxed in the way that they work and in their working relationships with people.
* At the same time, it is important that we remain professional to prevent unwanted incidents and to safeguard people from abuse. We have to make careful enquiries before employing members of staff and require them to follow a code of conduct. The way we behave has to be consistent with Sohbet Society’s Code of Conduct, Safeguarding Children and Adults Policies, and Health and Safety requirements for example.
* The relationships staff develop with service users are of a professional nature: the development of personal/social relationships with service users is not permitted.
* If the situation arises where a ‘friend’ of a member of staff requires the support of Sohbet Society , the member of staff has a responsibility to inform his/her manager immediately, in order for an appropriate strategy to be put in place. This will reduce the likelihood of a breach of professional boundaries to safeguard both member of staff and service user. This will include no lone or key working with the client.

**SO THE GOLDEN RULES FOR EMPLOYEES ARE:**

* + Establish clear boundaries at the onset of a working relationship with a client.
  + Think carefully about your actions and their likely impact.
  + Talk to people about what you propose to do.

**SOHBET SOCIETY EXPECTS ITS DIRECTORS AT EVERY LEVEL OF THE ORGANISATION TO:**

* Monitor the relationships that develop between the people support and employees.
* Think carefully about your actions and their likely impact.
* Talk to people about what you propose to do.

**THINGS YOU SHOULD NEVER DO:**

* Divulge or discuss your religious or political persuasion with service users.
* Enter into any kind of sexual relationship with a service user.
* Borrow money from a service user.
* Accept gifts or free service from a service user or their relatives\*.
* Buy any goods from, or sell goods, to a service user.
* Be the beneficiary or executor of the Will of a service user.
* Abuse people, physically, sexually, financially verbally or in any other way.
* Allow your own personal circumstances or friendships with other staff detract your own or the staff teams focus from that of our service users and service delivery.
* Allow your relationships with staff from partner/external organisation to destract your focus from that of our service users and service delivery, or lead to a breach of confidentiality.
* Bring Sohbet Society into disrepute or damage its reputation through your behavior.
* Put any information about Sohbet Society on any social media platform (with the exception of Sohbet Society’s own facebook account
* Put images on facebook sites that are unsuitable when your privacy is open that could bring Sohbet Society into discrepute

(\* Please note that small gifts with a nominal value of less than £25.00 can be accepted, if refusal would be likely to cause offence. If this happens tell your manager about it as soon as you can and s/he will keep a record)

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| Equality and Diversity |
| We aim to be an organisation that values, recognises and responds to the diverse needs of members and those we serve. We will not discriminate against any person or other organisation on the grounds of race, ethnic origin, disability, gender, sexuality, age, class, appearance, religion, responsibility for dependants or any other matter which causes a person to be treated with injustice. |

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| **Monitoring and Review** |

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| Review Date | 29/03/2021 |
| Next Review Date | 29/03/2022 |
| Review Author | MB |