

Title:	BOUNDARIES POLICY
Type:	POLICY
Policy Group:	CONFIDENTIALITY
For:	Kyra Women's Project

Leads:	Lisa Barker	Role	Chair of Trustees
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Agreed by:		Signature:	
Date:		Name:	
Agreed by:	Board of Trustees	Signature:	
Date:		Name:	

Review Frequency:	1 year
Next Review Process to Start:	May 2019
This document will remain valid during the review process.	

Kyra Boundaries Policy

Kyra believes that everyone should be safe, valued and respected. This policy will ensure that our values are maintained by raising awareness of conduct that potentially crosses our boundaries.

Purposes of this policy and why we have it:

This policy outlines the many ways that boundaries can be crossed without due care and awareness of the issues involved.

We are aware that volunteers work with vulnerable women where the risk of crossing professional boundaries is relatively high.

We expect volunteers to establish a rapport with members and provide friendly and accessible services and understand that this could lead to an increase in the risk of crossing boundaries.

Volunteers need to understand the difference between professional and personal relationships in the context of Kyra.

Volunteers are responsible for establishing and maintaining appropriate boundaries between themselves and members.

Volunteers need to understand areas of practice that need further consideration to keep within their professional boundaries.

The Scope of this policy:

This policy is intended for volunteers, trustees and anyone working with our members on behalf of Kyra.

Kyra will establish an understanding of the difference between personal and professional relationships.

In a professional relationship the volunteer is working on behalf of Kyra and its aims and objectives.

The purpose of the relationship is to provide care and support. There is no shared interest with the member.

The volunteer has knowledge and access to information about the member as and when appropriate.

The volunteer is responsible for establishing and maintaining a professional relationship.

The volunteer is in a position of trust and has a duty of care towards the member.

Volunteers are introduced to this policy during induction and through a periodic refresher during their time with Kyra.

Volunteers are encouraged to share difficult issues relating to personal boundaries with their buddy, Project Manager or CEO

Gifts and Favouritism.

Kyra volunteers should not accept personal gifts from members.

Members occasionally wish to donate gifts to Kyra but these should be used to raise funds for the charity or for the benefit of all.

The giving or acceptance of gifts from either side is open to misinterpretation, perceptions of favouritism or expectations of favourable treatment.

Social Contact

Volunteers should not link with members via social media other than via Kyra social media accounts.

Volunteers should not use personal phones or email to contact members.

Volunteers should not accept invitation to members' social events other than when those events are promotional or fund raising events for Kyra.

Volunteers should exercise caution when discussing their personal life with members.

Volunteers should never discuss information about members outside Kyra other than with appropriate agencies.

One to one working

There are occasions where a volunteer will hold discussion with a member in a one to one setting. The volunteer should ensure that another volunteer knows where they are. It is advised to check after a period of time that the volunteer is happy to continue with the one to one.

Out of Hours activities

Volunteers should take particular care when attending activities with members in the community.

Volunteers remain in a position of trust and need to ensure that their behaviour remains friendly yet professional at all time and stays within clearly defined boundaries.

Photography and Videos

It is not appropriate for volunteers to take photographs of members for their personal use.

Any photographs containing members must have their prior agreement. If the photograph is to be published the member must have given written agreement. The need to safeguard the privacy, dignity, safety and wellbeing of members should be prioritised when taking photographs.

Friendships

Occasionally a member may become close to a volunteer, especially if that volunteer has been supporting them from the beginning of their time with Kyra or who has helped them through a difficult time. Volunteers should be alert for a particular member seeking them out to the exclusion of others. A volunteer who becomes aware that a member is trying to form an attachment should discuss this at the earliest opportunity with their Buddy Leader and the Project Leader.

Sexual Relationships

It is inappropriate and unacceptable to allow or encourage a relationship with a member to develop in a way that might lead to a sexual relationship or that might lead a member to feel that a sexual relationship might follow. This would be regarded as a grave breach of trust.

Whistle Blowing

If any volunteer is concerned about the behaviour or conduct of another volunteer they should make their concerns known immediately to the Project Manager or CEO.