|  |  |
| --- | --- |
| **Purpose** | To provide a guideline to name of service staff with the aim to keep them, service users and their families/whānau safe from inappropriate behaviours and conduct. |
| **Scope** | All employees, contractors, student placements and volunteers of name of service. |
| **Policy** |  |
| **Definition** | “Limits which protect the space between the worker/professionals power and the client’s vulnerability” (Petersen 1992). |
| **References** | |
| **Guidelines** | [Guidelines professional boundaries NZ Nursing Council](http://www.nursingcouncil.org.nz/Publications/Standards-and-guidelines-for-nurses)  [How to build good boundaries in support work (abios Australia)](https://www.health.qld.gov.au/__data/assets/pdf_file/0018/381060/boundaries_pro.pdf)  Refer to specific professional codes of practice |
| **name of service**  **documentation** | Code of Practice  Code of Conduct  Identifying and managing conflict of interest |

**Overview**

**Responsibilities**

**At all times**

* Your work/professional relationship exists for the purpose of meeting the service users’ needs.
* It is your responsibility to maintain the boundaries and help service users, their families/whānau and co-workers to maintain theirs.

**All employees, contractors, student placements and volunteers**

Over-involvement

Under-involvement

Zone of helpfulness healthy

boundaries

* Disinterested.
* Neglectful.
* Lacking empathy
* Violating boundaries.
* Meeting own needs only.

violating

**Behaviour violating boundaries (examples)**

**Dual relationships**

**Gifts/services/**

**financial involvement**

**Relationship**

**Access to & disclosure of information**

Do not provide a service to

* family members,
* friends,
* neighbours,
* partners.
* Favouritism.
* Giving private phone numbers/address.
* Co-dependence.
* Thinking and expressing that only you can give good care.
* Socialising.
* Friendship.
* Sexual relationship.
* Affectionate touching.
* Taking service user to your home.
* Befriending on facebook or twitter.
* Accessing a service users’ records when not providing care.
* Revealing the clients personal information.
* Self-disclosure - talking about your private life/affairs.
* Giving inappropriate information to another party.

Do not:

* accept money/gifts,
* use service users’ bank cards or obtain a pin-number,
* give or receive favours,
* borrow/lend or use money or belongings to and from service users,
* buy goods from a service user.



**Consultation**

# Consultation

|  |  |
| --- | --- |
| Group/Role | Date |
|  |  |
|  |  |
|  |  |
|  |  |