Here is a list of Professional Boundaries that all staff must adhere to at all times.

1. Service Users **and their** relatives are NOT friends.
2. Support workers are not to support an ENS clients privately.
3. Support workers are not to remove any property from Services Users house.
4. Service Users not to be given support workers personal mobile numbers.
5. Service user’s relatives are not to have ENS staff personal phone numbers.
6. Staff are to take instruction/direction from ENS and comply with care plan.
7. Staff are to liaise directly with ENS regarding any issues with the service user and to direct relatives to speak to ENS Consultants about updates or concerns.
8. Support workers pets are not to be taken on shift or visit the service user without direct authorisation from ENS Management.
9. Staff are not to disclose personal information to our service users.
10. Support Workers not to be friends with Service Users on Social Networking Sites.
11. Support Workers not to answer their mobile phones when supporting Service Users in the community.
12. Support Workers not to change shift times of a Service User to suit themselves.
13. Report writing to be an accurate reflection of the support delivered, completed within the shift and filed before Support Worker leaves and not before the shift starts.
14. If leaving a shift early for any reason it must be reported to the office and logged on a timesheet.
15. Services users are not to be taken to Support Workers house.
16. Services Users are not to be left alone in a Support Workers vehicle.
17. Relatives and couples are not to work a shift together.
18. Support Workers are not to consume alcohol on duty.
19. Support Workers are not to smoke in a Services Users property or in a vehicle when transporting a Service User.
20. Support Worker not to consume food and drink that belongs to a Service User.
21. Support Worker not to use Service Users Electricity Supply for personal use.
22. Support Workers are to respect client confidentiality and understand what they have permission to share.
23. Support Workers are not to gossip about other service users and break client confidentiality

I can confirm that I have read understood and agree to the Professional Boundaries.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_