



# ***RAISE THE YOUTH FOUNDATION***

# ***SELF-DISCLOSURE POLICY AND PROCEDURE***

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## Document Control

Date	Version	Description/ Change	Author	Reviewer
29/06/2022	1.0	New Policy	Gemma Hatton	Samantha Croston
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## Self-Disclosure Policy And Procedure

### 1 Introduction

Self-disclosure can be a really useful way to connect with young people and share your own personal life and work experiences with young people to support them in their learning, work skills, and personal development. However, there are some Dos and Don'ts with regards to personal self-disclosure. Therefore, we will outline them to enable you to protect you, our Young people, and others, and ensure you practice and conduct yourself in safe and appropriate ways. It is about always having the children and young people's best interests in mind when disclosing issues, incidents, and events related to your own life or that of a close relative or friend.

### 2 Do's of Self-Disclosure

Most of us have lots of positive experiences of learning how to be safe, healthy, happy, and successful, and how to manage difficult situations, circumstances and experiences. It is useful and appropriate to share many of these experiences with young people – as a positive role model for teaching, guiding and supporting children and young people to make well-informed safe, legal, ethical, and positive decisions regarding their life and life chances.

The key to using our own experiences for the positive good of young people and in their best interests is to recognise first and foremost that we can use our own experiences of life, our developed understanding and empathy, to be there for young people. To truly be present and listen to them. This is the most powerful, caring and supportive skill and tool we all have – to be an emotionally available adult (skilled enabler). It is scientifically proven that the available presence of an emotionally available adult – who attentively listens, is fully present, uses appropriate supportive touch (side hug, handshake, shoulder touch, respect fist), has a welcoming warm smile, finds words for feelings, empathy and naming the pain, and learns how to use mental state talk (where the adult is very clear what the child/teenager is feeling, the adult puts words to the child's/teenager's intense feeling state, and tone/intensity of voice acknowledge their feelings by matching effect). This is in order to connect with the child/teenager on their emotional/energetic level. This is far more calming than being calm with an angry child. Calm is a 'mis-connect' when the child/teenager is in a highly aroused state. (We will practice this in our Relate and Regulate sessions). The best way to support young people is to care (attachment to staff, learning/experiences/project, and school/college), and relationship heals. A skilled enabler who is an emotionally available adult to Protect, Relate, Regulate and Reflect with and for young people makes all the difference. (See the end of document for additional guidance).

#### DO's of Self-disclosure

✓ If it is a safe, healthy, positive and legal self-disclosure and keeps you portrayed to young people as someone that is safe, positive and legal such as ' when I was looking for a job I completed a CV and walked around various places handing it out. On my first interview, I did..... , When I was living on my own in my first flat, I went shopping at the local Aldi and went to the local market on a Friday to get all the last-minute bargains. Anything that is giving young people safe and appropriate advice based on successful ways of living and being is ok.

✓ Personal self-care advice – around brushing teeth, washing clothes, and hands and face etc. is appropriate. No mention of private body parts, of course.

✓ You can keep the discussion open and vague – such as when I was young, I made a right mess of school and did not attend or missed loads of school. No description of why, when, how, what, where etc. I really regret it, but I then changed my attitude and went to college and worked really hard. It was so hard learning to read and write. And others were able to have more fun doing the practical things etc. when I was still learning the basics. It is so important to do your best now!

✓ If you have had adverse childhood experiences it is much safer, appropriate and correct to say in broad terms that I had some adverse childhood experiences – again broad terms. No real detail.

✓ If you have experienced positive ways to promote and improve your mental health and wellbeing. Again, this is an appropriate way and message to share with young people. As long as it is safe, healthy, legal, and appropriate. Never share personal details of where, when, how, what, why, etc. Your mental health is personal to you and those you safely choose to share with. It is not safe or

appropriate to share your own experiences of mental health with young people. Many of us may have experienced mental illness and or difficulties at some time in our lives. It is vital that you use your experience as a knowledge base and ability to show empathy only! Mental illness and mental health could trigger off issues and unhealthy feelings, thoughts and actions for our young people. They could, when angry and or in a rage, use any sensitive information you may have shared with them – against you to gain a response. It is always the best policy to use evidence-based programmes, materials, leaflets, and websites to support young people’s mental health and well-being. Again, saying when I was younger, I struggled with anxiety may be useful if you have some evidence-based ways of how you managed your anxiety. However, we do not say when, where, why, how, and what etc. You may have had acute mental health problems as a child or young person, or young adult. Again, it is vital you keep yourself safe, and the YP safe at all times. In that, it is better to be smart and use your experiences in the third-person talk. I knew a person that.....

✓ If you have ever experienced any behaviours and experiences around addictions, dependency, and or recreational use of drugs and alcohol. It is appropriate to use these experiences to be able to show empathy and understanding of a young person and or their family and friends. It may be sometimes useful during a PSHEE lesson, Champion time, and or intervention session to speak in the third person terms – such as I remember or I know a person who had been smoking cannabis and spent £20 pounds per day 7 days per week since being 15 years old. They are now 46 years old and have spent over £255,680 on Cannabis. In terms of alcohol, although legal to drink, it is vital you do not promote unhealthy behaviours and or disclose that you drink certain alcohol in certain places, spaces, and days.

✓ If you had made any mistakes growing up and went against British values in terms of the rule of law, democracy and respect for other people, it is vital, ethical, and legal to again only talk in the third person and not disclose that you have broken the law. It is also inappropriate to share any political or religious beliefs you may or may not have. Again, use your experiences for empathy and understanding. Never disclose to a YP or team member that you have broken the law. You may be arrested and or be at risk of disciplinary action.

✓ You can say I have worked hard and bought my own house in Manchester. Never disclose your address and or any information that may make it known to our young people where you, your relatives or friends live, study, go to school, eat, drink or go out.

✓ You can share with young people your own legal and positive interests, hobbies, music, films, sports and teams.

✓ You can disclose to Young people whether you are married, single, living with someone, have a partner, and if you think it is useful what your sexuality is in terms of heterosexual, and LGTBQ2S.

### **3 Emotional Available Adult – the skilled enabler**

Always remember that our connection, interactions and communication with young people must always be about them, and their best interests. If for whatever reason you feel, think, and or need to talk to someone about your past experiences including any adverse childhood experiences you may have had, and/ or you need to speak to someone about your current feelings, thoughts and experiences, please ensure you never choose to speak to a child, young person or parents and carers about your private and personal experiences and circumstances.

Your own unique personal experiences whether positive, negative, good, difficult, pleasant or unpleasant are a part of your whole existence. We understand that you may want to offer all you have to help, support, teach and guide young people. However, we must ensure it is done in a safe, healthy, and positive way in which you intended.

Remember – our greatest gift and tool in working with people is ourselves. Although this means our ‘skilled’ professional selves. We must be mindful of our words, body language, and actions in terms of the impact and outcomes for our young people and families/carers.

#### 4 If you need to talk and or gain some support

Always seek support via your line manager, a manager, Directors, our employee support telephone line and services or your own professional and personal networks.

Never stay in silence or be alone if you are struggling with your own mental health and well-being. There are some useful contact details at the end of this document for you and young people.

#### 5 Do Not's of Self-Disclosure

X do not disclose your personal address and private details to young people or parents

X do not tell young people and their families that you have broken the law and committed any crimes

X do not tell young people or their families that you use drugs and alcohol and or promote the use of such

X do not tell young people about your own difficulties with mental health (remember you can use your experiences and commitment to support young people by being there for them, listening, showing empathy, and signposting them to the right services, activities, and support they need).

X do not tell young people and their families what your political and religious beliefs are! (We must enable young people to learn and experience a broad range of views and beliefs related to politics and religion – so that they can learn, understand, respect, and make their own minds up)

X do not disclose or share your or your colleague's difficulties, issues, problems, and private matters around school, college and community. (We live in a small, connected and very close-knit community at Raise. It is crucial that you keep all private, confidential, and sensitive information about yourself and others – exactly that – private, confidential and sensitive.

#### 6 Useful Contacts & Employee Assistance Program

A 24-hour helpline from Health Assured to support you through any of life's issues or problems. Legal, counselling, family, financial, medical, work, stress – **0800 0305182**

##### Mental health

<https://www.mentalhealth.org.uk/publications/supporting-someone-mental-health-problem>

##### Mind

<https://www.mind.org.uk/information-support/types-of-mental-healthproblems/depression/useful-contacts/#.XO1BG3dFwiQ>

##### Young minds

[https://youngminds.org.uk/?gclid=EAlaIqobChMIhVz347O4gIViL\\_tCh28UwoPEAAYASAAEgJq5vD\\_BwE](https://youngminds.org.uk/?gclid=EAlaIqobChMIhVz347O4gIViL_tCh28UwoPEAAYASAAEgJq5vD_BwE)

##### Self-harm

[https://stem4.org.uk/self-harm/identification/?gclid=EAlaIqobChMI7fft-bS4gIV7pztCh10eQlPEAAYAiAAEgKcevD\\_BwE](https://stem4.org.uk/self-harm/identification/?gclid=EAlaIqobChMI7fft-bS4gIV7pztCh10eQlPEAAYAiAAEgKcevD_BwE)

##### Support line

<https://www.supportline.org.uk/problems/children-and-young-people-support/>

##### ITV helpline directory

<https://www.itv.com/thismorning/children-and-young-peoples-mental-health-helplines>

##### CSE/CCE

<http://www.itsnotokay.co.uk/>

[https://www.childrensociety.org.uk/what-is-child-sexual-exploitation?gclid=EAlaIqobChMIkCDvrW-4gIVhjXTCh1AYgiJEAAAYASAAEgL5G\\_D\\_BwE](https://www.childrensociety.org.uk/what-is-child-sexual-exploitation?gclid=EAlaIqobChMIkCDvrW-4gIVhjXTCh1AYgiJEAAAYASAAEgL5G_D_BwE)

Drugs and alcohol

<https://www.talktofrank.com/>

<https://www.addaction.org.uk/news/new-research-reveals-young-people's-views-newpsychoactive-substances>

Domestic violence

<https://www.refuge.org.uk/get-help-now/for-teenage-girls/>

<https://www.nspcc.org.uk/>

Parents in prison

[https://www.prisonadvice.org.uk/?gclid=EAlaIQobChMIzKmx0ba4gIVBuR3Ch3G5wZIEAAYASAAEgK VivD\\_BwE](https://www.prisonadvice.org.uk/?gclid=EAlaIQobChMIzKmx0ba4gIVBuR3Ch3G5wZIEAAYASAAEgK VivD_BwE)

## 7 Retention and Access to your Personal Information

### **Why do we need to retain your personal information?**

All personal information will be retained for 6 years after you leave the company's employment as per the guidance from the Information Commissioner's Office.

### **Where do we retain your personal information?**

Any records relating to breaches of this Policy could result in Disciplinary Action. All relevant paperwork will be retained in the Discipline and Grievance Section of your BreatheHR record. At the conclusion of the Discipline/Appeal, the record will be updated, associated documents will be scanned and added, and the originals will be destroyed.

### **Who has access to your personal information?**

You will have access to all your personal information via your Personal Profile on BreatheHR. Your HR user and People Matters HR will also have access to all your personal information. Your Line Manager will only have access to certain information, and this will be outlined to you at Induction.

### **How do you request to have your personal information amended or deleted?**

You will have access to update certain information on BreatheHR via your Personal Profile page.

For other information to be amended or deleted, this will need to be put in writing to your Line Manager who will respond with a decision accordingly.

Please note that you must keep all your personal data and emergency contact information up to date.