

# Dealing with inappropriate behaviour: quick guide

## Glossary of terms

**Inappropriate activity** is any behaviour not suitable for the working relationship.

**Inappropriate contact** is physical contact or touching, not suitable for the time and place.

**Forms of contact** can include electronic (text, email or social media), written (letters or notes), verbal (by telephone or skype) or face-to-face.

**Inappropriate behaviour** may be unwanted attention, aggressive or sexual communication, sexual harassment, stalking, act or threat of physical violence or property damage.

**Inappropriate sexual behaviour** may be personal or sexual comments or jokes, inappropriate touching, sexual propositions, exposure of genitals or masturbation.

## Duty of care to yourself

You may be contacted for help or advice about a sexual issue, but it's important to recognise when personal or professional boundaries are not being respected.

Even if you feel a sense of duty to help, it's important to recognise when behaviour or contact has gone beyond a level where you feel comfortable or safe.

By promoting your professional services, you haven't done anything wrong or encouraged this behaviour.

## Keep a record

**Create a diary of events:** log date, time, location and details of the cause for concern.

**Retain evidence:** keep copies of letters, text messages and emails, screenshots of social media messages, record nuisance phone calls and take pictures of damage to property.

## Seek support

**Talk to your supervisor** - for professional advice.

**Speak to HR** - if you are an employee, contact your HR department for guidance and policies.

**Contact BACP ethics team** - for support and guidance or to talk through the ethical implications of the issues.

## Escalate your concerns

To report your concerns about any type of inappropriate contact or behaviour or for specialist advice, please call your local police non-emergency number 101.

**If you feel you're in any immediate danger, do not hesitate to call 999.**