

# Welcome to Lead Scotland

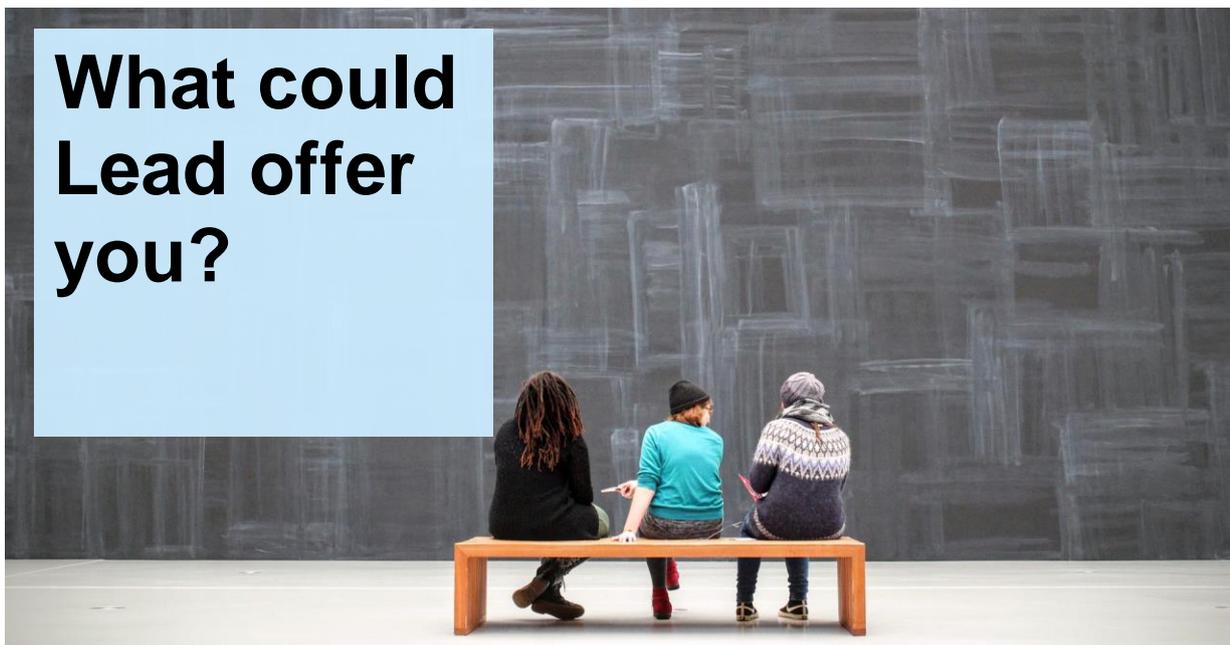


## Lead Scotland, Fife Befriending Project.

Lead Scotland is a voluntary organisation, set up in 1979. **Lead Scotland's Fife Befriending project** is a service for adults and older people in Fife who feel isolated, lonely or disconnected, perhaps as a result of disability, ill health or other circumstances. Lead Scotland volunteers will support you to improve your confidence and connect more with your community.

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# What could Lead offer you?



- **Up to 4-6 months** support, depending on your needs
- **2-3 hours** per week or fortnight, in your home or out in the community
- **One to one support** from our trained volunteers
- Support to find **practical** ways round barriers
- **Reviews** with your Befriending Co-ordinator to reflect on how things are going
- **Support to exit** Lead Scotland's service

Have a chat to your Befriending Co-ordinator about what you would like to do and which days and times suit you. Perhaps you would like to go for a short walk, go for a tea/coffee in town, find a local activity or simply spend some time having a chat with someone in your own home.

Once your Befriending Co-ordinator knows more about you, your interests and aims, they will match you with a Lead Scotland volunteer. The Co-ordinator will be at the first meeting(s) and will be available on the phone for a chat if you have any questions.

You will be placed on a waiting list if no volunteer is available. Please note that there may be a delay before Lead Scotland can match you with a volunteer. The Co-ordinator will be able to give you an idea of how long it may take.

# Expectations and Respect

- Lead staff and volunteers will respect you
- We expect you to respect our staff and volunteers

Please note that Lead Scotland may withdraw the service if we feel that our staff or volunteers are not treated with respect. Please use our complaints leaflet to contact us if you feel you have not been treated with respect.

## Lead Scotland's Smoke-free policy

We want to protect all staff, volunteers, learners and visitors from inhaling second-hand smoke.

Staff and volunteers have a right to work/volunteer in a smoke free place.

Please give our staff and volunteers a smoke-free visit in your home by:

- Not smoking during their visit
- Asking other people in the room not to smoke during the visit
- Airing the room before the visit if you can (eg by opening a window)

Sources of support are Smokeline 0900 848484, [www.hebs.com/tobacco](http://www.hebs.com/tobacco) or your local GP surgery.

# Improving our services

You may be asked to give your opinions about our services. This may happen during and/or after you leave the Lead Project. We hope the learning from the research will benefit future learners.

Lead Scotland or an independent research company may carry out this survey. If it is an independent research company Lead will provide them with information about the course(s) you were studying, and your name and address, so that they can contact you direct. We would always ask you first if you are happy with this. If Lead Scotland is conducting the research survey we will contact you direct without passing your details on.

# Respecting your personal information

Staff and volunteers will treat your information as private. We store information securely (paper and computer files). Personal information may be shared within Lead Scotland. This will be on a need to know basis to provide effective services.

You have the right to ask to see any information that we keep about you. You may request that it is changed if you think it is inaccurate. The information will be destroyed when it is no longer necessary for us to hold it.

As well as the project(s) offered in your area, Lead Scotland are a signposting service and can give you information about other local services and projects available. The co-ordinator may be able to make a referral to another service but will always ask for consent before doing so.

We will always ask your permission about sharing any of your personal information outside Lead Scotland. The only exception to this would be if we became aware that you or someone else is at serious risk, or is breaking the law. In that case the law says that we would have to share this information.

## Our Complaints Policy

Lead Scotland aims to provide a high quality, accessible service. We recognise that there may be times when we fall short of the standards we aim to achieve.

All complaints are taken seriously and will be investigated.

**Who can complain?** Anyone can make a complaint, whether a learner, a volunteer or an external agency. If you need support, we can provide this (or you may choose someone else to help).

**How do I complain?** If you are unhappy with our services, you can talk about the problem with a member of staff or the manager of that service. Complaints can often be dealt with by an explanation or apology. We hope that this informal approach will be adequate in most situations.

If you are not satisfied with the informal approach, you can complain to our Director in any format e.g. by letter, email, tape or telephone. Explain what or who you wish to complain about, and include any information you feel is relevant.

Please address your complaint to: CEO, Lead Scotland, Room B05, Napier University Merchiston Campus, 14 Colinton Road, Edinburgh, EH10 5DT, Tel: 0131 228 9441

# Befriending Boundaries Agreement

It is important to have clear and consistent boundaries in befriending for the protection of both the befriender and the befriended and to promote a safe and comfortable environment within which the befriending relationship can develop.

All befrienders and befriendeds must agree to stick to these unless otherwise agreed with the Befriending Co-ordinator. Failure to do so may result in the match being stopped.

## **Boundaries of the befriending service:**

- Befriending is a one to one relationship. Your family or friends should not be involved in the befriending activity or outing
- Befrienders and befriendeds will adhere to scheduled arrangements and will notify the coordinator if a scheduled appointment cannot be kept
- No smoking will take place during befriending visits
- No alcohol should be consumed during the befriending visits
- Befrienders will only visit at pre-arranged times and for the agreed length of time:  
approx. 1-3 hours once a week or fortnight
- There is confidentiality in the befriending relationship – volunteers and staff are expected to adhere to the Confidentiality Guidelines.
- For confidentiality reasons, befriendeds and befrienders should not become friends on social media
- Visits to volunteer befrienders' homes should not take place
- Phone numbers will not be exchanged unless agreed in advance with the Befriending Co-ordinator
- Money will not be exchanged between people in the befriending relationship e.g. borrowing, lending
- Gifts (with a monetary value over £10) will not be exchanged in the befriending relationship
- People taking part in illegal activities will be withdrawn from the service
- A befriending relationship is not a romantic or a sexual relationship
- Befrienders will not be involved in intimate or personal care of befriendeds, such as helping someone with the toilet or doing the cleaning
- The befriending project is not a taxi service - the befriender may not have their own transport or may chose not to use it.

If you ever encounter a situation where it is difficult to determine the boundaries, please contact the Befriending Co-ordinator. Please also contact the Co-ordinator if you are unsure or feel uncomfortable in any way.

# Contact Information:

**Fife Befriending Co-ordinator**  
**Louise Andrée**  
**Tel. 07950 771875**  
**Email: [landree@lead.org.uk](mailto:landree@lead.org.uk)**

**Lead Scotland Head Office**  
**525 Ferry Rd**  
**Edinburgh**  
**EH5 2AW**  
**Tel: 0131 228 9441**  
**Email: [enquiries@lead.org.uk](mailto:enquiries@lead.org.uk)**

**Helpline 0800 999 2568**

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