

## Personal Gifts Policy

To be reviewed Bi-Annually.

Policy Agreed March 2017. To be reviewed March 2019.



This following policy has been developed to support staff in accepting gifts within the school/centre.

There are a number of considerations to be taken into account where gifts are concerned. The nature of the gift in terms of value and the motivation of the person giving the gift are the two main issues. A distinction must also be drawn between such items which are given because of the work situation as opposed to gifts of a personal nature.

### **Receiving/Accepting Gifts**

From time to time staff will be in a position when they will receive gifts from parents/carers as an appreciation. These will usually be at the end of the autumn term (Christmas), end of the spring term (Easter) and end of the summer term or when a child leaves from the school/centre. Members of the public could also give gifts as an appreciation of the service they have received. Staff should consider whether they wish to accept these gifts or not.

### **Not Accepting Gifts**

From time to time, staff may find themselves in a position where they may wish to refuse a gift. This requires diplomatic handling and staff must not behave in ways which parents/carers/members of the public might regard as impolite or unnecessarily critical.

### **Receiving Unacceptable Gifts**

Staff have to be aware that parents/carers/members of the public may give inappropriate gifts. Staff need to be aware that potentially all gifts given could be inappropriate. If any member of staff considers a gift received is inappropriate then they need to speak to a member of the leadership team for clarification and procedure for not accepting gifts. If any gift received is very inappropriate the Leadership Team will consider informing the local authority and police if necessary.

### **Acceptable Gifts**

Staff can receive gifts of flowers, chocolates, bottles of wine, toiletries (i.e. bubble bath sets etc) as gifts that are acceptable during the times highlighted in the receiving/accepting gifts section of this policy. Gifts are to be taken home on the day they have been received. Leadership Team members should be informed if this is not possible for whatever reason. In accepting alcohol (e.g. wine) this should not be opened or consumed on the premises.

### **Unacceptable Gifts**

Staff should refuse gifts if they are offensive or are over generous in nature or are given outside of the times set in the receiving/accepting gifts section of this policy. For example gifts that are over generous are offers of a holiday/weekend break, hotel accommodation, travel, theatre tickets, tickets for a sporting occasion etc.

Gifts that are offensive could have sexual connotations, have safeguarding concerns or have personal connections to staff members religion and/or values and a record will be kept.

In receiving gifts at the school/centre all staff members must take full responsibility for making the decision to receive the gift. The leadership team will support if any staff member requires more information in receiving/accepting gifts.

This policy was reviewed on the 7<sup>th</sup> March 2017. Agreed 11<sup>th</sup> May 2017.