

We use cookies to track usage and preferences. [Click here to view our cookie and tri.x policy.](#) [Accept](#)

# Gift Giving and Receiving

## SCOPE OF THIS CHAPTER

This chapter informs employees in the residential centres and schools of the rules and recording methods for gift giving and receiving.

## AMENDMENT

This chapter was updated in April 2012 in regard to reference to Head Office.

## Contents

---

1. [Gifts to Children and Young People](#)
2. [Gifts to Others](#)
3. [Receiving Gifts](#)
4. [Donated Gifts](#)

## 1. Gifts to Children and Young People

---

The giving of gifts to children is generally considered to be positive provided that there is open communication about this amongst the whole staff group.

Gifts will be given to children and young people when an occasion has been identified by the staff group and it has been agreed that it is appropriate to give a gift to an individual child or to all the children. Such occasions will include birthdays, Christmas and other occasions of cultural or religious importance to individuals.

Gifts will usually be from the whole staff group, unless it has been agreed by the group, including the Director, that a gift from an individual staff member is appropriate.

The amount to be spent on such occasions will be agreed in consultation with the Director and reviewed annually. This amount will be the same for each child.

This policy does not preclude the purchase of small gifts whilst on trips or at events. However the amount to be spent must have been agreed in advance and it must be clear that the gift is not from the individual staff member.

There are very few occasions when it is appropriate for a staff member to personally purchase a gift for a child. Such occasions might include a return from holiday, maternity leave or when s/he has been away at a particularly important time. Any employee wishing to give a personal gift should first obtain the agreement of the Director.

This policy is not intended to prevent children receiving gifts from parents, relatives or carers, provided that this is done openly and no reason has been identified to prevent this.

## 2. Gifts to Others

---

It is not permitted to give a gift of any kind to representatives of Local Authorities or other purchasers of our services, or to parents, relatives or carers of children and young people who are either in our care or being considered for placement.

Leaving gifts for staff will be totally funded by staff collection. No charitable funds are to be used for this purpose.

## 3. Receiving Gifts

---

It is not generally appropriate for employees to accept gifts from the parents, relatives or carers of children and young people.

An exception to this rule may arise if the gift is of low value and to decline would cause distress, or the gift is to be shared by the staff group.

Any such gift must be declared to the Director in order that a decision can be made about whether the gift is appropriate and should be accepted.

It is accepted that children and young people will occasionally want to give gifts to individual staff members or to other children, either spontaneously or in a planned way. This is to be encouraged provided that the amount of time or money expended is not disproportionate. Gifts that are made by the child are particularly appropriate.

## 4. Donated Gifts

---

When toys, Christmas presents or other gifts are given to the centre as charitable donations, these may be accepted. A record must be kept of the gift and its estimated value.

If the gift is money a record must be kept of the sum donated and the source, including whether it is from a business or a named individual, and whether it is the result of a collection.

Whether gifts are monetary or gifts in kind, the centre must notify the Fundraising Administrator at Head Office in order that the information can be recorded.



Copyright © [tri.x](#) |

visibility: |  
 [favourites](#) |  
 [print](#) |