



## Waddington Street Centre Limited **Acceptance of Gifts Policy**

### **Aim**

The aim of this policy is to make clear Waddington Street Centre's policy on gifts to staff and volunteers and how this policy is to be managed and explained.

### **Policy Statement**

It is not acceptable for staff and volunteers to accept gifts from service users, service users' relatives or external agencies or bodies. To do so, places the staff member or volunteer in position where suggestions or allegations of undue influence, impropriety or special attention could be made. However, it is understandable that some service users or their family may wish to thank staff who have developed a close working relationship with them and refusal of a gift may offend. Therefore, to protect staff, service users and to comply with the Care Standards Act, the following should be adhered at all times and by all staff.

### **Gifts from Service Users or their Relatives**

- If a service user or one of their relatives offers a gift of an item, you should politely decline.
- If this suggestion is ignored and the item is of a low intrinsic value – less than £10 - accept the item and notify the Centre Manager as soon as reasonably possible. Immediately place the gift in the Manager's office, with a note of your name and from whom the item came. If possible the item will be made available and shared amongst staff and volunteers.
- Under no circumstances should gift items of an intrinsic value of more than £10 be accepted.
- If the gift is of money again you should politely decline and suggest a donation to the Centre's funds as an alternative.
- As a result, if such a monetary donation is received by the Centre Manager a letter to the donor letting them know how their donation is to be used must be sent and a copy forwarded to the WSC Trustee Board Chairperson.

### **Gifts items, money or hospitality from External Agencies or Companies**

Any gifts items, money or hospitality should be politely refused. Failing this the same procedures as detailed above should be followed. This includes any businesses operating upon the Waddington Street Centre premises.

### **Relationship with other Centre procedures**

Failure to abide by this policy may warrant disciplinary action.

Date this policy was approved by the Board of trustees: 26th November 2018