



Gift Giving and Receiving Policy

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1. Introduction:

All HND Children's Care Ltd staff must always exercise the highest standards of integrity. They should avoid any situation where they could be suspected of obtaining improper benefit by nature of their employment.

Where it is impossible to lay down fixed rules for the benefit of staff, staff should be aware that the borderline between genuine expressions of goodwill or appreciation, and that of bribery can occasionally appear extremely fine.

2. Policy:

The general principle is that the giving or receiving of token gifts may be acceptable but should only be made / accepted with the approval of the home's manager.

For example:

Children or their families may attempt to give staff gifts or money, staff should not accept any such offer and should report any such occurrences to a senior member of staff or the home's manager.

Suppliers or potential suppliers to the home may offer gifts, seeking contracts to sell goods or services. Any such gifts or discounts fall due to the company and not the individual staff. As such, staff are expected to declare any such gifts or discounts and may be required to hand them in to the home's manager.



On some occasions, children or their families may offer token gifts as a sign of appreciation to staff. In these circumstances, when it may give offence to refuse the gift and the relative value of the gift is small, staff are free to accept remembering that the acceptance of any gifts, under whatever circumstances, is to be brought to the attention of the home's manager to assess.

It is accepted that on special occasions such as on Birthdays or Religious Festivals staff may wish to buy a child a gift separate from those given by the home. This could be interpreted as 'grooming' – we do not wish to naturally make this presumption; however, we expect the giving of gifts to be considered and discussed with management prior.

Therefore, giving of gifts is only acceptable provided:

- It is a token gift of relatively insignificant monetary value.
- The gift does not insinuate favouritism or bias towards one particular child.
- Staff inform the home's manager that they are presenting a gift to a child.
- The Social Worker is notified, and a decision made about whether to notify the Parent(s).

End.