



Gift Giving and Receiving Policy

Date approved

Sept 26

Review Period

Every 2 years

Rationale

This is a guide for employees at Castlefield Campus and Meade Hill. The purpose of this document is to clarify issues that arise as to whether it is appropriate to give or receive gifts from a young person or others.

Policy Statement

Our schools have agreed reward systems which are part of the school ethos and behaviour management policy. These rewards include trips and vouchers but should never include money.

As representatives of the school we do not wish to appear rude in turning away genuine acknowledgement from an individual, family or other agencies. Staff should check with their Line Manager if in doubt whether they can accept or receive gifts of any kind if in doubt check it out.

Items that are able to be accepted are for example a card, a bunch of flowers, tin of biscuits, chocolates. Any gift received should be logged by email to the headteacher

None of the following are ever suitable for giving or receiving of gifts:

- Tobacco
- Drugs
- Weapons
- Mobile phones or any other communication devices (old or new)

Parents and carers should be notified before a gift is given to a young person to ensure good honest communications are maintained and no misinterpretation can occur. This will safeguard all parties concerned. If you are still in doubt please consult your Line Manager for further clarification.