



ANDERIDA ADOLESCENT CARE

GIFTS & GRATUITIES POLICY

Sometimes people like to show their appreciation by offering a gift or something similar. This is a very important area to address as we work directly with vulnerable people, their families and significant others. Anderida recognise that unconditional acts of kindness in the form of small gifts and offering tokens of appreciation/gestures to repair harm has a place in all homes, relationships and areas of society. All staff should be made aware of this policy and its link to the financial section of the Safeguarding Policy.

- Under no circumstances is any member of staff allowed to accept gifts from young people in our care, their family or their significant others without being transparent, seeking consent from the manager/director of the service and recording on all relevant paperwork.
- Managers must not consent to accepting gifts that they believe to be expensive, estimated of upwards of £5.
- Staff are not allowed to purchase any item from young people, their family or their significant others without being transparent, seeking consent from the manager/director of the service and recording on all relevant paperwork.
- Staff are also not allowed to accept gifts for the home from a young person, their family or significant others without being transparent, seeking consent from the manager/director of the service and recording on all relevant paperwork.
- If a member of staff/individual wanted to donate a specific item, the manager's permission must be obtained first. The item would then have to be donated to the home (not any one individual within it) and be available for the use of all young people living in the home and all members of the care team working within the home.

On some occasions young people may receive an impromptu treat or a reward from the homes team. In these instances, the reward must;

- Have been agreed by a senior member of the team.
- Come from the homes budget.
- Be discussed with the young person as a gift from the team rather than any individual.
- Be clearly recorded on a consequence form both in the bound book and the young person's digital file (see behaviour management and Non-Violent Resistance procedure), unless this is a relationship gesture (unconditional gift) in which case a small significant event report should be written instead.

If any member of staff acts outside these protocols or is witnessed to be working outside of these protocols, action is to be taken as directed in the Whistle Blowing Procedure/Safeguarding Procedure without delay.