

Acceptance of Gifts to Individuals **Policy & Guidelines**

Gifts from service users

The relationship between MCFB staff/students and service users is a professional one and personal gifts either to or from service users should be neither encouraged nor expected. However there may be occasions when service users wish to show their appreciation and where refusal to accept a gift may cause hurt or offence, for instance if a child has chosen or made a small gift. This policy outlines what to do if a gift is offered.

- Gifts of money should not be accepted under any circumstances.
- Gifts of limited financial value such as a box of chocolates may be accepted.
- Gifts of greater value should generally be declined.
- Sometimes it will be appropriate to accept a gift, for instance a book, which can be used for the benefit of other service users or staff/students and this should be explained to the donor.
- Where there is uncertainty about whether a gift should be, or should have been, accepted guidance should be sought from the duty senior.
- Any gift accepted should be recorded in the Register of Gifts kept by the Office Manager.

Gifts from students

Similarly, the relationship between students and practice teachers or other members of MCFB staff or Board is a professional one and similar considerations should apply.

- Gifts of money should not be accepted under any circumstances.
- Gifts of limited financial value such as a box of chocolates may be accepted.
- Gifts of greater value should generally be declined.
- Sometimes it will be appropriate to accept a gift, for instance a book, which can be used for the benefit of other service users or staff/students.
- Where there is uncertainty about whether a gift should be accepted guidance should be sought from the Chief Executive.
- Any gift accepted should be recorded in the Register of Gifts kept by the Office Manager.

Gifts from others

Occasionally others such as colleagues from other agencies may offer a gift. Generally gifts should be declined and no gift of money or of anything which could incur an obligation – e.g. to buy a service - should be accepted. A small gift which can be used for the benefit of the agency e.g. a book token may be accepted and should be recorded in the Register of Gifts.

Accepted 05/09