



The Access Project – Gift Giving Policy

Last reviewed: August 2018

Date of next review: August 2019

The Access Project is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

In line with child safeguarding guidelines, The Access Project discourages gift giving/receiving between adults and young people involved with The Access Project. This includes volunteer tutors, tutees, and other staff at The Access Project. However, we understand that there are certain instances when the exchange of token gifts may seem appropriate; we have therefore drawn up the following guidelines that should be consulted when considering giving or accepting a gift.

Giving gifts

- In **all cases** that a tutor wishes to give a gift to a student, they must gain approval from the University Access Officer in their school **before** any gifts are given.
- In **all cases**, that staff at The Access Project wishes to give a gift to a student, they must gain approval from the Designated Safeguarding Children Officer **before** any gifts are given.
- University Access Officers and other staff at The Access Project must consult the Designated Safeguarding Children Officer before giving or denying approval for tutors to give a gift to their tutee.
- If gifts are given, they should either be a token gesture or of an academic nature and should be to reward success or as a goodbye gift.
- Gifts should never be of a personal nature.
- Gifts should never exceed a value of £15.

Examples of acceptable gifts	Examples of unacceptable gifts
Box of chocolates	Alcohol
Calculator	Tickets to a gig
Textbook or book related to subject studied	Flowers

Please note that these lists are not exhaustive.



Receiving gifts

- In **all cases** that a gift is given to a tutor, the tutor must inform the University Access Officer in their school within a timely manner after receipt of the gift.
- In **all cases** that a gift is given to a member of The Access Project staff, the staff member must inform the Designated Safeguarding Children Officer within a timely manner after receipt of the gift.
- University Access Officers and other staff at The Access Project must inform the Designated Safeguarding Children Officer when notified that a tutor has accepted a gift from a student.
- Tutors and staff should never accept gifts that are of a personal nature.
- Tutors and staff should never accept gifts that exceed the value of £10.