



Gift Giving Policy

Last reviewed: September 2020 Date of next review: September 2021

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 (TAP) discourages gift giving/receiving between adults and young people involved with TAP. This includes volunteer tutors, tutees, and other staff at TAP. 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.

Staff/ Volunteers Giving Gifts

If a volunteer or member of staff wishes to purchase a gift for a student:

- In all cases that a tutor wishes to give a gift to a student, they must gain approval from the University Access Officer (UAO) in their school before any gifts are given. Please contact them directly to discuss this.
- UAOs and other TAP staff must consult the Designated Child Protection Officer before giving or denying approval for tutors to give a gift to their tutee.
- Where staff at TAP wish to give a gift to a student, they must gain approval from the Designated Child Protection Officer before any gifts are given.
- 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, including birthday presents.
- Money by itself should not be given as a gift.
- Gifts should not exceed the value of £15.

Exchanging gifts remotely

If you work remotely with your student and wish to purchase a gift or piece of equipment for a tutorial, contact either your UAO or the Designated Child Protection Officer to arrange this.

- E-gifts or vouchers can be purchased in place of physical items.
- Under no circumstances should volunteers and students exchange home addresses.



Examples of acceptable and unacceptable gifts

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

Please note that these lists are not exhaustive.

Purchasing tickets for an educational event

When holding tutorials, tutors may on occasion wish to accompany students to an educational event, such as a theatre performance of a text being studied at school or an exhibition at a museum relating to their studies. The following steps need to be followed if a tutor wishes to arrange for a trip outside of the realm of regular tutorials:

- Volunteer tutors must always contact their UAO prior to arranging a trip with their student.
 - Tutors should provide:
 - Name of the event/ organisers
 - Date and timings
 - A web link to the event
 - Age rating of the event (events must be age-appropriate for the student)
 - Location of the meeting point
 - Price - Tickets should cost no more than £15 - approval of tickets exceeding this cost will be considered on a case by case basis.
- UAOs should then liaise with the student's parents over the phone to discuss whether they are happy for their child to attend the event, and should then gain additional written consent via email.
- Please note, tutors are under no obligation to purchase tickets for their students.

Staff/ Volunteers Receiving Gifts

On occasion, students may purchase a gift for their tutor or a member of TAP staff.



The following steps should be taken:

- In all cases that a gift is given to a tutor, the tutor must inform the UAO in their school within a timely manner after receipt of the gift.
- In all cases that a gift is given to a member of TAP staff, the staff member must inform the Designated Safeguarding Children Officer within a timely manner after receipt of the gift by emailing stayingsafe@theaccessproject.org.uk.
- UAOs and other staff at TAP 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 £15.

Safeguarding Contacts

Designated Child Protection Officer (DCPO): Jennifer Guerin

Email: stayingsafe@theaccessproject.org.uk

Phone number: 020 4513 5999

NSPCC helpline: 0808 800 5000