



## Gift giving policy

Last reviewed: October 2021      Date of next review: September 2022

*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.

### 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 The Access Project staff must consult the Safeguarding team before giving or denying approval for tutors to give a gift to their tutee
- Where staff at The Access Project 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
- Physical items may be posted to the student's school directly, following consultation with the student's UAO
- Under no circumstances should volunteers and students exchange home addresses.

## Examples of acceptable and unacceptable gifts

Examples of acceptable gifts	Examples of unacceptable gifts
Small box of chocolates	Alcohol
Calculator	Tickets to a gig
Textbook or book related to the subject studied	Football t-Shirts

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 The Access Project 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 The Access Project staff, the staff member must inform the Safeguarding Team within a timely manner after receipt of the gift by emailing [stayingssafe@theaccessproject.org.uk](mailto:stayingssafe@theaccessproject.org.uk)



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- UAOs and other staff at The Access Project must inform the Safeguarding team 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](mailto:stayingsafe@theaccessproject.org.uk)

Phone number: 020 4513 5999 (Option one for safeguarding)

NSPCC helpline: 0808 800 5000