



Name:	Date written:
Gift Giving Policy	2021
Written by:	Review Date:
Emma Holmes/ Louise Lloyd-Evans	14/9/23

Policy Statement

This policy establishes the fundamental principles of giving, accepting and refusing gifts and hospitality.

Aims and Purpose

Employees are not permitted to accept personal gifts of large monetary value. This is because all of our employees work equally hard caring for the children in the nursery. The faces parents see at pick up and drop off times are not necessarily the totality of who has been making sure their child's days are fun, educational and that they are cared for to the highest possible standard. At Young Friends we endeavour to promote excellent staff morale, thus ensuring the best possible childcare for all children.

Applicability

Staff
Families

Definition of Terms

n/a

Overview

Leaving Gift (staff or child leaving)
Christmas
Hospitality

Procedures

Leaving Gift (staff or child leaving)

The very nature of the key person role means that a close link is established between the staff member, child, and family. This is something we endeavour to nurture. However, we work as a team and each person within the team is a valued cog in our wheel of care! A non-expensive token of thanks for a leaving member of staff who your child has a connection with will be appreciated but not expected. When staff receive more than £25 it will automatically be shared with the whole team. When your child leaves, we do not expect to receive gifts but a small gift the team can share will be much appreciated as well.

Christmas

At Christmas it is suggested that parents/carers give non expensive gifts that can be shared or raffled among the staff. This way all staff, not just a small selection, receive thank-you gifts.

Hospitality

Employees must not accept offers of hospitality, including attending sporting and social functions, unless these are properly authorised and recorded by the appropriate manager. Acceptance of hospitality at relevant conferences, courses or events may be appropriate where the hospitality is corporate rather than personal and where the company has given its consent in advance. All associated benefits, such as accommodation, travel, entertainment and presents must be refused.

External Links and Organisations

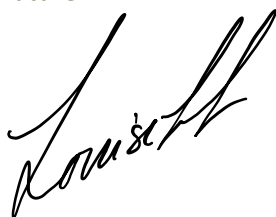
n/a

Relevant Policies and Documents

Staff Code of Conduct
Parent Carer Code of Conduct

Authorisation

Signature:



Louise Lloyd-Evans
Owner and Director

Young Friends Nature Nursery
89 Holland Road
Hove
East Sussex
BN3 1JP