

Fosse Way School

Gift Giving/receiving Policy and Guidelines for Staff

At Fosse Way School we attempt to create a warm, caring environment for our pupil's. We wish to create good, strong working relationships between staff and pupil's based on mutual respect, trust and understanding.

Occasions will arise where gifts are given and received.

Staff may give pupil's small gifts, e.g. items for their room or items of particular interest to the student. Good quality, second hand videos, tapes, posters etc. In the right context such small gifts can help to build and create trust, respect and good working relationships. They can help the child to feel individual, rather than part of a group. Gifts given in the proper context are permissible.

However, staff giving unearned presents to pupils must be aware of the following guidelines:

Staff should not be seen to favour any particular student – i.e. giving the same student regular gifts, is not acceptable.

Gifts should be inexpensive, and should not be given if they cause excessive resentment amongst other pupils.

Staff must be aware that some students can develop an over dependency on staff, or a possessiveness toward certain staff. This must be taken in to account when considering giving gifts. We must ensure students can never misconstrue why gifts are being given.

A record should be kept of any gift given or received with a value in excess of 10.00. A note of the type of gift, date given, and reason for gift being given should be recorded in the day/night shift log.

Any staff member who has concerns over gifts being given must inform senior staff of their concerns immediately.

Gift Receiving

Staff may receive gifts from pupils or their parents/carers occasionally. Pupils have often made things at craft classes and then given them to members of staff. Small items such as these are permissible for staff to receive – to refuse could be hurtful to the student.

Parents/carers may also give small tokens of their appreciation to staff – when pupils leave school, or at Christmas, end of term etc.

However, any large or expensive gift should be politely refused.

Money in cash or cheque form should be politely refused.

Staff in any doubt about the suitability of any gift offered to them should seek advice from senior staff immediately – and before accepting any such gift.

Staff must never encourage pupils to give them, or buy them, gifts.