



## **GIFTS POLICY**

**Clyde Nursery Ltd 'Gifts Policy' is derived from the Scottish Social Services Council Codes of Practice.**

**Clyde Nursery Ltd** is committed to the safe protection of all staff in its service. We understand that children and parents often show their appreciation by giving staff small gifts or donations of money as a contribution to a staff night out and believe this would cause offence to children and parents if this practice was refused or prevented.

Staff therefore will be allowed to accept gifts from children and parents; however, all gifts and donations must be recorded in the Gifts & Donations Register kept in the Nursery Manager's office, signed off by the receiving member of staff and countersigned by the Nursery Manager.

Gifts will be determined as personal, for the staff team or the Nursery according to the wishes of the gift bearer and/or the Nursery Manager's discretion. However, ALL GIFTS, should be countersigned by Nursery Management prior to being taken off Nursery premises.

Gifts of toys and equipment to the Nursery must be recorded and a risk assessment and safety check carried out on all items. The Nursery Manager's authorisation must be given before any such items are placed in Nursery playrooms. Where certain items are not suitable for general use, these can be assessed for inclusion to the '5 o'clock Box' (This is a box of toys, not available to the children during the day, which contains familiar themed toys (i.e. Barbie dolls, Postman Pat, Fireman Sam, Disney Character Toys etc). These toys give children the opportunity, in their last hour of nursery, to play in a fun and relaxing way to end the day!!).

All gifts and donations must be recorded so that the Nursery has the opportunity to thank the person who has made the donation. A 'Standard Thank You Letter' is provided for donated toys.

Staff must ensure all gifts are recorded on the same day they are received. Failure to record gifts may be dealt with through the Company's Disciplinary

Procedure. At 'peak' gift times, Christmas and Graduation a personal 'Thank You' will be sufficient in showing our gratitude to the gift bearer.

**A copy of this policy is available to view in the Policy Folders held in the Nursery Office, Reception Area, Nursery Playrooms.**

**Reviewed: August 2020**

**Date of Next Review: August 2021**

Appendix: Gifts and Donations Register/ Risk Assessment  
Standard Thank You Letters