

## Urban Pursuit

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| <b>Policy name:</b> Student Gifts |                                  |
| <b>Business Lead:</b> Dan Potter  |                                  |
| <b>Last reviewed:</b> May 2026    | <b>Next review due:</b> May 2029 |

*Policies are reviewed every 3 years as standard*

| AMMENDMENTS                    |                                                                                                                                                                                                                                                                                       |
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| 15/05/26<br><br>Reviewed by LB | <ul style="list-style-type: none"><li>• Staff need to be vigilant around students repeatedly giving gifts (of any value)</li><li>• Staff cannot accept cash gifts from a student</li><li>• Guidance on what to do if staff are offered a gift with a value of more than £50</li></ul> |

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### Context

1. Please be aware of the significance of giving and receiving gifts. Whilst we hope that any small gifts are given/received in good will, it is undesirable to be in a position whereby either party feels indebted to another.
2. It is recognised that significant relationships are built between staff and students and are a foundation of our work with them. We want to celebrate this but also want to show fairness to all students by treating them in the same way – it would seem unfair for some students to receive gifts and others not.
3. We want to avoid any pressure on staff to buy gifts – it is not an expectation.
4. Turning down someone's generosity can feel like a 'snub' to a relationship, but staff are reminded that they can quote company policy as a reason for refusing a gift that they feel is inappropriate.

### Staff receiving gifts on behalf students (eg. From parents)

5. It is recommended that staff are transparent with their line manager about gifts received from students, parents, school staff or any other party. If a student is repeatedly giving gifts (of any value), staff should contact the Designated Safeguarding lead or CEO.
6. If a member of staff is offered cash (of any amount) or a gift over £50, we should graciously decline the gift. Eg. 'It is very kind of you to think of me, but sadly it is company policy that I cannot accept such a valuable gift.'

### Students receiving gifts from staff

7. Staff are permitted to buy small gifts (under £10) for students they work with, if considered appropriate. For example, a small birthday cake to share with their group.
8. It is understood that some staff may consider gifts to signify the end of a staff working relationship on a 1:1 placement (whether due to staff changes or student ending, for example). Whilst this can seem appropriate, staff should consider points 1. to 3. above.
9. Long-term student placements are celebrated through their achievement of points/prizes, and they should receive a 'leaving certificate' by default rather than a gift. Again, please consider points 1. to 3. above.