

# The Access Project

## Gift Giving Guidelines

**Date: November 2024**

**Review Date: August 2025**

*The Access Project is committed to safeguarding and promoting the welfare of children and expects all adults within The Access Project to share this commitment.*

### Introduction

To ensure appropriate professional boundaries are maintained between adults and students on The Access Project, the charity discourages gift giving/receiving between young people and adults involved with the programme. This includes students, volunteers, tutors, and all 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.

### Guidelines on acceptable gifts

If an adult on The Access Project wishes to give a gift to a student, or vice versa, the following guidelines should be considered:

- No one on the Access Project is obliged to purchase a gift for anyone else, even if a gift has been purchased for them
- Gifts 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, and should be avoided for annual events, e.g. Christmas, to ensure consistency of experience across the programme
- Money by itself should not be given as a gift
- Gifts should not exceed the value of £15
- Adults should not accept gifts that are of a personal nature or exceed the value of £15
- If an adult or student is concerned about the type of gift they are being offered, they can always contact our safeguarding team using the contact details listed below

Here are some examples of the types of gifts that are and are not acceptable to send:

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.

## Providing refreshments for face-to-face meetings

For volunteers or staff who meet with a student face-to-face, you are under no obligation to purchase refreshments such as coffee or a snack for students you meet with. However, you are welcome to do so if you wish and would not need to seek prior approval for this. Please be mindful to ask the student if they have any allergies before you purchase refreshments for them.

## Adults giving gifts - Procedure

If an adult on The Access Project wishes to purchase a gift for a student:

### 1. Gain Approval

#### Volunteers/ tutors

- In all cases that a volunteer or tutor wishes to give a gift to a student, they must gain approval from their main point of contact at The Access Project (i.e. the student's University Access Officer (UAO), the Volunteering Team or The Group Tuition Team) **before** any gifts are given. Please contact them directly to discuss this.
- If a gift falls within the guidelines listed above, UAOs or the Volunteering/Group Tuition team may grant approval for the gift by confirming the decision via email, including the Safeguarding team in correspondence.
- If a gift falls outside the guidelines listed above, UAOs or the Volunteering/ Group Tuition team must consult the Safeguarding team before giving or denying approval of a gift.

#### Other adults within The Access Project

- 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.

### 2. Exchange gifts

#### Face-to-face

For adults who interact with students face-to-face in the general course of their work with The Access Project, gifts can be exchanged directly with the student. Please note, adults who only interact with their students via online exchanges (such as through The Access Hub) would not be

permitted to exchange gifts with their students in person.

### Remotely

For individuals interacting with their student remotely, there are ways to remotely exchange a gift with a student or send a piece of equipment for an online session.

Some practical points on arranging these exchanges:

- E-gifts or vouchers can be purchased in place of physical items.
- Physical items may be posted to the student's school directly – Volunteers/ tutors should consult their main point of contact at The Access Project to arrange this.
- Under no circumstances should volunteers/ tutors and students exchange home addresses.

## Students sending gifts/ Adults receiving gifts

On occasion, students may purchase a gift for their assigned volunteers/ tutor or a member of The Access Project staff. The following steps should be taken:

### Students sending gifts

- Before sending a gift to an adult on The Access Project, students should talk to their UAO (or a teacher at school/ contact the safeguarding team using the details below if the gift is for the UAO) to check that the gift they want to send is appropriate
- If the student regularly sees the adult face-to-face, the gift can be exchanged directly. If not, the student's UAO will be able to support them in sending the gift
- Under no circumstances should a student ask for an adult's personal contact details/ address in order to send a gift

### Adults receiving gifts

- If the gift falls within the guidelines listed above, adults may accept a gift from a student. If the gift falls outside the guidelines listed, the adult should politely decline the gift.
- In all cases that a gift is given to a volunteer/ tutor, they must inform their main point of contact at The Access Project as soon as possible after accepting the gift.
  - The main point of contact must then inform the safeguarding team at TAP that a Volunteer/ Tutor has accepted a 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 as soon as possible after accepting the gift

## Safeguarding contacts

**Designated Child Protection Officer (DCPO):** Jennifer Guerin

**Email:** stayingsafe@theaccessproject.org.uk

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

**NSPCC helpline:** 0808 800 5000