



Gifts and Hospitality Policy

Policy Statement

At Clare House Nursery, we value the positive relationships we build with our children, families, colleagues and the wider community. We understand that from time-to-time parents and carers may wish to express their appreciation by offering gifts or tokens of thanks.

Whilst these gestures are greatly appreciated, it is important that all staff maintain professional boundaries and ensure that gifts or hospitality do not influence, or appear to influence, professional judgement or decision-making.

This policy provides clear guidance to ensure that all gifts and offers of hospitality are managed fairly, transparently and in line with safeguarding principles.

Aim of the Policy

The aims of this policy are to:

- Promote openness, honesty and transparency.
- Protect staff from allegations of favouritism or conflicts of interest.
- Maintain professional boundaries between staff and families.
- Ensure all children and families are treated fairly and equally.
- Safeguard the reputation and integrity of Clare House Nursery.
- Comply with the EYFS, safeguarding guidance and good governance practice.

General Principles

All staff must:

- Always act with honesty, integrity and professionalism.
- Never request, encourage or expect gifts from children, families or external organisations.
- Never allow gifts or hospitality to influence their professional judgement.
- Declare any gift or offer of hospitality that may reasonably be perceived as significant.
- Seek advice from the Nursery Manager if they are unsure whether a gift is appropriate.

Acceptable Gifts

Small, low-value tokens of appreciation may be accepted.

Examples include:

- Thank you, cards.
- Children's handmade gifts.
- Flowers.
- Chocolates or biscuits shared with the whole staff team.
- Small seasonal gifts such as at Christmas or the end of the nursery year.

Where appropriate, gifts should be shared amongst the nursery team rather than retained by one individual.

Gifts That Must Not Be Accepted

Staff must not accept:

- Cash or cash equivalents.
- Gift vouchers or prepaid cards of significant value.
- Expensive jewellery.
- Luxury items.
- Personal loans.
- Holidays or accommodation.
- Offers of services for personal benefit.
- Any gift intended to influence a professional decision.

If a member of staff is unsure whether a gift is appropriate, they must discuss it with the Nursery Manager before accepting it.

Professional Boundaries

Staff must maintain clear professional boundaries at all times.

Staff must not:

- Ask families for gifts.
- Hint that gifts are expected.
- Accept gifts in exchange for preferential treatment.
- Treat families differently because gifts have been offered.
- Develop relationships that could compromise their professional role.

Every child and family must always receive the same high standard of care regardless of whether gifts are given.

Gifts Between Colleagues

Staff may exchange small personal gifts with colleagues for occasions such as birthdays, weddings or leaving celebrations.

These should always:

- Be voluntary.
- Never place pressure on others to contribute.
- Remain modest in value.
- Be arranged outside of nursery finances.

Secret Santa

Clare House Nursery recognises that staff may wish to take part in seasonal celebrations, such as a Secret Santa, to promote team spirit and celebrate together.

Participation in any Secret Santa or staff gift exchange is entirely voluntary, and no member of staff should feel under any pressure or obligation to take part.

Where a Secret Santa is organised:

- A modest spending limit will be agreed in advance.
- Gifts should be appropriate, respectful and inclusive.
- Gifts must not be offensive, discriminatory, inappropriate or likely to cause embarrassment or discomfort.
- Staff should be mindful of colleagues' individual beliefs, cultures, dietary requirements and personal preferences where known.
- The exchange of gifts should always reflect the nursery's values of kindness, respect and professionalism.

The purpose of Secret Santa is to promote positive team relationships and celebrate together in a fun and inclusive way. It should never create financial pressure, exclusion or discomfort for any member of staff.

Concerns

Any concerns regarding gifts, hospitality or potential conflicts of interest should be reported immediately to the Nursery Manager.

Where concerns relate to the Nursery Manager, staff should follow the nursery's Whistleblowing Policy.

Equality

All children, families and staff will be treated fairly and equally regardless of whether gifts are offered or accepted.

No child will ever receive preferential treatment because a gift has been given.

Monitoring

The Nursery Manager will review the Gifts and Hospitality Register regularly to ensure transparency, fairness and compliance with this policy.

This policy will be reviewed annually or sooner if legislation or guidance changes.

Our Commitment

At Clare House Nursery, we are grateful for the kindness and generosity shown by our families. However, our relationships are built on trust, professionalism and mutual respect—not on gifts or hospitality.

We are committed to ensuring that every decision we make is always in the best interests of the children in our care.

