

Gifts, Rewards, Favouritism and Professionalism

T Club 6 Ltd recognises the importance of ensuring the giving and receiving of gifts and rewards to and from families/ children is conducted in an open, fair way and is conducted with a transparent culture in place. Staff are made aware and understand what is expected of them.

Staff are permitted to exchange or receive personal gifts (for themselves), but may do so on behalf of the whole team at T Club 6 Ltd.

This means staff must:

- Be aware of and understand Out of School Club's relevant policies, for example rewarding positive behaviour,
- Take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment,
- Disclosed the gift to the Club Manager, who will make a record for transparency.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff for example, at Christmas or as a thank you. This is acceptable when disclosed to the Manager and noted.

If gifts, or presents are given from the club to the children, all children will be treated with equal consideration, receive the same monetary value gift and the message in the card will be from the club, not individual staff.

The giving of gifts will be done in a transparent way with all staff being aware and included to avoid any questions around preferential treatment.

Any reward or gift given to a child should be in accordance with agreed practice, consistent with the Out of School Club's behaviour policy, not based on favouritism and where appropriate, parents notified verbally at the end of the session. This helps build transparency of rewards and gifts, but also shares the achievement of the child with their family, particularly where the gift is a reward.

Staff must at all times ensure that they do not behave in a manner which is either favourable or unfavourable to individual children, treating all children with respect.

It is not ever acceptable for a member of staff to accept:

- Cash,
- Gifts of more than £50.00,
- Lavish hospitality such as sporting events, concerts or theatre tickets,
- Offers of payment from overseas or third parties.
-

If in any doubt, please discuss with the Club Manager.

Bribery:

Bribery is the act of taking or receiving something with the intention of influencing the recipient in a way that is favourable to the person providing the bribe. Bribery is illegal.



T Club 6 Ltd is aware of how receiving and giving gifts could be interpreted as a gesture to either bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Favouritism:

Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice.

Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

- Only give gifts to a pupil as part of an agreed reward system or end of term gift,
- Where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally,
- Ensure that all selection processes of pupils are fair, and these are undertaken and agreed by more than one member of staff.

Related policies:

This policy should be read in line with Staff behaviour policy, Safeguarding and Equalities policy.