

October 17, 2019

## **POLICY STATEMENT**

Homecare D & D Ltd believes that its service users have a right to expect that the organisation will be run on an honest and sound financial basis with robust procedures for dealing with and protecting the financial interests of service users.

This policy is intended to set out the values, principles and policies underpinning the approach of Homecare D & D Ltd to the giving of gifts to organisation staff by service users or their relatives. It also aims to set out the organisation's policy on legacies.

## **POLICY ON GIFTS AND LEGACIES**

It is not uncommon for service users who have developed sometimes long and close relationships to individual staff to offer gifts or gratuities or to seek to include a member of staff in their will.

However, such activities can lead to accusations of coercion, exploitation and fraud. It is vitally important to the agency that its staff at all times uphold the highest standards of the agency and always act in an honest manner with the best interests of service users in mind.

## **PROCEDURES**

- a) Personal gifts should never be accepted by a member of staff if the value of the gift is estimated to be more than £5.00
- b) Homecare D & D Ltd should never, under any circumstances, accept valuables belonging to a service user or monetary gifts
- c) Any gift offered to a member of staff must be declared as soon as is reasonable practicable and details recorded in the Gifts Record in the office; this must include the date that the gift was given and its monetary value and it must be signed by the recipient
- d) Staff should never become involved with the making of service users' wills or with soliciting any form of bequest or legacy from a service user's will or become involved in any way with any other legal document – if a service user does need help with making a will or requests help from staff then the service user should be referred to an impartial or independent source of legal advice, such as the local citizens advice bureau or local law society which will hold lists of local solicitors
- e) Failure to declare a gift, the accepting of a gift in excess of £5.00, the involvement in a will or attempting to solicit money or items through a service user's will or legacy will be considered a disciplinary offence.

## **TRAINING**

All staff shall receive training in the Safeguarding of Adults through Induction training and formal qualifications, which will be updated as required.