



BEYOND LIMITS

Beyond the limits of conventional support

GIVING AND RECEIVING GIFTS & BUYING AND SELLING POLICY

Beyond Limits recognises that the giving and receiving of gifts is a natural part of life. This policy sets out the conditions under which this can be done whilst safeguarding all those involved.

INTRODUCTION

Beyond Limits recognises that the giving and receiving of gifts is a natural part of life. Beyond Limits understands the people we support may wish to give gifts to those who work with them, as may their family and friends and that we may wish to reciprocate. Further, we recognise that people we encounter, as part of our job, may also wish to give and receive gifts. While recognising and appreciating this, Beyond Limits understands we are paid to be in people's lives and as such hold a position of power and that we support people who may be vulnerable. To minimise the risk of any abuse of power and protect the people we support, Beyond Limits states the following:

- We should not assume we will receive gifts from any of the people we support
- The giving and receiving of gifts must be open and transparent
- We may not profit financially from the receipt of a gift from any of the people we support, their friends or friends or a colleague
- We must inform our line manager of any gift received/given
- If the person we support buys/gives a gift to the person(s) working with them we would expect it to be reciprocated
- The exchange of gifts at Christmas or birthdays is as a rule more acceptable than regular gift giving for no specific reason unless stated otherwise in the person's Working Policy



CONSIDERATIONS

When thinking about gifts from the people we support and/or their family and friends, we should consider the following:

- **Is there any guidance within the person's Service Design or Working Policy that explains what happens around gifts in that service? If so, this guidance must be followed**
- **If there is no specific guidance, we should seek support from our line manager. Small gifts around £10 in value might be appropriate; however, larger or more expensive gifts should not**

be accepted. If this occurs, we should work out with our line manager how to tactfully and respectfully refuse the gift

- Any learning we gain from any situation should be written into the person's Service Design and Working Policy

If we wish to buy a gift for one of people we support and/or their family or friends, we should consider the following:

- Find out what the person we support does around Christmas and birthdays. Discuss and agree with the Service Leader what should happen and make sure this is described in the Working Policy
- If a decision needs to be made for the whole team, you should work out whether an individual or group gift is best and agree how it will be paid for. You should include your Service Leader in this discussion. You should make sure everyone in the team is happy with this

GIFTS FROM OTHER AGENCIES WE WORK WITH

If we are given a gift from a work contact (e.g. Social Worker or employee from another organisation) we must inform our line manager as soon as possible. We should then have a discussion to ensure it cannot be seen as a bribe or an incentive of any kind. If this is considered to be the case, the gift must be returned with a letter of explanation. If it is decided the gift is a token of appreciation and its value is low, the gift may be accepted.

Promotional gifts, such as gifts of stationery from salespeople are exempt from the above but must be shared out across the team fairly.

BUYING AND SELLING AT WORK

If you, or any person connected to you has a business or hobby which involves the selling of goods or services, these may not be traded within the workplace, including the homes of the people we support. Further, you, or any person connected to you, may not sell goods or services to any of the people we support.

You are permitted to sell or trade goods or services to your work colleagues but only if outside work hours. If this happens, Beyond Limits views this as a private matter and any difficulties arising must not affect the working environment or working relationships.

The people we support may offer services in connection to their employment (e.g. car washing, grass cutting, dog walking) to us as employees of Beyond Limits. This can be accepted but should be agreed with the Service Leader. The Service Leader will discuss with the relevant people and make sure that the right agreements are in place to support the dignity and status of the person being supported.

Beyond Limits (Plymouth) Limited
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