Gifts and Requests Policy

Policy Management	
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Date of Last Review: *July 2025*	
Date of Next Review: *July 2026*	
Responsibility: *Manager, Bee-Able CIC*	Name: *Sharon Senior*
Signed:	Date:

1. Purpose

This policy sets out how Bee-Able CIC manages gifts, donations, and personal requests to ensure transparency, professionalism and fairness.

2. Giving and Receiving Gifts

Staff and volunteers must:

- Not accept cash or high-value personal gifts
- Not solicit gifts, either by asking directly or making suggestions to other workers, parents/carers, children, young people or adults in our care.
- Declare all gifts given or received to the Manager who will then return the gift with a thank you note and an explanation of this policy.
- Only give gifts to service users as part of agreed activities (e.g. Christmas cards, small tokens)

3. Donations to Bee-Able CIC

Monetary or physical donations must be:

- Directed to management

- Clearly recorded and receipted
- Used only for agreed purposes.

4. Personal Requests from Service Users

Staff and volunteers must:

- Not take on personal tasks (e.g. housework, errands) unless agreed as part of the service
- Refer unusual requests to the Manager

5. Boundaries

We avoid favouritism or any behaviour that could create unrealistic expectations or dependency.

6. Breaches

Any concerns will be investigated and may result in disciplinary action.

7. Monitoring and Review

We will review our practices regularly and this policy every year to make sure it stays relevant and effective.