



GIFTS & GRATUITIES POLICY

Dementia Care TLC complies with the requirements of Care Quality Commission and Fundamental Standards in relation to setting out its procedures regarding gifts and gratuities.

It is the policy of Dementia Care TLC to implement robust systems to ensure that all financial transactions with Clients are above suspicion and are conducted in a professional and transparent way.

It is the policy of Dementia Care TLC that all gift(s), whether cash or other items, are notified immediately to the Manager who will then determine whether the gift(s) can be accepted.

For the avoidance of doubt, staff must not:

1. Enter into any financial transaction whatsoever with a Service User or any Representative of a Service User including the borrowing or lending of monies or property.
 2. Accept any gifts from clients or their family members.
 3. Sell anything to, borrow anything from or exchange anything with a Service User or their Representative. (The reference to the words sell, borrow or exchange in the preceding sentence shall include any attempt to sell, borrow or exchange).
 4. Use retail loyalty cards and special offers for their own benefit. This includes Nectar points and Tesco points.
 5. Act as Witness to the signing of any legal documents, including Wills.
 6. Benefit from any Service Users' Will or bequests.
- If a Carer becomes aware that they, members of their family or other interested parties are named in a Service Users' Will, they must report this to the Manager immediately.
 - A record of all gift(s) will be made and held at Dementia Care TLC's office for the safety of both the Service User and Carer.
 - Any member of staff who breaches this policy will be dealt with through the disciplinary procedure.