# Gifts and Hospitality

# Westmorland and Furness Care Services

## Policy

To ensure all staff are fully aware of their own responsibilities about hospitality and gifts.

## Procedure

1. Refer to the Westmorland and Furness Council policy which can be found on the Westmorland and Furness Council Intouch by following the links below:

https://www.cumbria.gov.uk/council-democracy/constitution/part6/6b.asp

1. To safe guard both service users and staff, Westmorland and Furness Care Services takes the stance that where an employee is offered any gift (**maximum value of any gift is £20**) it must be disclosed to the manager and recorded on the [Appendix A - Gifts and Hospitality Register](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45204131633.docx) in line with the above Westmorland and Furness Council requirements.

# Appendix 1 – Gifts and Hospitality Register

[Appendix A - Gifts and Hospitality Register](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45204131633.docx)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date****XX/XX/XX** | **Name of staff****(Team)** | **Gift received** | **Approximate value** **£0.00** | **Reason why this has been received and** **name of service user / family etc giving the gift** | **Approved by** | **Date of approval**  | **Signature of staff** |
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