GIFTS AND LEGACIES

Policy Statement
Premier Care (Plymouth) Limited believes that its service users have a right to expect that Premier Care (Plymouth) Limited will be run on an honest and sound financial basis with robust procedures for dealing with and protecting the financial interests of service users.

Premier Care (Plymouth) Limited fully complies with Outcome 7: Safeguarding People who use Services from Abuse of the Essential Standards of Quality and Safety and Regulation 11 from the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 which relates to people who use services are protected as staff and others involved in carrying on the regulated activity are not able to benefit financially or, inappropriately gain from a person who uses services unless it is in line with their services arrangements.

Aim of the Policy
This policy is intended to set out the values, principles and policies underpinning this organisation's approach to the giving of gifts to organisation staff by service users or their relatives. It also aims to set out the Premier Care (Plymouth) Limited'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.

Therefore, at Premier Care (Plymouth) Limited:

(a) personal gifts should never be accepted by a member of staff.

(b) agency staff should never, under any circumstances, accept valuables belonging to a service user or monetary gifts

(c) any gift given to a member of staff must be declared as soon as is reasonable practicable and details recorded in the Gifts Record in the central office; this must
include the date that the gift was given and its monetary value and it must be signed by the recipient.

(d) agency 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, they should never agree to act as a witness or executor of a service user's will nor 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 agency 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.

(d) failure to declare a gift, the accepting of a gift, 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.

(e) Never borrow money from, or lend money to, [people who use services]

(f) Never sell or dispose of goods belonging to people who use services for their own gain.

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<th>Review Date: 29/03/2015</th>
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<td>Position in Organisation: Registered Manager</td>
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