

TITLE	GIFTS AND WILLS POLICY – ABBEYFIELD OXFORD SOCIETY
Outcome	Staff and volunteers will not be permitted to accept gifts of any sort from residents or their relatives, or become involved in the drawing up of a resident's will.
Scope	All established staff, agency staff and volunteers
Values Statement	This policy has been developed in line with our Values Statement and should be understood and implemented within that context.
1	GIFTS TO STAFF OR VOLUNTEERS
1.1	The borrowing of or acceptance of gifts, monetary or otherwise, from residents or their relatives is prohibited. This policy safeguards both Abbeyfield and its employees.
1.2	If a resident or relative is insistent that a gift is accepted, the matter should be referred to the the Chairman of the society who will explain Abbeyfield's policy and will ensure that no offence is caused in declining a gift.
2	RESIDENTS' WILLS
2.1	Staff and volunteers are not permitted to act as witness, executor, trustee or attorney to a resident's will (or any other document which might be construed as a will), nor to offer any advice to a resident on this subject.
Cross Reference	Professional Boundaries Employment Contracts
Last Review	May 2012
Next Review	May 2015