



Student Gift Giving Policy

Purpose:

To ensure the safety, wellbeing and inclusion of all students by outlining clear practices regarding the exchange of gifts (including toys and food items) between students, staff and students in the school environment.

Scope:

This policy applies to all students, staff, volunteers, and families of Gulfview Heights Primary School.

Policy Statement:

Gulfview Heights Primary School is committed to providing a safe, inclusive, and respectful learning environment for all students. The exchange of gifts—whether food or non-food items—between students, staff and students presents potential risks relating to:

- Allergies, food safety, and medical needs
- Equity, inclusion, and wellbeing
- The maintenance of a positive classroom environment
- Compliance with Department for Education and work health and safety regulations

Guidelines:

1. Student-to-Student Gift Giving

- a. The exchange of gifts (including toys and food items) between students within the school setting is not permitted, unless approved by leadership staff. Families must make contact with front office at least 48 hours beforehand and seek approval from leadership staff before sending any gifts or food items to school. Please note that this practice in general will be discouraged and only approved in extenuating circumstances.
- b. This includes end-of-year, holiday, birthday, or personal gifts brought to school for distribution among classmates or individual students.

2. Staff-Led Celebrations or Rewards

- a. Any celebratory events, rewards or treats provided to students will be organised and distributed by staff in line with health, safety and inclusion guidelines.
- b. Staff will communicate with families about any approved special occasions and ensure that all items provided are safe for all students.
- c. Staff will seek written approval from line manager before organising.

3. Communication with Families

- a. Information regarding this policy will be communicated to families and carers at the commencement of each school year and as needed.

4. Extrinsic Prizes and Gift Giving

- a. Staff and volunteers are discouraged from giving toys, food, or gifts to students as rewards or incentives for behaviour, academic performance, or participation.

- b. Occasional whole-class treats or celebrations, when used, must comply with health, safety, and inclusion guidelines and require leadership approval.

5. Recognition and Positive Reinforcement

- a. Preferred strategies for acknowledging student effort and achievement include:
 - i. Verbal praise and constructive feedback
 - ii. Certificates, stickers, or personal notes
 - iii. Additional responsibilities or leadership opportunities
 - iv. Sharing achievements with families or at assemblies
- b. Any forms of recognition should aim to promote intrinsic motivation and foster a sense of community and achievement.

6. Inclusive Practice

- a. All recognition and celebrations must consider the needs of all students and avoid singling out, excluding, or disadvantaging any individual or group.

7. Communication and Professional Development

- a. The policy will be communicated to all staff at the start of each school year and revisited in professional development.

Responsibilities

- School Leadership and Staff: Monitor compliance, communicate the policy and plan inclusive classroom events as appropriate. Undertake the necessary risk assessment for any food and non-food item to be shared with students
- Families and Carers: Support this policy by not sending food or gifts for classroom distribution.
- Students: Understand and follow the guidelines as part of maintaining a safe and inclusive school community.

Breaches of Policy

Any breaches of this policy will be addressed in line with the school's behaviour development procedures and may involve discussions with staff, students, and their families.

Policy review

This policy will be reviewed every three years, or earlier if required, to ensure it remains effective and compliant with Department for Education standards.

Relevant resources

For any questions or clarification, please contact a member of the leadership team.