**Bribery Policy**

Little Acorns Pre-school

It is illegal to offer, promise, give request, agree, receive or accept bribes – an anti-bribery policy will help Little Acorns Pre-school run smoothly and make sure that every child is treated equally.

On no account will a staff member accept money or a gift in return for “special treatment” (more snack, more attention. 1:1 care during the session etc) from a parent. If a parent does offer money that staff member will inform the Manager or deputy.

This anti-bribery policy includes:

* managers approach to reducing and controlling the risks of bribery
* rules about accepting gifts, hospitality or donations
* guidance on how to conduct the Pre-school, eg negotiating contracts
* rules on avoiding or stopping conflicts of interest

The manager of Little Acorns does not see leaving gifts for staff as bribery, therefore the staff may accept a leaving gift from the child/parent when they leave Little Acorns to go on to school.