



GATWICK DETAINEES WELFARE GROUP

Registered Charity No. 1124328

A Company Limited by Guarantee registered in England and Wales No. 4911257

Policy title	Volunteer guidelines on gift giving
Approved by	Paul Houston and James Wilson
Date	31 January 2018
Date ratified by Board	February 2018
Date revision next due	February 2020

Rationale or background to policy

Each year GDWG allocates a specific amount of money towards detainee welfare. Because this amount is limited, some restrictions are needed.

Policy Statement

GDWG's policy is that volunteers and staff adhere to the following guidelines, which broadly take account of what the charity can and cannot afford.

Please bear in mind that we cannot afford to give a detainee all the items listed below each week!

Guidelines

Clothing

We receive regular donations of clothes, and usually have a supply of both in the office. Costs can therefore be reduced considerably if visitors check with the office before buying things themselves. Visitors are also welcome to drop by the office to collect items on their way to Tinsley/Brook House.

- The group can only reimburse inexpensive clothes, bought at second-hand or discount shops.
- We have a policy of only giving detainees new underwear.
- In general, the group is only able to reimburse visitors for clothes amounting to £5 per detainee per month.

Phonecards

The group buys phonecards (local and international) at a discounted rate. The office can call or fax the detainee with the details, or give the details to the visitor, to then be passed on to the detainee personally. We can supply a regular amount of phone credit to each detainee every month.

'Luxury' Items

- The group is occasionally donated 'luxury' items (mobiles, books, new trainers, etc.). These are kept in the office.
- Please check with the office before you buy any such items for your detainee.

Cash donation

- You may sometimes want to buy the detainee you're visiting a drink, or if necessary help with a small cash donation.
- £3 per visit can be reimbursed by the group.

Removal money

- The office has a supply of 'removal money' for destitute detainees facing removal, available in pounds.
- We can help with up to £20 for single detainees.
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- The group can only provide removal money to detainees who have been issued removal directions, and only if they have less than £20 of their own money in their IRC account.

NOTE ON GIFT AID

If you are a taxpayer, do not normally claim expenses and would like to help GDWG, you may choose to claim expenses, and then make a donation to the group, on which GDWG can claim Gift Aid. GDWG 'Gift Aid Declaration' forms are available from the office on request or you may make a donation via the GDWG website.