

# Assured Care and Support Guide to Gifts, Wills and LPA

Neither Personal Assistants nor their families may accept money or gifts from service users or their relatives.

However, in exceptional circumstances when the relationship between a Personal Assistant and service user may be damaged if a gift were rejected, providing the gift is of a token nature, e.g. a box of chocolates with a value below £25, it may be accepted. A record should be kept of any gifts received including a brief description, rough value, and the date it was received.

## Shopping

There should be agreement with the service user about which local store is to be used for shopping, taking distance into account.

Personal Assistants may not use any store loyalty cards except those belonging to the service user. Personal Assistants should not take advantage of two for one offers by keeping one item for themselves. Both items belong to the client.

Whilst shopping, the Personal Assistant should take into account the user's medical, cultural, religious and dietary needs and ensure value for money wherever possible. All money entrusted for shopping must be accounted for and receipts obtained.

## Borrowing and lending money

In no circumstances should money be borrowed from or lent to service users.

## Buying and selling goods

In no circumstances should goods be bought from or sold to service users.

## Wills and Lasting Power of Attorney

Personal Assistants and their immediate family must not be included as beneficiaries of a service user's will, and must not be a witness to, or an executor of a service user's will.

A power of attorney is a legal document that allows someone to make decisions for another, or act on their behalf, if they are no longer able to or if they no longer want to make their own decisions.

Personal Assistants and their immediate family must not take on Lasting Power of Attorney for their clients.

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