



## Gifts and Hospitality Policy

<b>The status of the policy:</b>	Final
<b>Purpose:</b>	The purpose of this policy is to ensure that school staff are aware what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same.
<b>Consultation:</b>	Governors
<b>Links with other policies:</b>	<ul style="list-style-type: none"><li>• Governor Allowances</li><li>• Staff Expenses</li><li>• Financial Procedures</li><li>• Staff code of conduct</li><li>• Staff disciplinary procedures</li><li>• Financial Procedures</li></ul>
<b>Monitoring and evaluation:</b>	This policy will be monitored by the governing body and updated every two years.
<b>Date established by governing body:</b>	14 <sup>th</sup> June 2021
<b>Date for full implementation:</b>	14 <sup>th</sup> June 2021
<b>Date for review:</b>	June 2024

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### 1. Aims

This policy aims to ensure that

- The school's funds are used only in accordance with the law.
- The school and those associated with it operate in a way that commands broad public support
- The school has due regard to propriety and regularity, and ensures value for money, in the use of public funds
- Staff and governors are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same

### 3. Definitions

Gifts are any items, cash, awards, prizes, goods or services from individuals or companies, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate, or on terms not available to the general public.

Hospitality is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

### 4. Roles and responsibilities

#### 4.1 Staff and Governors

Staff and Governors:

- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the school might be placed under any obligation as a result of acceptance
- Must not use their official position to further their private interests or the interests of others
- Must not solicit gifts or hospitality
- Must record any gifts or hospitality offered to them or the school with a value of over £25 on the gifts and hospitality register (see appendix 1) within 7 working days, even if declined
- Must consult the headteacher before accepting or offering any gifts or hospitality with a value of over £25, from an individual or company.

- Parent 'group' gifts are excluded from this policy.

## 4.2 Governors

Governors will ensure that the school's funds are used in a way that commands broad public support, pays due regard to propriety and regularity, and provides value for money.

## 4.3 The Headteacher

The headteacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The headteacher will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the school and to those outside the organisation.

They will also ensure, alongside the School Business Manager that decisions on whether individuals can accept or offer gifts or hospitality with a value of over £25 are in line with this policy.

## 4.4 The School Business Manager

The School Business Manager will ensure that:

- The school maintains a gifts and hospitality register
- The Governors and Headteacher are provided with information on gifts and hospitality received and given, as appropriate

They will also ensure, alongside the Headteacher that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value of over £25 value are in line with this policy.

## 5. Acceptable gifts and hospitality

### 5.1 Offer of gifts and hospitality received

Staff and governors can accept gifts and hospitality that have a value of up to £25. These do not have to be pre-approved or recorded on the gifts and hospitality register.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, staff and Governors must consult the Headteacher.

Any gifts or hospitality offered with a value of over £25 must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any member of staff who is offered such gifts or hospitality must consult the Headteacher before accepting.

If the Headteacher is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the Chair of Governors and record the offer on the gifts and hospitality register.

Failure to declare any offer of gifts or hospitality on the register in line with this policy will be treated as a staff disciplinary matter.

### 5.2 Offer of gifts and hospitality given

The school may purchase gifts for staff from the Private Fund, for example flowers for staff off sick or who are bereaved. The maximum value of these is £50 for any individual.

Staff who purchase these gifts should get authorisation from the Head Teacher or School Business Manager before purchasing and complete a school expense form and return to the SBM with a receipt.

The school may provide lunch or refreshments for staff on Inset days or similar up to a maximum of £10 per head. Staff who purchase the lunch/refreshments should get authorisation from the Head Teacher or School Business Manager before purchasing and complete a school expense form and return to the SBM with a receipt.

## 6. Unacceptable gifts and hospitality

The following must never be offered or accepted:

- Monetary gifts
- Gifts or hospitality offered to family members, partners or close friends of governors or staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process

➤ Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time

➤ This list is not intended to be exhaustive.

## **7. Declining gifts and hospitality**

Any staff member who is offered any of the unacceptable gifts or hospitality outlined in section 6 above should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to the Head teacher. The Head teacher may decline the offer, or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.

Disciplinary action will be taken against anyone who fails to decline gifts or hospitality deemed unacceptable.

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

**Appendix 1: gifts and hospitality register**

DATE	NAME	DESCRIPTION OF GIFT/HOSPITALITY AND APPROXIMATE VALUE	PARTY OFFERING GIFT/HOSPITALITY	ACCEPTED/ REJECTED	APPROVED BY