



Gifts & Hospitality Policy

Introduction

Gifts are any items, cash, awards, prizes, goods or services, 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.

Responsibilities and Roles

The Governing Body and staff:

- 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 consult the Headteacher before accepting or offering any gifts or hospitality with a value of over £50.

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 Governing Body that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value of over £50 are in line with this policy.

Acceptable Gifts and Hospitality

The Governing Body and staff can accept gifts and hospitality that have a value of up to £50. These do not have to be pre-approved.

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

Similarly, hospitality such as working lunches may be accepted in order to maintain good relationships with key contacts, provided the hospitality is reasonable in the circumstances. If in doubt, guidance must be sought from the headteacher.

Offer of gifts and hospitality given

In some circumstances we may use the school budget to offer particular hospitality to staff or visitors, for example, offering interview candidates a school lunch.

Alcohol will never be purchased out of the school budget.

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 staff.
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process.

Declining gifts and hospitality

Any member of the Governing Body and staff member who is offered any unacceptable gifts or hospitality should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to the headteacher. The headteacher may decline the offer or donate the gift or hospitality to a worthy cause.

Giving of gifts

It is not school practice to buy gifts via the school budget. If staff gifts are to be purchased, this must be done via a collection.

Review

This policy will be reviewed by the Governing Body every three years.

Date of Policy – January 2021

Date of Review – January 2024