

Crosslee Community Primary School



**Gifts and Hospitality Policy
October 2022**

1. Definitions

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.

2. Roles and responsibilities

2.1 Staff

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 trust 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 school business manager or head teacher before accepting or offering any gifts or hospitality with a value of over £25

2.2 Governors

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

2.3 The Head teacher

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

The head teacher 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 governors and to those outside the organisation.

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

2.4 The School Business Manager

The school business manager will ensure that:

- The school maintains a gifts and hospitality register
- The governors and head teacher are provided with information on gifts and hospitality received and given, as appropriate

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

3. Acceptable gifts and hospitality

3.1 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 must consult the school business manager or head teacher.

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 school business manager or head teacher.

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, trustee or member of staff who is offered such gifts or hospitality must consult the school business manager or head teacher before accepting.

If the head teacher is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the chair of the board 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.

3.2 Offer of gifts and hospitality given

Any gifts or hospitality provided by the governors, such as a working lunch for visitors, must not be extravagant. A maximum value of £25 per head should be used as a guideline.

Alcohol must not be purchased out of the school budget.

Expense claims should be made to the school business manager and receipts must always be enclosed.

The school business manager or headteacher must be consulted about any proposal to provide gifts or hospitality with a value of over £25.

4. 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 members, 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.

5. Declining gifts and hospitality

Any governors or 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 or school business manager. The headteacher or school business manager 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 the trust has 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.

6. Monitoring arrangements

The gifts and hospitality register is monitored regularly by the school business manager.

This policy will be reviewed every 3 years by the school business manager/headteacher and approved by the finance committee.

7. Links with other policies

This gifts and hospitality policy is linked to the:

- Staff code of conduct
- Staff disciplinary procedures
- Staff Handbook
- Anti-fraud and corruption policy.

