





Gifts and Hospitality Policy

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Abstract: It is recognised that sometimes parents or children wish to give gifts to staff to show their appreciation. This policy details how those gifts should be dealt with to ensure that staff are protected from misunderstandings and that the school adheres to its legal and financial compliance obligations.

Approved by:	Mrs M Young Chair of Governors	
Approved by:	Mrs J Watson Headteacher	
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Policy number:	LRS0015	

Aims

This policy aims to ensure that:

- Lent Rise School's funds are used only in accordance with the law, its articles of association, its funding agreement and the latest Academy Trust Handbook
- 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
- Trustees fulfil their fiduciary duties and wider responsibilities as charitable trustees and company directors
- Members, trustees and staff 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

Legislation and Guidance

This policy is based on the [Academy Trust Handbook](#), which states that academy trusts should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might compromise their personal judgement or integrity. This should include members, trustees, staff and/or any other representative of the trust. The handbook states that the trust should ensure that all staff are aware of this policy.

This policy also complies with our funding agreement and articles of association.

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.

Roles and Responsibilities

Members, Trustees 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 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 Headteacher before accepting or offering any gifts or hospitality with a value of or over £25

Academy Trustees

Academy trustees 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.

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 or the school can accept or offer gifts or hospitality with a value of over £25 are in line with this policy.
- The Headteacher is responsible for communicating the school/trust's rules and expectations about gift-giving to parents.

The School Business Manager

The School Business Manager will ensure that:

- The school maintains a gifts and hospitality register
- Figures for transactions relating to gifts made by the school are disclosed in the school's audited accounts, in accordance with the Academy Trust Handbook
- The academy trustees 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 are in line with this policy.

Parents

- The trust acknowledges that some parents may choose to give gifts to teachers.
- The trust do not wish to discourage all gift-giving, and believe that small tokens of gratitude are always appreciated. However, the content of this policy applies to all staff and therefore the trust prevents teachers and other staff from accepting gifts worth over £25 and any gift over £25 must follow the guidelines in this policy.

- We recognise that in the past some parents have clubbed together to jointly buy presents or gift vouchers; parents may still wish to do this however parents should not pressure others into contributing and the amount given by each family should not exceed £10.

Acceptable Gifts and Hospitality

Offer of Gifts and Hospitality Received

Members, trustees and staff 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, members, trustees and staff must consult the School Business Manager or 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 School Business Manager or 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, trustee or member of staff who is offered such gifts or hospitality must consult the School Business Manager or 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 the board of trustees 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.

Offer of Gifts and Hospitality Given

- Any gifts or hospitality provided by the school to staff, such as a working lunch or wellbeing activity, must not be extravagant. A maximum value of £10 per head should be used as a guideline.
- Any gifts or hospitality provided by the school, 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 £25

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, trustees 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.

Declining Gifts and Hospitality

- Any members, trustee or staff member who is offered any of the unacceptable gifts or hospitality outlined 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 Headteacher 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.

Monitoring Arrangements

The gifts and hospitality register is monitored regularly by the School Business Manager.

This policy will be reviewed every three years by the School Business Manager and approved by the Headteacher.