

## Gifts and Hospitality Guidance

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NB This version of Policy will be retained for a period of 7 years from replacement.

# Gifts and Hospitality Instructions

## Introduction

This guidance aims to protect members of staff and the Trust's reputation from any misunderstanding and to avoid possible prosecution. It seeks to protect members of staff from suspicion of dishonesty and ensure they are free from any conflict of interest in respect of the acceptance of gifts and hospitality.

The principle of integrity extends to all members of staff including permanent, fixed term and casual employees and Directors.

## Principles

All staff are expected to exercise discretion in giving and accepting gifts and hospitality when on school business.

Staff must not make use of their position in the school/Trust to further their private interests or those of others.

## Gifts from Suppliers

Members of staff should not accept a personal gift from a supplier, potential supplier or other organisations. They should be courteous but firm in declining the offer, explaining the principles of the policy. Gifts can include small items like a box of chocolates or a benefit like free or discounted membership.

Where it is not possible to refuse or return a gift, staff are asked to hand the gift to the local school admin/finance team to be recorded in the Gifts and Hospitality register and it will be placed in a raffle for the benefits of students.

Promotional merchandise of a low value (pens, calendars, mugs can be accepted).

## Gifts from Students and Parents

Gifts of a low value presented from students and parents can be accepted providing it is given in good faith and is not seen to be an attempt to gain advantage.

Staff should not accept cash under any circumstances.

## Benefitting from Hospitality

Staff must not accept hospitality that could be interpreted as a way of improper influence. The timing of hospitality is especially sensitive during procurement or purchasing decisions that the Trust is taking as it could be interpreted as a potential influence in the decision.

Staff may accept modest offers of hospitality such as working meals and light refreshments. These do not need to be included in the register. Staff should not accept alcohol in any circumstances.

Staff should not accept hospitality that the Trust would not reciprocate in similar circumstances.

## Providing Hospitality

On occasion, the school may provide hospitality. The hospitality of meals should only be provided in exceptional circumstances including where external visitors are expected to participate in a working lunch/breakfast or are on school premises all day. Light refreshments can be offered, during a mid-morning break, for example.

## Alcohol

On occasion members of staff may receive a gift from a colleague or student that falls under the category of alcohol. Such gifts must not be consumed on site and must be stored out of sight and, where possible, be held in a locked cupboard.

## Gifts and Hospitality Register

Staff are personally responsible for reporting any gifts or hospitality that has been accepted. The information will be recorded on the register which is held and maintained by the local school admin/finance team. A copy of the register can be found at Appendix A.



