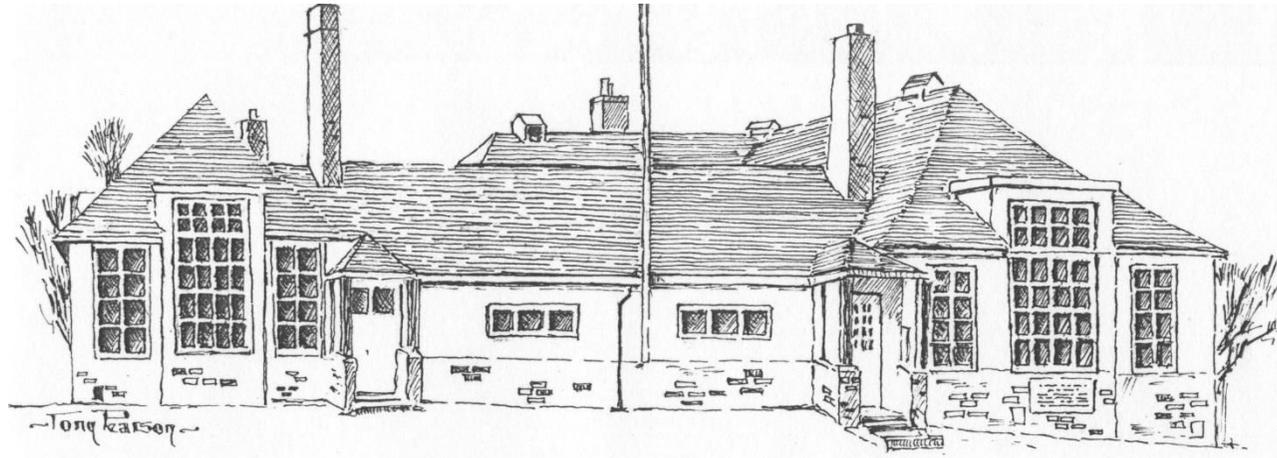


GIFTS AND HOSPITALITY POLICY BYFIELD SCHOOL



Approved by: Resources Committee **Date:** January 2018

Last reviewed on: January 2018

Next review due by: January 2021

**Signed (Chair of
Curriculum):**

Signed
(Headteacher):

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1. Aims

This policy aims to ensure that:

- The schools funds are used only in accordance with the law, its articles of association, its funding agreement and the latest Academies Financial Handbook
- The trust and those associated with it operate in a way that commands broad public support

- The trust 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

2. Legislation and guidance

This policy is based on the [Academies Financial 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 be seen to compromise the personal judgement or integrity of members, trustees, staff and/or any other representative of the trust.

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

3. 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.

4. Roles and responsibilities

4.1 Members, trustees and staff

Governors 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 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 trust with a value of over the value of £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 £25

4.2 Governors

The Governors must 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 – due to delegated powers from the Academy Trustees in the scheme of deligation.

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 trust and to those outside the organisation.

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

4.4 The school bursar

The school bursar will ensure that:

- The trust maintains a gifts and hospitality register
- Communicating with the headteacher and Stowe Multi-Academy trust, and providing details of the hospitality register when required.

5. Acceptable gifts and hospitality

5.1 Offers of gifts and hospitality received

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

If parents choose to run a collection for a member of staff, for example as a leaving present, this still needs to be declared, however the number of parents contributing will be also taking into consideration.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, Governors and staff must consult the chair of governors 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 chair of governors 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 chair of governors or headteacher before accepting.

If the headteacher is the recipient, or intended recipient, of any offer of gifts or hospitality over the value of £25, they must inform the chair of the governors and record the offer on the gifts and hospitality register.

If the Chair of Governors is the recipient, or intended recipient, of any offer of gifts or hospitality over the value of £25, they must inform the Trustees at Stowe Multi-academy trust 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 Offers of gifts and hospitality given

Any gifts or hospitality provided by the school, such as a working lunch for visitors, must not be extravagant. A maximum value of £12.50 should be used as a guideline.

Any gifts for staff in key moments of their life, such as birth of child, last day of job, weddings, recovering from serious illness must not be over a maximum value of £25 – and can be used in addition to a collection from staff.

Alcohol must not be purchased out of the school budget.

Expense claims should be made to the headteacher and receipts must always be enclosed.

The the chair of governors or headteacher must be consulted about any proposal to provide gifts or hospitality with a value of over £25.

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 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.

7. Declining gifts and hospitality

Any members, trustee 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 chair of governors or headteacher. The chair of governors or headteacher 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.

8. Monitoring arrangements

The gifts and hospitality register is monitored regularly by bursar and headteacher
This policy will be reviewed every 3 years by the headteacher and approved by the resources committee.

9. Links with other policies

This gifts and hospitality policy is linked to the:

- Staff code of conduct
- Staff disciplinary procedures
- Accounting policy

Appendix 1: gifts and hospitality register

Date	Name	Description of gift/hospitality and approximate value	Party offering gift/hospitality	Accepted/rejected	Approved by