

MANOR LEAS INFANT SCHOOL



Learning for Life

Gifts and Hospitality Policy

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Committee	Full
Author	Headteacher

Gifts and Hospitality Policy for Manor Leas Infant School

1. Aims

This policy aims to ensure that:

- › The academy trust's funds are used only in accordance with the law, its articles of association, its funding agreement and the latest Academy Trust 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 [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.

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

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 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 £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 over £25

4.2 Academy trustees

Academy trustees 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.

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.

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They will also ensure, alongside the senior administrator with bursar duties, 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.

The Headteacher is responsible for communicating the trust's rules and expectations about gift-giving to parents.

4.4 The Senior Administrator with bursar duties

The senior administrator will ensure that:

- The trust maintains a gifts and hospitality register and maintains this on a day-to-day basis
- Figures for transactions relating to gifts made by the trust are disclosed in the trust'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 trust can accept or offer gifts or hospitality with a value of over £25 are in line with this policy.

4.5 Parents

Some parents and carers choose to give gifts to school staff at certain times in the year, for example the end of term or when a teacher is leaving. Whilst small tokens of gratitude are always appreciated, gift-giving is not a requirement, and parents are not expected to buy gifts for class teachers or other school staff. This policy is intended to assist teachers in recognising where a gift could be considered to be excessive and inappropriate to accept due to its financial value. If a parent or carer offers a staff member a gift valued above £25, the staff member must record this on the gift and hospitality register and the trust may prevent the staff member from accepting this gift.

5. Acceptable gifts and hospitality

5.1 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 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.

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 Headteacher before accepting.

If the Headteacher is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must record the offer on the gifts and hospitality register. The Headteacher must consult the chair of the board of trustees if any offer of gifts or hospitality has a value of over £25.

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 Offer of gifts and hospitality given

It is not the Academy's standard practice to give gifts to individuals or organisations. If gifts are given, staff or trustees must ensure that the reasons for the decision are clearly recorded in the Gift and Hospitality Register. However, there are some specific circumstances where the giving or receiving of gifts or hospitality do not need to be recorded. For example:

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- Awarding gifts and prizes related to the achievement of pupils
- Giving pupils a small gift at the end of a term
- Giving a staff member a birthday gift, leaving gift or celebratory gift (e.g. upon having a baby or achieving a new job or role)
- Giving a staff member a small token of thanks (e.g. at the end of term)
- Using the school budget to offer hospitality to staff or visitors during a recruitment process or when a staff member retires
- If a staff member was working off-site (such as when on residential training courses) any amount to be claimed should be pre-approved with the Headteacher
- Any expenses claimed should be pre-approved with the Headteacher before any money is spent. Expense claims should be made to the Senior Administrator and receipts must always be enclosed.

Any gifts or hospitality provided by the trust, 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 trust's budget.

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

6. 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 with a value of £35 or more, even if they relate to activities the recipient undertakes in their own time

This list is not intended to be exhaustive. If any member of staff is in any doubt about whether they should accept an offer of gift or hospitality, they should consult the Headteacher.

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 Headteacher. The 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 the Senior Administrator.

This policy will be reviewed and approved every three years by the board of trustees.

9. Links with other policies

This gifts and hospitality policy is linked to the:

- Staff code of conduct
- Staff disciplinary procedures
- Finance policy and procedures

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Policy Review

This policy has been agreed by staff and governors and will be reviewed every 3 years. The policy is signed on behalf of the governing body by:

Chair of FAR Committee

Date

