



PARK HIGH SCHOOL

GIFTS AND HOSPITALITY POLICY

Reviewed by:	Finance Committee Autumn 1 2018
Date of next review:	Autumn 1 2019

Changes to the policy 2018:

Please refer to the EPM Harrow Academies HR Policy – Gifts & Hospitality below
(Change of value to £50 from £25 as per the HR Policy)

1.2.12 Gifts and hospitality

Employees must not, either directly or indirectly, accept any gift, reward or benefit from any member of the public or any organisation with whom they are brought into contact by reason of their duties, other than:

1. Small gifts of a modest value or of a promotional or advertising nature, e.g. calendars, diaries, mugs, inexpensive pens or other similar items;
2. Small gifts offered during official authorised hospitality, e.g. gifts on the conclusion of any courtesy visit of a type normally given by that organisation;
3. Small gifts by students or parents. Where appropriate such gifts shall be shared between teams.

All other gifts must be declined or returned.

Employees should exercise discretion in offering and accepting hospitality and consider how it might be viewed by others. Hospitality should not be accepted from any organisation likely to or having a commercial relationship with the academy. In all instances where an employee wishes to accept hospitality they must seek written approval from a Senior Leader, except where the hospitality is either that of a minimum common courtesy, or where the hospitality is being offered to all the delegates and forms an integral part of a conference or seminar.

All gifts, and offers of gifts, or offers of hospitality (except where approval is not required), even those that have been declined, over the value of £50 must be declared to the Business Manager.

Changes to the policy 2017:

The addition of the following paragraph at the end of the policy:

Consequences of Non Compliance with the Policy

Should any member of staff fail to declare gifts or comply with this policy it may be necessary to implement Disciplinary procedures.

Introduction

This policy outlines the school's policy with regard to the receipt of gifts and hospitality by its staff and governors from any third parties arising from duties undertaken on behalf of the school.

Park High School is committed to ensuring that the governance of the school is conducted in accordance with the highest standards of integrity, probity and openness.

General Rules

School staff/governors must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity. Staff/governors are asked to immediately report any offer or receipt of such gifts to the Business Manager to be recorded in the Register of Gifts and Hospitality.

Governors and staff may accept the following gifts/ hospitality without the need to seek the approval of the school or formally register receipt:

- courtesy hospitality at business lunches/dinners or attendance in an official capacity at a public function;
- incidental promotional gifts such as calendars, diaries or pens;
- receipt of small items from suppliers or contractors as expressions of gratitude such as boxes of chocolate or individual bottles of drink *(at a value of less than £50)*

NB: Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. In cases of doubt members should consult the Business Manager

The following examples of gifts/hospitality require approval and to be formally recorded by the Business Manager in the Register of Gifts and Hospitality:

- Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event *(at a value of more than £50)*
- Promotional gifts worth in excess of £50
- Other offers of gifts/ hospitality not falling into any of the above categories.

Unacceptable Gifts/Hospitality

The following are examples of offers of gifts/hospitality which should be refused by staff/governors:

- Gifts of money (not including donations to the school)
- Free membership or subscriptions (e.g. sports clubs)
- Foreign travel unless as a specific element of a business, academic or research activity approved by the school
- Free goods, services or equipment which are normally provided by a supplier to the School at a charge

Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the Business Manager.

NB: In the interests of Safeguarding Children, and to prevent staff from being open to accusation of exerting undue influence, no member of staff is permitted to give a gift to a student at any time.

Role of the Business Manager in relation to the Gifts and Hospitality Policy

Responsible for ensuring that any offer or receipt of gifts, hospitality or donations to staff/governors is recorded in the School's Register of Gifts and Hospitality.

Reporting any possible conflict of interests arising from the offer or receipt of gifts and or hospitality.

Consequences of Non Compliance with the Policy

Should any member of staff fail to declare gifts or comply with this policy it may be necessary to implement Disciplinary procedures.