



Gifts and Hospitality Policy

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AUTHOR	SLT
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This Policy was revised in Autumn 2023. The following amendments were made:

- Update the limit for gifts to £50.
- The Chief Financial Officer (CFO) will ensure that the school maintains a gifts and hospitality register.

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.

Legislation and guidance

This policy is written in accordance with the requirements set out in the Academy Trust Handbook 2023, which requires the Trust to 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 staff, volunteers, members, trustees, governors, and/or any other representative of the Trust. This policy also complies with the Trust's funding agreement and articles of association.

Definitions

Gifts are any items, cash, awards, prizes, goods, vouchers 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

Governors 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.

The Headteacher will act with 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.

The Chief Financial Officer (CFO) will ensure that the school maintains a gifts and hospitality register.

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 CFO 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 total value of less than £50)

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 CFO.

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 anytime.

The following is to be included in the staff handbook:-

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 CFO who will record it in the register.

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