Uxendon Manor Primary School

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Gifts and Hospitality Policy

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Gifts and Hospitality Policy

It is important that the conduct of our Staff and Governors is beyond reproach and reflects the highest possible standards of probity and ethics. Their conduct should never lead anyone to suspect dishonesty or think that they may have been unduly influenced by gifts and hospitality.

The Aims of the Policy

The aims of this policy are to ensure that:

- Staff and Governors are clear that they must never receive gifts, hospitality or benefits of any kind from a third party that might be seen to compromise their personal judgment or integrity

- The irresponsible receipt of gifts or excessive hospitality does not damage the School's reputation and or lead to allegations of fraud and corruption. Donations to the School are a separate issue, and are not covered by this policy.

PROCEDURES

Definitions

A "gift" is generally any item or service that is received free of charge, but also includes any goods or services that a member of staff or Governor is offered at a discounted rate or on terms not available to the general public.

"Hospitality" is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

Principles

- Staff and Governors should always act with discretion and treat with caution any offers of gifts or hospitality. In particular, they should think about:
  - the scale, amount, frequency and source of the offer
  - the timing of the offer in relation to forthcoming decisions
  - accepting could be misinterpreted as a sign of support or favour.

- Staff can accept small token gifts and hospitality (defined as having a value of up to £50) without the approval of the Head. Gifts and hospitality of this nature do not need to be recorded in the school's gifts and hospitality register. Examples include small tokens of thanks from parents or pupils to teachers or

small promotional items from suppliers such as calendars, notepads and pens.

- Any gift or hospitality that is more than just a token (defined as a having a value of more than £50) should be considered as to its appropriateness by the individual and the Headteacher.
- **All offers of gifts or hospitality that have a value of more than £50 must be recorded on the gifts and hospitality register, even if they are not accepted**.
- Staff or Governors who have any doubts about an offer of gifts or hospitality should refer the matter to the Head.
- If staff, Governors or the Head have any concerns or doubts about the public perception that might be attached to accepting a particular gift or offer of hospitality, they should refer the matter to the Chair of the Governors..
- Staff and Governors should never accept:

    1. cash or monetary gifts
    2. gifts or hospitality offered to husbands, wives, partners, family members or friends
    3. gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process
    4. lavish or extravagant gifts or hospitality.

- Where the offer of a gift or hospitality is politely refused but the giver persists in the offer, it should be referred to the Head. In such cases, it may be appropriate for the Head to discuss the offer with the Chair of the Governors and with the giver and to agree that the gift should be donated to a worthy cause.
- If a staff member or Governor receives a gift on behalf of the school, the gift remains the property of the school.
- No Governor is permitted to give a gift to a pupil at any time
- When school staff wish to give gifts to pupils, i.e. at the end of a school term or year, this should be with the prior approval of the Headteacher
- Disciplinary action may be taken against staff if they fail to follow this policy. Criminal action may be taken by the police if there is any evidence of fraud, bribery or corruption. It is wholly unacceptable for staff and Governors to solicit for their personal benefit gifts, hospitality or other benefits from organisations or individuals outside the school in the course of performing their duties.