



Gifts and Hospitality Policy

Recommended by: Finance and Premises Committee

Date: November 2018

Approved by the Full Governing Body

Signed:

Next Review Due: November 2020

Broadoak Mathematics and Computing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

GIFTS AND HOSPITALITY POLICY

1. INTRODUCTION

1.1. This outlines the Schools policy with regard to the receipt of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of the School.

This Gifts and Hospitality Policy seeks to protect staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality, or any other inducement from or to suppliers of goods or services to the School.

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

2. REGISTER OF GIFTS

2.1. In the interests of transparency, a Register of Gifts and Hospitality is to be established and kept in the School Business Manager's office.

2.2. Any member of staff who accepts an offer of a gift or hospitality over the value of £30 must ensure this is recorded in this register.

2.3. The following should be specified:

2.3.1. Nature of gift/hospitality. In the case of a gift, it should be specified whether it is a personal gift for the recipient or a related party, such as a partner, or a corporate gift accepted by the recipient on behalf of the school.

- Value of gift/hospitality. If the exact cost is not known an estimate should be provided.
- Name of firm/individual concerned.
- Date gift/hospitality accepted.
- Name of member(s) of staff involved.

3. PRINCIPLES

3.1. The school expects staff and members of the Governing Body to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business. Particular care should be taken about a gift from a person or organisation that has, or is hoping to have, a contract with the school.

3.2. Staff must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the school might be placed under an obligation.

3.3. Staff must not make use of their official position to further their private interests or those of others.

4. GIFTS AND HOSPITALITY

4.1. Gifts of low intrinsic value, such as promotional calendars or diaries, or small tokens of gratitude, can be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, staff should decline the gift or refer the matter to the School Business Manager.

4.2. Where approval is granted, any gift or hospitality received with an equivalent value of £30 or over must be recorded in the Register of Gifts and Hospitality.

4.3. In cases where a staff member receives a gift on behalf of the school, the gift remains the property of the school. The gift may be required for display or it may, with the School Business Manager's approval, remain in the care of the recipient. Unless otherwise agreed, the gift remains the property of the School.

4.4. 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 £30)
- 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 School Business Manager

The following examples of gifts/hospitality require approval and to be formally recorded by the School 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 £30)
- Promotional gifts worth in excess of £30
- 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:

- 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 School Business Manager.

Role of the School 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 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.

5. GIFTS TO AND FROM STUDENTS

5.1. 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 an individual student at any time outside of the College's reward system. A member of staff may wish to give out class gifts to all their students. This should be declared to their Head of Faculty in advance.

If a gift is received from a student or the parents of a student and the value is £15 or over this gift is to be recorded in the Register of Gifts and Hospitality.