

Kings Road CPS



Gifts & Hospitality Policy

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Excellence, in every area without compromise

1. Aims

This policy aims to ensure that:

- The school's funds are used only in accordance with the law.
- The school has due regard to propriety and regularity, and ensures value for money, in the use of public funds.
- Governors and the 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.
- Appropriate procedure is followed when providing hospitality or purchasing gifts.

2. 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.

3. Roles and responsibilities

3.1 Governors and staff

Governors 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 school 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 head teacher or chair of governors before accepting or offering any gifts or hospitality with a value of over £25.

3.2 The Head Teacher

The Head Teacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The Head Teacher will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that he/she sets a good example to the rest of the school and to those outside the organisation.

They will also ensure, alongside the chair of governors, that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value of over £25 are in line with this policy.

3.3 The School Business Manager

The school business manager will ensure that:

- The school maintains a gifts and hospitality register
- The governors and Head Teacher are provided with information on gifts and hospitality received and given, as appropriate.

4. Acceptable gifts and hospitality

4.1 Offers of gifts and hospitality received

Staff and governors 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, staff members must consult the Head Teacher.

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 Head Teacher.

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 Head Teacher before accepting.

If the Head Teacher is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the chair of governors and record the offer on the gifts and hospitality register.

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.

4.2 Offers of gifts and hospitality given

1. When the school spends public money on hospitality or related areas, the occasion must, in the best judgement of the governors, produce a clear benefit for the school with no personal benefit for staff or governors.
2. Hospitality in this context includes away-days, meals, snacks, refreshments and beverages such as tea or coffee. Staff should not be provided with hospitality except when work sessions extend over meal times or beyond normal working hours. This type of provision or payment constitutes subsistence. Trafford Council operates a subsistence allowance scheme which the school will adopt for staff claiming petrol expenses or other travel expenses when attending inset or meetings related to school business.
3. Tea, coffee and biscuits may be provided at meetings with visitors to the school e.g. parents, staff from other schools, inspectors and other officials.
4. If the School Fund rather than the school budget is to be used for hospitality, the Governors must ensure that in the case of school funds such use is permissible having regard to the purposes for which the funds were provided to the school.

5. Public funds may not be used to provide hospitality, travel, transport, entertainment or other tokens of appreciation for events such as birthdays, weddings, anniversaries, retirement, public holidays, religious celebrations or farewell gatherings.
6. In exceptional circumstances a school may wish to acknowledge long service or exemplary performance. Hospitality may be provided to the main guest, the official host (Head Teacher or Chair of Governors), to Governors and visiting dignitaries. Hospitality at such events shall not be extravagant and should normally be provided on school premises, using in-house services whenever possible.
7. The school will put a small amount aside annually to acknowledge the contributions made by volunteers and the auditor of the school fund account. The governors have capped spending at a maximum of £10 per person to acknowledge the contribution made by these volunteers from the school fund account.
8. Approval for expenses should be made in advance to the school business manager or the Head Teacher. Expense claims should be made to the school business manager and receipts must always be enclosed.

5. Unacceptable gifts and hospitality

The following must never be offered or accepted:

- Gifts or hospitality offered to family members, partners or close friends of governors 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, even if they relate to activities the recipient undertakes in their own time.
- This list is not intended to be exhaustive.

6. Monitoring Arrangements

The gifts and hospitality register is monitored regularly by the School Business Manager.

This policy will be reviewed every three years by the Finance, Personnel and Facilities committee.

Appendix 1: gifts and hospitality register

Date	Name	Description of gift/hospitality and approximate value	Party offering gift/hospitality	Accepted/rejected	Approved by