



## GIFTS & HOSPITALITY POLICY

Signed	<i>V. Garrett</i>
Role	Chair of Governors
Date	12 June 2018

Approved by (Committee)	FMA
Date approved	12 June 2018
Review frequency	Every three years
Date of next review	Summer term 2021

## **Introduction**

The Academies Financial Handbook recommends that academy trusts should have a policy and register on the acceptance of gifts, hospitality or other benefits which might be seen to compromise a member of staff's personal judgment or integrity; and should ensure that all members of staff are made aware of this.

### **Policy: Receiving gifts and hospitality**

Members of staff may accept small gifts which have a value of no more than £50, such as tokens of appreciation from parents and promotional products from suppliers (pens, calendars, diaries etc).

If offered gifts of a greater value, staff should consider whether acceptance could compromise, or be seen as compromising, their future personal judgement or integrity. They should consider in particular whether acceptance could be seen as unduly influencing the impartiality of future decision-making. If in doubt, staff should consult the Headteacher or School Business Manager.

Any gifts of a value greater than £50 which are accepted must be reported to the Business Manager within five working days. Accepted items will be documented in a register held and maintained by the Business Manager.

Members of staff may accept hospitality offered during the course of their duties when they are representing the academy, such as meals and refreshments provided at conferences, during outreach work or at official local, regional and national events. Staff should not, however, generally accept personal (as opposed to corporate) hospitality of a value greater than £50, and any such hospitality must be reported within five working days to the Business Manager and recorded in the register.

Failure to report accepted gifts or hospitality could result in disciplinary action.

The Headteacher or School Business Manager may, having due regard to propriety and regularity in the use of public funds, authorise the giving of gifts or hospitality, provided these are proportionate and of a reasonably modest value. Authorised gifts must be documented in a register maintained by the Business Manager.



