



# Gifts and Hospitality Policy

**Approved by Governing Body on:** 23rd November 2022

**Review Date:** Autumn Term 2026

# BARLEY LANE PRIMARY SCHOOL

## GIFTS AND HOSPITALITY POLICY

### Rationale

Barley Lane Primary School is committed to the highest level of integrity, honesty and accountability in all its business dealings. All staff and governors are expected to maintain high standards of propriety and professionalism in all their dealings, ensuring they are free from any conflict of interest through their business in the name of the School.

### Definitions

**A Gift** is any item or service which is received free of charge; or personally 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 not available to the general public.

#### 1. Gifts and inducements to an employee

Where a business contact\* offers a personal gift, personal payment or other incentive such as secondary employment to an employee, these should not be accepted and should be returned with a suitable official letter. Such offers should be declared to the Governing Body and recorded in the Register of Gifts and Hospitality.

If it is not possible to return gifts then the employee who deals with that supplier should declare the gift to the Governing Body who will keep a record of it and decide how it is to be used. Such gifts remain the property of the school and should be included in the Register of Gifts and Hospitality.

The only **exceptions** to these are:

- Low cost, functional items suitable for business use rather than personal use and displaying the supplier's logo e.g. diaries, calendars and pens. These items may be accepted and do not have to be included in the Register of Gifts and Hospitality.
- Gifts offered by **parents** or **students** to school staff to express their thanks, such as boxes of chocolates. Multiple gifts and hospitality received from a single source that cumulatively exceeds £30 in any one year must also be declared. Such gifts **do not** have to be declared in writing to the Governing Body or be included in the Register of Gifts and Hospitality. **For the avoidance of doubt employees must always refuse gifts of money.**

#### 2. Hospitality to an employee

Where hospitality in the form of meals and drinks is offered by a business contact, this is only acceptable where it forms part of a normal business meeting (for example, refreshments at training events or meals at evening meetings). Offers of hospitality to specific events, such as a dinner or sporting event, should only be accepted after authorisation from the Governing Body. These would normally only be approved where there is a clear and demonstrable benefit to the school and the hospitality would not expose the school to criticism that the business contact was exerting undue influence. These should be recorded in the **Register of Gifts and Hospitality**. Visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business and authorised by the school, shall be at the school's expense.

### **3. Gifts or hospitality to the school**

Where a business contact sends a gift to the school (for example, a stationery supplier sending a gift), these should **not be accepted** and should be returned to the supplier. Such offers of any value should be declared to the Governing Body and recorded in the **Register of Gifts and Hospitality**. If it is not possible to return the gift, the employee who usually deals with the supplier should declare the gift to the Governing Body who will keep a record of it and decide how it is to be used. Such gifts remain the property of the school and should be included in the Register of Gifts and Hospitality. The only exceptions to this are low cost, functional items suitable for business use (as opposed to personal use), such as diaries, calendars or pens, may be accepted and do not have to be declared on the Register of Gifts and Hospitality.

\* *A "business contact" refers to any person, body or organisation with which the school is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are, or may, tendering for future business).*

### **4. Gifts from Staff to Children**

Staff may give small gifts to children in their class/group as an incentive, prize or Christmas/Easter end of year present. If they wish. This would be out of their own pocket.

All gifts must be approved by a member of the Senior Leaderships Team. Individual children should never be singled out to receive gifts unless it is part of a competition including other children. Staff should be mindful of the appropriateness of the gift or prize.

### **5. Completion of documentation**

Should a member of staff receive such items as mentioned above then the following Gifts and Hospitality Registration form must be completed and given to the School Business Manager in order to maintain a full record of all gifts or hospitality given to the school.

Appendix A is an example of the Gift and Hospitality Register that the school will keep.

# BARLEY LANE PRIMARY SCHOOL

## Staff Gifts & Hospitality Register Form

**Staff should complete this form and return to the School Business Manager for submission to the Governing Body.**

<p>Section One of this form should be completed (either in electronic or paper form), in accordance with the Gifts &amp; Hospitality Policy, for all offers of hospitality or gifts either received or offered to staff (with the exception of low value gifts from parents/students only – see Policy for details).</p> <p><b>SECTION ONE: Details of the offer</b> – this section must be completed by the Staff Member receiving the offer.</p>	
Date of offer:	
Name of employee:	
Who offered the gift or hospitality?	
What is your relationship with the individual/organisation offering the gift or hospitality?	
Nature of gift or hospitality offered:	
Details of other staff and Members offered the same gift or hospitality:	
Proposed action (delete as appropriate):  <i><u>Accept / Decline / Already declined</u></i>	This form must be authorised by the Governing Body before any offer is accepted.
Employees signature:	
Date:	
<b>Following completion of the above section and before any offer is accepted this form must be authorised by the Governing Body</b>	
<b>SECTION TWO: Action authorised by the Governing Body</b>	
Chair of Governors' name:	
Record of action ( delete as appropriate )  Agree acceptance / Acceptance not authorised/ <i><u>Agree action to decline</u></i>	Please ensure the Staff Member who received the offer is aware of you decision.
Chair of Governors' signature:	
Date:	
Please ensure: (i) The employee is informed of your decision (ii) This form is recorded on your Register of Staff Gifts and Hospitality (iii) This form is filed in the Register of Staff Gifts and Hospitality	

**APPENDIX A**

**BARLEY LANE PRIMARY SCHOOL**

**REGISTER OF STAFF GIFTS AND HOSPITALITY**

<b>Form No</b>	<b>Date of Offer</b>	<b>Name of Employee</b>	<b>Item Description</b>	<b>Accept/Decline/ Already Declined</b>