



Christ The King Federation

nos iter simul

St Joseph's Catholic Primary School

Headteacher Miss T. North

St Francis RC Primary School

Acting Headteacher: Mrs C. Peear

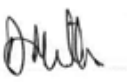


GIFTS AND HOSPITALITY POLICY

FEDERATION MISSION STATEMENT

Christ The King Federation is a community called by God to work collaboratively for the common good; providing an environment that nurtures and inspires pupils to realise their potential, as we journey together.

This federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Document Detail	
Category:	Personnel
Authorised By:	Finance, Premises and Personnel
Chair of Governors Signature:	

Issue:	
This policy was formally adopted by the Full Governing Body on:	Spring 2022
Review Date:	Spring 2025

Contents

<u>1.Introduction</u>	3
<u>2.Definitions</u>	3
<u>3. Roles and responsibilities</u>	4
<u>4.0 Acceptable gifts and hospitality</u>	5
<u>5.0 Unacceptable gifts and hospitality</u>	6
<u>6.0 Declining gifts and hospitality</u>	7
<u>7.0 Offer of gifts and hospitality given</u>	7
<u>8.0 Monitoring arrangements</u>	8

1.Introduction

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.

1.1 The Aims of the Policy

The aims of this policy are to ensure that:

- 1.11 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
- 1.12 The irresponsible receipt of gifts or excessive hospitality does not damage the Federation or either School's reputation and or lead to allegations of fraud and corruption. Donations to either School are a separate issue, and are not covered by this policy.
- 1.13 Staff and Governors are clear what are appropriate and acceptable items to be funded via the Hospitality code of the School Budget.

2.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.

"Staff" is taken to mean all permanent and fixed term staff employed by the Federation and by any other contractors, consultants or other persons (including Governors) acting on behalf of the Federation.

"Collective Gift" is where parents of a class put into a collection for a present for the class teacher. Most commonly this will take the form of a voucher or series of different vouchers. The value of a Collective Gift

should not exceed a maximum value equating to the number of pupils in the

class x £5 (an average amount one would assume apparent might spend on a gift). So in a class of 30 children this would equate to a value of £150.

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 trust 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
- 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.

3.2 The Executive Headteacher

The Executive Headteacher:

- Is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.
- Will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the Federation and to those outside the organisation.
- Will ensure, alongside the Chair of Finance, that decisions on whether individuals or the trust can accept or offer gifts or hospitality with a value of over £30 are in line with this policy, including "Collective Gifts".

3.3 The Chair of Finance

The Chair of Finance will ensure that:

- The Federation maintains a gifts and hospitality register for each individual school
- The Governing Body are provided with information on gifts and hospitality received and given, as appropriate.
- They will also ensure, alongside the Executive Headteacher, that decisions on whether individuals or the trust can accept or offer gifts or hospitality with a value of over £30 are in line with this policy, including a "Collective Gift"

3.4 The School Business Manager

The School Business Manager is responsible for maintaining the gifts and hospitality register on a day-to-day basis

4.0 Acceptable gifts and hospitality

4.1 Governors and staff:

- Can accept small token gifts and hospitality (defined as having a value of up to £30.00) without the pre-approval of the Executive Headteacher. Gifts and hospitality of this nature do not need to be recorded in either school's gifts and hospitality register (see Appendix A). Examples include small tokens of thanks from parents or pupils to teachers or small promotional items from suppliers such as calendars, notepads and pens.
- Can accept hospitality such as working lunches 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 Executive Headteacher.

- 4.2 Can accept a "Collective Gift" as long as it is recorded in the school's gifts and hospitality register (see Appendix A). Details of the gift should include the number of children that contributed and the average donation this equates to per child. If in doubt, guidance must be sought from the Executive Headteacher or School Business Manager.

- 4.3 Any gift or hospitality that is more than just a token (defined as a having a value of more than £30.00) should be considered as to its appropriateness by the individual and the Executive Headteacher.
- 4.4 All offers of gifts or hospitality that have a value of more than £30.00 must be recorded on the gifts and hospitality register, even if they are not accepted. Staff must complete a Gift and Hospitality Form (Appendix B) and return it to the School Business Manager, who will record any entries on the gifts and hospitality register for termly review by the Full Governing Body.
- 4.5 Staff or Governors who have any doubts about an offer of gifts or hospitality should refer the matter to the Executive Headteacher.
- 4.5 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 Governing Body.
- 4.6 Examples of when it may be proper to accept hospitality (always depending upon the particular circumstances) are as follows:
- attendance at conferences, events and demonstrations of equipment organised by outside bodies where there is a service interest.
 - attendance at events or functions where there is a demonstrable need for either school to be represented to either give or to receive information or to participate as part of the Federation's corporate image.
 - attendance at events or functions which are part of the civic, cultural or sporting life of the Federation.
 - working lunches where this is an appropriate and effective way of conducting business and the refreshments provided are on a reasonable level.

5.0 Unacceptable gifts and hospitality

Staff and Governors should never accept:

- cash or monetary gifts
- gifts or hospitality offered to husbands, wives, partners, family members or friends

- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process
- lavish or extravagant gifts or hospitality.

This list is not intended to be exhaustive.

6.0 Declining gifts and hospitality

- 6.1 Any Governor or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 5 above should politely decline the offer.
- 6.2 If they feel it would not be appropriate for them to decline, they should refer the matter to the Chair of Finance or Executive Headteacher. The Chair of Finance or Executive Headteacher may decline the offer, or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.
- 6.3 Where the offer of a gift or hospitality is politely refused but the giver persists in the offer, it should be referred to the Executive Headteacher. In such cases, it may be appropriate for the Executive Headteacher to discuss the offer with the Chair of Finance and with the giver and to agree that the gift should be donated to a worthy cause.
- 6.4 If a staff member or Governor receives a gift on behalf of the school, the gift remains the property of the school.
- 6.5 No Governor is permitted to give a gift to a pupil at any time
- 6.6 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 Executive Headteacher.
- 6.7 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.

7.0 Offer of gifts and hospitality given

7.1 From time to time it may be necessary to purchase gifts or hospitality from the School Budget. Examples include:

- Milk, tea, coffee and biscuits for staff and visitors
- Occasional gifts or items to the value of £30 ie for a member of staff on long-term sick leave
- Occasional free school meal for staff, ie during staff development days
- Food and/or refreshments provided for one off occasions ie staff retirement
- Occasional recognition of staff up to the value of £10 in token value.

Hospitality must be secondary to the purpose of any meeting and the level must be appropriate and in proportion to the event. The costs involved must not exceed the level which the recipients would normally adopt when paying for themselves at such an event.

- 7.2 Alcohol must not be purchased out of the school budget.
- 7.3 Expense claims should be made to the School Business Manager and receipts must always be enclosed.
- 7.4 The Chair of Finance or Executive Headteacher must be consulted about any proposal to provide gifts or hospitality with a value of over £30 and if in excess of £30 recorded on the gifts and hospitality register.

8.0 Monitoring arrangements

The gifts and hospitality register is monitored regularly by the School Business Manager. This policy will be reviewed every 3 years by the Finance Committee and approved by the Full Governing Body.

Appendix A

Gifts and Hospitality Register (up to £30 value)

School Name _____

For the Period _____ to _____

Date	Gift / Hospitality	Donated By	Accepted	Destination E.G. Raffle

Reviewed by Full Governing Body on _____

Signed By

Chair of Finance _____

Appendix B:

Gifts and Hospitality Form (over £30 value)

Receiving benefits, gifts, rewards or hospitality in return for providing services (even if these services are part of a usual role) can be perceived as an inducement to show favour to a person or organisation in his or her official capacity. Staff are advised to decline such offers, but it is acknowledged that there may be occasions when this is not feasible.

If you have received or wish to declare a gift or hospitality please complete the details below and return to the School Business Manager as described in section 4.1

Details of employee receiving gift or hospitality	
Full Name	
Job Title	
School Name	
Date of Declaration	
Signature	

Details of gift / hospitality	
Description	
Value/estimated value of gift or hospitality	
Purpose of the offer	
Person/organisation providing the gift or hospitality	
Relationship to the person/organisation offering the gift or hospitality	
Acceptance of gift / hospitality	Yes / No
Reason for acceptance	

Approved By	
Date	
Signature	
Name and Position	

Appendix C – Do's and Don'ts

Do's	Don'ts
Read and follow the guidance on gifts and hospitality	Accept any gifts or hospitality which have a value of more than £30 without the approval of the Executive Headteacher, or the Chair of Finance as necessary
Seek advice from the Executive Headteacher or Chair of Finance if you are in doubt	Accept gifts or hospitality in the immediate period before tenders are invited or during the tender process.
Record all offers of gifts and hospitality which have a value of more than £30 in the School's register, whether accepted or not	Accept cash or monetary gifts
Treat with caution any gifts or hospitality offered to you and think very carefully before accepting anything	Accept a gift or hospitality as an inducement or reward
Take into account what the public's perception would be in deciding whether or not to accept a gift or hospitality	Accept gifts or hospitality unconnected to your work, even if the hospitality is taken in your own time
Consider whether the offer is proportionate in deciding whether or not to accept hospitality from an outside body	Accept a gift or hospitality which you or a member of the public would think is lavish, extravagant or excessive, even if the hospitality is taken in your own time
Err on the side of caution when deciding whether to accept a gift or hospitality. If the thought of the acceptance makes you uncomfortable, do not accept	Accept gifts or hospitality offered to your husband, wife, partner, family member or friend
Consider paying for yourself if offered any hospitality by a supplier or third	

party	
-------	--

Contents	Page
Aims and objectives	3
Teaching and learning style	3
Art and design curriculum planning	4
The foundation stage	4
Progression and continuity	4
Assessment and recording	5
Spiritual, moral, social and cultural development	5

