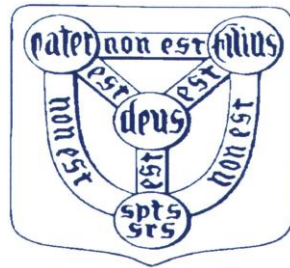


# Shellingford CE (A) Primary School

Headteacher: Miss Judith Terrell



"Inspiring hearts and minds"

## **GIFTS AND HOSPITALITY POLICY**

### **1 AIMS**

This policy aims to ensure that:

- The school's funds are used only in accordance with the law.
- The school and those associated with it operate in a way that commands broad public support.
- The school has due regard to propriety and regularity, and ensures value for money, in the use of public funds.
- The school fulfils their fiduciary duties and wider responsibilities.
- Governors and 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.

### **2 LEGISLATION AND GUIDANCE**

This policy is based on the Oxfordshire County Council Financial Regulations Guidance.

### **3 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.

### **4 ROLES & RESPONSIBILITIES**

#### **4.1 Governors & 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 school with a value of over £50.00 on the gifts and hospitality register within 7 working days, even if declined.
- Must consult the Headteacher or the Chair of Governors before accepting or offering any gifts or hospitality with a value of over £50.00. The Chair of Governors will inform the Full Governing Body (FGB) before accepting or offering any gifts or hospitality with a value of over £50.00.

## **4.2 The Governing Body**

The Governing Body will ensure that the school's funds are used in a way that commands broad public support, pays due regard to propriety and regularity, and provides value for money.

## **4.3 The Headteacher**

- The Headteacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.
- The Headteacher 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 school and to those outside the organisation.
- They will also ensure, alongside the Governing body, that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value of over £50.00 are in line with this policy.
- The Headteacher is responsible for communicating the school's rules and expectations about gift-giving to parents.

## **4.4 The Governing Body**

The Full Governing Body (FGB), through the Resource Committee, will ensure that:

- The school maintains a Gifts and Hospitality Register.
- The Governing Body and Headteacher are provided with information on gifts and hospitality received and given, as appropriate.
- They will also ensure, alongside the Headteacher, that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value of over £50.00 are in line with this policy.

## **4.5 The Finance Officer**

The Finance Officer is responsible for maintaining the Gifts and Hospitality Register on a day-to-day basis.

## **4.6 The Parents**

At Shellingford CE (A) Primary School, we do not wish to discourage all gift-giving, and small tokens of gratitude are always appreciated. (Homemade cards and letters, or a spoken 'thank you' are always appreciated). We do wish to make it clear to our whole school community that gift-giving is not a requirement, and parents are not expected to buy gifts for class teachers or other school staff. If parents do wish to give a gift, we ask that parents be aware that the school prevents the Governing Body, teachers and other staff from accepting gifts worth over £50.00.

## **5. ACCEPTABLE GIFTS & HOSPITALITY**

### **5.1 Offer of gifts and hospitality received**

The Governing Body and staff can accept gifts and hospitality that have a value of up to £50.00. 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, Governors and staff must consult the Governing Body or Headteacher.

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 Governing Body or Headteacher.

Any gifts or hospitality offered with a value of over £50.00 must be recorded on the Gifts and Hospitality Register within 7 working days, even if declined. Any member of the Governing Body or member of staff who is offered such gifts or hospitality must consult the Governing Body or Headteacher before accepting.

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.

### **5.2 Offer of gifts and hospitality given**

Any gifts or hospitality provided by the school, such as a working lunch for visitors, must not be extravagant. A maximum value of £50.00 should be used as a guideline.

Alcohol must not be purchased out of the school budget.

Expense claims should be made to the Finance Officer and receipts must always be enclosed.

The Governing Body or Headteacher must be consulted about any proposal to provide gifts or hospitality with a value of over £50.00.

## **6. UNACCEPTABLE GIFTS & HOSPITALITY**

The following must never be offered or accepted:

- Monetary gifts, e.g. vouchers.
- Gifts or hospitality offered to family members, partners or close friends of the Governing Body 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.

## **7. DECLINING GIFTS & HOSPITALITY**

Any Governors or staff members who are offered any of the unacceptable gifts or hospitality outlined in section 6 above should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to the Headteacher or the Governing Body. The Headteacher or Governing Body 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.

Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the school has deemed unacceptable.

**8. MONITORING ARRANGEMENTS**

The Gifts and Hospitality Register is monitored regularly by the Headteacher and the Resource Committee.

**9. LINKS WITH OTHER POLICIES**

This policy is linked to:

- Staff Code of Conduct Policy
- Guidance for Safer Working Practice for those working with children and Young People in Education Settings
- Staff Disciplinary Procedures
- Conflict of Interest Policy

**Date written: October 2024**

**Review Date: October 2027**

**Policy Agreed by the Resources Committee on .....**

**Signed ..... Chair of Resources Committee**

**Signed ..... Headteacher**