

# Gifts and hospitality policy

## Longfields Primary & Nursery School



**Approved by:** Governing Board **Date:** February 2025

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## 1. Aims

This policy aims to ensure that:

- 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
- 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

Having a Gifts and Hospitality Policy is not a statutory requirement under the DfE's list of Statutory policies for maintained schools. However, it is seen as good practice to have such a policy.

## 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 and responsibilities

### 4.1 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 school 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 headteacher before accepting or offering any gifts or hospitality with a value of over £100

## 4.2 Governors

Governors 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 trust and to those outside the organisation.

They will also ensure that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value of over £50 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 Bursar

The bursar will ensure that the school maintains a gifts and hospitality register

## 4.5 Parents

- › We do not wish to discourage all gift-giving, and that small tokens of gratitude are always appreciated
- › Gift-giving is not a requirement, and parents are not expected to buy gifts for class teachers or other school staff
- › Should be aware that teachers are required to declare gifts with value of over £25 and must seek permission to accept gifts over £100

# 5. Acceptable gifts and hospitality

## 5.1 Offer of gifts and hospitality received

Governors and staff 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, members, trustees and staff must consult the 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 headteacher.

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 governor or member of staff who is offered such gifts or hospitality must consult the headteacher before accepting.

If the headteacher is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the chair of the governing board 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.

# 6. Unacceptable gifts and hospitality

The following must never be offered or accepted:

- › Monetary gifts
- › Gifts or hospitality offered to family members, partners or close friends of members, 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.

## **7. Declining gifts and hospitality**

Any governors or staff member who is 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. The 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.

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

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

## **8. Monitoring arrangements**

The gifts and hospitality register is monitored regularly by the headteacher

This policy will be reviewed every 2 years by the headteacher and approved by the governing board.

| DATE | NAME | DESCRIPTION OF GIFT/HOSPITALITY<br>AND APPROXIMATE VALUE | PARTY OFFERING<br>GIFT/HOSPITALITY | ACCEPTED<br>/REJECTED | APPROVED BY |
|------|------|--|------------------------------------|-----------------------|-------------|
|      |      |  |                                    |                       |             |
|      |      |  |                                    |                       |             |