

MOSELEY

CHURCH OF ENGLAND
PRIMARY SCHOOL



Gifts and hospitality policy

Approved by:

FGB

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Next review due by:

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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
- › School 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 [Academy Trust Handbook](#), which states that academy trusts should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might compromise their personal judgement or integrity. **Although Moseley Church of England Primary School is NOT an Academy Trust, we believe following this guidance is best practice.**

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 Members, trustees 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 trust with a value of over £25 (£50 is given by a group of individuals) on the gifts and hospitality register (see appendix 1) within 7 working days, even if declined.
- Must consult the School Business Manager or Head Teacher before accepting or offering any gifts or hospitality with a value of £25 (£50 if accepting/offering to a group of individuals)

4.3 The Head Teacher

The head teacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The head teacher 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, alongside the School Business Manager that decisions on whether individuals can accept or offer gifts or hospitality with a value of £25 (£50 from a group of individuals) are in line with this policy.

The head teacher is responsible for communicating the school's rules and expectations about gift-giving to parents.

4.4 The School Business Manager

The school business manager will ensure that:

- The school maintains a gifts and hospitality register and will be responsible for maintaining the gifts and hospitality register on a day-to-day basis.
- The governing board and head teacher are provided with information on gifts and hospitality received and given, as appropriate

They will also ensure, alongside the head teacher, that decisions on whether individuals can accept or offer gifts or hospitality with a value of value of £25 (£50 from a group of individuals) are in line with this policy.

4.5 Parents

We understand that at times parents may want to thank school staff through the giving of small gifts, we appreciate these symbols of kindness and understand that they are most often given with the best possible intentions. We do not wish to discourage all gift-giving, small tokens of gratitude are always appreciated.

However, on the other hand, we want to ensure all parents know that gift-giving is NOT a requirements. Parents are NOT expected to buy gifts for class teachers or other school staff.

We also want to protect our staff from any allegations and to ensure their interests are never questioned.

If you would like to give a gift to a member of staff, we encourage you to follow this guidance:

- Gifts from individual parents should have a value of no more than £25
- Gifts from groups of parents should have a value of no more than £50
- Please avoid giving cash or monetary gifts, such as gift vouchers
- Please do not offer staff any gifts of hospitality e.g. food a family-owned restaurant

5. Acceptable gifts and hospitality

5.1 Offer of gifts and hospitality received

School governors and staff can accept gifts and hospitality that have a value of £25 (£50 from a group of individuals) 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, school governors and staff must consult the School Business Manager or Head Teacher.

Any gifts or hospitality offered with a value of £25 (£50 from a group of individuals) must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any school governor or member of staff who is offered such gifts or hospitality must consult the School Business Manager or Head Teacher before accepting.

6. Declining gifts and hospitality

Any school governor 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 **Head Teacher** or School Business Manager. The **Head Teacher** or School Business Manager 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.

8. Monitoring arrangements

The gifts and hospitality register is monitored regularly by the FPP committee and Full Governing Board.

This policy will be reviewed every 3 years by the Head Teacher and approved by the FPP committee.

9. Links with other policies

This gifts and hospitality policy is linked to the:

- Staff code of conduct
- Staff disciplinary procedures

Appendix 1: gifts and hospitality register

DATE	NAME	DESCRIPTION OF GIFT/HOSPITALITY AND APPROXIMATE VALUE	PARTY OFFERING GIFT/HOSPITALITY	ACCEPTED /REJECTED	APPROVED BY