



CROWLEES CE (C) J&I SCHOOL

Gifts and Hospitality Policy

Introduction

The receipt of gifts or excessive hospitality can damage the school's reputation and possibly lead to prosecutions for corruption.

Aims

To protect staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality, or any other inducement from or to suppliers of goods or services to the school.

Implementation

The school expects staff and members of the Governing Body to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business. Particular care should be taken about a gift from a person or organisation that has, or is hoping to have, a contract with the school.

Staff must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the school might be placed under an obligation.

Staff must not make use of their official position to further their private interests or those of others.

Gifts and Hospitality

Gifts of low intrinsic value such as promotional calendars or diaries, or small tokens of gratitude, can be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, staff should decline the gift or refer the matter to the Headteacher.

Where approval is granted, any gift or hospitality received with an equivalent value of £10 or over must be recorded in the Register of Gifts and Hospitality.

In cases where a staff member receives a gift on behalf of the school, the gift remains the property of the school. The gift may be required for display or it may, with the Headteacher's approval, remain in the care of the recipient. Unless otherwise agreed, the gift should be returned to the school on or before the recipient's last working day.

Modest hospitality, provided it is reasonable in the circumstances, for example, lunches in the course of working visits, are acceptable.

Staff attendance at sporting and cultural events at the invitation of suppliers, potential suppliers or consultants is not normally acceptable. Where it is considered that there is a benefit to Crowlees J & I School in a member of staff attending a sponsored event, the attendance should be formally approved by the Headteacher.

Gifts to and from Students

In the interests of Safeguarding Children, and to prevent staff from being open to accusation of exerting undue influence, no member of staff is permitted to give a gift to an individual child at any time unless it is a celebration awards in school, or end of term / year treat for the whole class.

If a gift is received from a child or the parents' of a child and the value is £10 or over this gift is to be registered in the Register of Gifts and Hospitality.

Register of Gifts

In the interests of transparency, a Register of Gifts and Hospitality is kept in the school office.

Any member of staff who accepts an offer of a gift or hospitality over the value of £10 must ensure this is recorded in this register.

The following should be specified:

- Nature of gift/hospitality. In the case of a gift, it should be specified whether it is a personal gift for the recipient or a related party, such as a partner, or a corporate gift accepted by the recipient on behalf of the school.
- Value of gift / hospitality. If the exact cost is not known an estimate should be provided.
- Name of firm / individual concerned.
- Date gift / hospitality accepted.
- Name of member(s) of staff involved.

Equal Opportunities

This policy has been assessed for Equality Impact Assessment and has low priority.

Monitoring & Evaluation

This policy will be monitored by the Headteacher and the register of gifts subject to inspection each term.

Policy was written on: September 2012

Policy last reviewed: Sept 2020