



Holy Trinity C of E Primary Academy

Vision Statement

Inspired by and rooted in Christian values and teachings, Holy Trinity CE Primary Academy will provide a caring, sharing environment which affirms the unique importance of each individual. The school will enable everyone to develop their skills, abilities and talents so that all are equipped to take their place as responsible citizens of the world.

POLICY/PROCEDURE DOCUMENT	Gifts and Hospitality
Status	Recommended
Legislation	Non Statutory
Lead Member of Staff	Headteacher
Lead Governor (Monitoring)	Chair of Governors
Publication/Revision Date	
Governor Committee	Full Governing Body
Approval Date and by	
Review Frequency	Annual
Date of next review	September 2017
Publication Date: Academy Website/ Staff information folder	
Chair of Governing Body signature	
Supporting documents	Nolan Committee – Committee on Standards in Public Life, First Report’ available from The Stationery Office (ISBN 0 10 128502 7) Propriety – Government Accounting defines propriety as the requirement that expenditure and receipts should be dealt with in accordance with Parliament’s intentions and the principles of Parliamentary control.

Contents

1	Introduction	3
2	Register of Gifts.....	3
3	Principles.....	3
4	Gifts and Hospitality.....	3
5	Gifts to and from Students.....	4
6	Employer Gifts.....	4
7	Document History	4

1 Introduction

- 1.1 This policy seeks 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 academy.
- 1.2 The receipt of gifts or excessive hospitality can damage the academy's reputation and can lead to action under the academy's disciplinary procedures.

2 Register of Gifts

- 2.1 In the interests of transparency, a Register of Gifts and Hospitality is to be established and kept in the administration office manager's office.
- 2.2 Any member of staff who accepts an offer of a gift or hospitality over the value of £15 must ensure this is recorded in this register.
- 2.3 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 academy.
 - 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.

3 Principles

- 3.1 The academy expects staff and members of the Governing Body to exercise the utmost discretion in giving and accepting gifts and hospitality when on academy 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 academy.
- 3.2 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 academy might be placed under an obligation.
- 3.3 Staff must not make use of their official position to further their private interests or those of others.

4 Gifts and Hospitality

- 4.1 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.
- 4.2 Where approval is granted, any gift or hospitality received with an equivalent value of £15 or over must be recorded in the Register of Gifts and Hospitality.
- 4.3 In cases where a staff member receives a gift on behalf of the school, the gift remains the property of the academy. The gift may be required for classroom 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 academy on or before the recipient's last working day.
- 4.4 Modest hospitality, provided it is reasonable in the circumstances, for example, lunches in the course of working visits, may be acceptable, though it should be similar to the scale of hospitality which Holy Trinity CE Primary Academy as an employer would be likely to offer.

- 4.5 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 Holy Trinity CE Primary Academy in a member of staff attending a sponsored event, the attendance should be formally approved by the headteacher.
- 4.6 Business gifts, which include hospitality, may be provided by Holy Trinity CE Primary Academy in connection with third party entertaining but should be regarded as the exception rather than the rule. Gift and hospitality must not exceed £50 in a year for any one recipient, and must not be provided in expectation of material benefit to Holy Trinity CE Primary Academy.
- 4.7 If it were found necessary to provide hospitality while engaged on a visit away from the Academy, the headteacher's prior approval must be obtained before claiming this, to a limit of £20 per person.

5 Gifts to and from Students

- 5.1 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 a child at any time. If a gift is received from a child or the parents' of a child and the value is £15 or over this gift is to be registered in the Register of Gifts and Hospitality.
- 5.2 Typical examples of such gifts are those given in an open and transparent manner to teachers at the end of year or Christmas time.

6 Employer Gifts

- 6.1 In exceptional circumstances the governors of Holy Trinity CE Primary Academy authorise the headteacher to;-
- purchase small gifts (eg. flowers, photo albums) for staff leaving the school, staff who have a serious medical illness/accident and staff who suffer a bereavement etc. up to a value of £30.00
 - Reward gifts to staff as a recognition of hard work, over and above their contractual requirements, at the end of the academic year and/or Christmas to a maximum value of £20.00 per gift/award
- 6.2 Such expenditure must be from unrestricted funds only.

7 Document History

Date	Description
March 2015	To include paragraph 6 and 4.3