



Potten End Church of England Primary School

GIFTS & HOSPITALITY POLICY
Potten End Church of England Primary School

Policy Review

This policy was agreed by the Governing Board on.....21/10/2024

It is due for review on.....Nov 2027.....

Signature Date

Head Teacher

Signature Date

Chair of Governors



Potten End Church of England Primary School

Rooted in Faith, we nurture, grow and flourish

Purpose

The principle of integrity requires that staff and Governors of Potten End CE Primary School should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of hospitality and gifts must be subject to clear restrictions and that any that are accepted must be declared and recorded.

The process set out in this policy and procedure is designed to safeguard employees from any misunderstanding or criticism.

This policy takes into consideration the requirements of the UK Bribery Act 2010, which came into effect on 1 July 2011. The Ministry of Justice has published guidance which has been observed when formulating this policy. This guidance is under section 9 of the Act.

This policy applies to temporary as well as to Governors, permanent members of staff, and supply staff.

Relationship to other policies

This policy should be read in conjunction with the following policies:

- Equality Scheme – we promote equality of opportunity for all the children in our school
- Safeguarding – we establish and maintain an environment where children feel safe and secure
 - Positive Behaviour – we aim to allow everyone to work together in an effective and considerate way, expecting every member of the school community to behave in a considerate way towards others.

Policy

Gifts

Giving Gifts and Hospitality:

You may not, directly or through others, offer or give any money, gift, hospitality or other thing of value to any employee or representative of any supplier, customer or other organisation, if doing so could reasonably give the appearance of influencing the organisation's relationship with the school.

Staff may, with authorisation from the Head Teacher, give gifts of a nominal value, as agreed by Governors, funded from the School Fund Account. These gifts *should never be funded from the school budget account*. It should be noted that regular gifts (either monetary or in kind) may be perceived by HMRC as payment in kind and be subject to declaration to HMRC by the recipient.



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Accepting Gifts and Hospitality

You must not accept cash, or personal gifts with a significant monetary value, under any circumstances, although items of nominal or free promotional pens, calendars, diaries or similar items may be accepted.

Gifts which are intended for the School as an academic body can be accepted but must not be retained by the individual who receives them. Such gifts should be deposited with the Administration Office, following which they will be allocated as appropriate.

There are occasions when children or parents wish to pass small tokens of appreciation to staff, e.g. at Christmas or as a thank-you and this is acceptable. The giver in this instance is not seeking a business decision but merely wishes to express thanks for service, advice, help or co-operation.

Personal gifts may not be sought, either by formal request or suggestion, under any circumstances.

When you have to decline a gift, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy and the UK Bribery Act 2010.

All offers of gifts or hospitality whether accepted or not must be recorded in the school's gifts and hospitality register, which is maintained by the Business Manager.

Supplier Special Offer Gifts

Gifts are sometimes offered by suppliers with the purchase of items. All special offer gifts are the property of the School and must be turned into the Administration Office for use by the School.

Hospitality

You should never accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way you carry out your duties. Nor should you offer such hospitality to others on behalf the school.

The timing of hospitality in relation to a procurement or purchasing decision that the school may be taking is especially sensitive. You should never solicit hospitality.

As a general rule, you should not accept hospitality that the School would not reciprocate in similar circumstances.

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 the school in a member of staff attending a sponsored event, the attendance should be formally approved by the Head Teacher and recorded as appropriate.



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If necessary, you should pay your share of any costs and claim these in the usual way.

When you have to decline hospitality, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy and the UK Bribery Act 2010.

You may accept modest working meals and light refreshments without making any declaration. All other hospitality must be recorded in the school's gifts and hospitality register which is maintained by the Office

Other hospitality may be accepted where:

- You are representing the school in the community or are imparting information about the school to the public.
- An event is clearly part of the life of the community or where the school should be seen to be represented.
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal.

Expense Claims

Where hospitality is to be provided by the School this should be approved in advance by a member of the Leadership Team. The Head Teacher should review the hospitality in light of the UK Bribery Act 2010. Hospitality is not prohibited by the Act but should be considered in light of it.

Any hospitality, gifts or tokens provided by the School should not be extravagant. The school may not use delegated budget for the provision of tokens or hospitality.

Governors have agreed that School Fund funds will be used for any expenses incurred in this respect. However, funds in this account are limited and expenditure will be strictly monitored.

Claims for reimbursement of expenses should be made on the relevant Expenses Claim form and receipts should always be enclosed.



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RECORD OF GIFTS & HOSPITALITY

This form must be completed by any member of staff or governor receiving or declining a gift or hospitality, which relates to their position in the School and has a value of more than **£35**.

If the individual is concerned about the likely "level" of any gift or hospitality that he or she may receive, agreement from the Head Teacher or Chair of Governors must be obtained in accordance with the School's guidance.

Name of staff/Governor:

Position Held:

Company or organisation offering gift or hospitality:

Date, time and venue Gift/Hospitality:

Nature and approximate value of hospitality/gift:

Accepted * / Declined* (Please circle one)

If accepted, has the gift been retained for personal use or for School use?
Yes/No

If accepted, reason for accepting hospitality/gift:

Signed: Date

Approved By:
(Head Teacher/ Chair of Governors signature)