

BARNS GREEN PRIMARY SCHOOL

Gifts and Hospitality

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1. Aims

This policy aims to ensure that:

- Barns Green Primary School's funds are used only in accordance with the law
 - Barns Green Primary School and those associated with it operate in a way that commands broad public support
 - Barns Green Primary School has due regard to propriety and regularity, and ensures value for money, in the use of public funds
- Governors fulfil their fiduciary duties and wider responsibilities as part of the Governing Board
- 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 states that Barns Green Primary School should have a policy on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might compromise their personal judgement or integrity. This should include Governors and staff. All Governors and staff should be aware of this 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:

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Responsible Governors
Full Governing Body

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- 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 trust 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 with a value of over £150 on the gifts and hospitality register (see appendix 1) within 7 working days, even if declined
- Must consult the Finance committee before accepting or offering any gifts or hospitality with a value of over £150.

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, alongside the Finance committee, that decisions on whether individuals or the trust can accept or offer gifts or hospitality with a value of £150 are in line with this policy.

The Headteacher is responsible for communicating the school/trust's rules and expectations about gift-giving to parents.

4.4 The Finance committee

The finance committee will ensure that:

- The Headteacher is provided with information on gifts and hospitality received and given, as appropriate

They will also ensure, alongside the Headteacher that decisions on whether individuals or the trust can accept or offer gifts or hospitality with a value of over £150 are in line with this policy.

4.5 Parents

- Explain that you do not wish to discourage all gift-giving, and that small tokens of gratitude are always appreciated
- Explain that gift-giving is not a requirement, and parents are not expected to buy gifts for class teachers or other school staff

5. Acceptable gifts and hospitality

5.1 Offer of gifts and hospitality received

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Governors and staff can accept gifts and hospitality that have a value of up to £150. These do not have to be pre-approved or recorded.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, staff must consult the finance committee or 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 finance committee or Headteacher.

5.2 Offer of gifts and hospitality given

Any gifts or hospitality provided by Barns Green Primary School, such as a working lunch for visitors, must not be extravagant. A maximum value of £15 per head should be used as a guideline.

Alcohol must not be purchased out of the school budget.

Expense claims should be made to the School Business Manager and receipts must always be enclosed.

The finance committee or Headteacher must be consulted about any proposal to provide gifts or hospitality with a value of over £150.

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 staff or governors
- 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

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 or finance committee. The Headteacher or finance committee may decline the offer, or donate the gift or hospitality to a worthy cause.

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

8. Monitoring arrangements

This policy will be reviewed every year by the finance committee and approved by the full governing board.

9. Links with other policies

This gifts and hospitality policy is linked to the:

- Staff code of conduct
- Staff disciplinary procedures
- Accounting policy

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Appendix 1: gifts and hospitality register

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

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Full Governing Body

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