

All Saints Catholic College



Gifts and Hospitality Policy

Approved by Governors:

29 September 2022

Date to be reviewed:

Autumn 2023

ALL SAINTS CATHOLIC COLLEGE

Gifts and Hospitality Policy

Purpose

This document outlines the Academy's policy with regard to the receipt and giving of gifts and hospitality by its staff to or from any third parties arising from duties undertaken on behalf of or for the Academy.

The Academy is committed to ensuring that its governance is conducted in accordance with the highest standards of integrity, probity and openness.

Within the code, staff are expected to use their common sense.

General Rules

Academy staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity. Staff are asked to immediately report any offer or receipt of such gifts to the Headteacher.

Governors and staff may accept the following gifts/hospitality without the need to seek the approval of the Academy or formally register receipt of these:

- courtesy hospitality at business lunches/dinners, or attendance in an official capacity at a public function;
- incidental promotional gifts such as calendars, diaries or pens;
- receipt of small items as expressions of gratitude such as boxes of chocolates or individual bottles of drink (at a value of less than £25);

NB: Care must always be taken to ensure that, whenever such gifts/hospitality are accepted, no obligation to the person or organisation in question is accepted. In cases of doubt, staff should consult the School Business Manager.

The following examples of gifts/hospitality require approval, and should be formally recorded by the School Business Manager in the Register of Gifts and Hospitality:

- Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event (at a value of more than £25);
- Promotional gifts worth in excess of £25;
- Other offers of gifts/ hospitality not falling into any of the above categories.

Unacceptable Gifts/Hospitality

The following are examples of gifts/hospitality that should be refused by staff:

- Gifts of money (not including donations to the Academy);
- Free membership or subscriptions (for example, to sports clubs);
- Foreign travel, unless this is undertaken as a specific element of a business, academic or research activity approved by the Academy;
- Free goods, services or equipment which are normally provided by a supplier to the Academy at a charge;
- Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the School Business Manager.

Giving of Gifts and Hospitality

Academy staff must be mindful that the value of all gifts and hospitality offered by the Academy are sourced from public funding, and the expectation is that such funding will be used for legitimate purposes and demonstrate value for money. In exceptional circumstances, it may be appropriate for the Academy to provide a gift of up to £40.00 in value, for example:

- Providing a bouquet of flowers to a seriously ill employee, or to a longstanding employee who is retiring;

It is acceptable for the Academy to provide modest hospitality in the way of working lunches and/or dinners to existing and potential contractors and stakeholders, subject to there being a genuine business reason for this.

Declaration

Staff should make a declaration as soon as possible after either the offer or receipt of gifts or hospitality. All declarations are to go to the Headteacher in the required format, as shown below. The Headteacher's PA will record the declarations in the register. The register is an annual document which will be maintained on a calendar year basis and reported quarterly under the publication scheme. It is recommended that members of staff make their declarations by email, retaining a copy for their personal records.

Declarations should include the following information:

- The date on which the offer of a gift or hospitality was made, in addition to the date of the event where relevant;
- The name, job title and organisation of the recipient / provider;
- The nature and purpose of the gift or hospitality which has been received or declined;
- The name of any other organisation involved;
- The estimated value.

For example:

Date received Recipient (Name & Directorate)	Received from (Name, position & organisation)	Description of Gift/Hospitality received Value £ (Estimate if unknown)	Reason given for providing gift/hospitality
12 Dec. 2006 Jane Brown (HOD Science)	John Smith AAA recruitment	Working lunch networking event £40	Discussion of plans for forthcoming conference to which this member is already a participant

In general terms, if there is any doubt about whether an item should or should not be declared, staff are advised to declare it.

Monitoring

The register will be reviewed termly by the School Business Manager. The Finance and Personnel Committee will review the register at least once per year. Staff will be reminded periodically of their requirement to declare gifts and hospitality which has been provided/accepted/declined, in accordance with this Policy.

Policy breach

Staff who fail to declare the acceptance/provision/decline of hospitality and gifts in accordance with this Policy may be subject to disciplinary action under Academy's Discipline Policy.