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HOSPITALITY, GIFTS & GRATUITIES POLICY

ADOPTED AT THE MEETING

OF THE

FINANCE COMMITTEE

HELD ON

**REVIEWED BY THE RLT BOARD OF TRUSTEES
ON 17TH DECEMBER 2015**

Signature of Chair of Committee:

Signature of Headteacher:

To be reviewed every three years.

(ADD SCHOOL NAME HERE)

HOSPITALITY, GIFTS AND GRATUITIES POLICY

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Hospitality, Gifts & Gratuities Policy

POLICY:

(**ADD SCHOOL NAME HERE**) expects that the conduct of its employees and governors should not create suspicion or any conflict between their official duty and private interest. This policy demonstrates to stakeholders that (**ADD SCHOOL NAME HERE**) conducts its business in an open and transparent manner and that relevant interests of governors and staff do not influence the School's decision-making process.

AIM:

To enable governors and staff to remain free from any actual or perceived conflict of interest with respect to the acceptance of gifts and/or hospitality from parties to whom they are associated through their business with (**ADD SCHOOL NAME HERE**). To provide guidelines on what is and what is not acceptable in terms of receipt of hospitality, gifts and gratuities and the avoidance of soliciting any gift or other consideration as an inducement or reward.

SCOPE:

This policy applies to all School employees (including part-time supply and agency workers) and governors.

PROCEDURE:

1. Guidelines

The regulations regarding the acceptance of hospitality, gifts and gratuities from current or potential School suppliers, clients or professional advisors are set out in the School's Financial Regulations. (Finance Manual).

In addition Governors are required to abide by the provisions within the Code of Conduct in respect of gifts and hospitality offered by third parties.

2. Hospitality, Gifts & Gratuities Register

Hospitality, gifts and gratuities that are accepted by an employee or Governor as laid down within the Financial Regulations guidelines must be registered by that individual as soon as is practicable. It is the personal responsibility of Governors and staff at the School to record any gifts and hospitality received from third parties using the form shown as Appendix 1.

The Clerk to the Governors will retain all records of hospitality.

Should any employee or Governor be in any doubt about the propriety of accepting a gift or offer of hospitality, they should consult the Headteacher or Chair of Governors. If this is not possible at the time, the facts should be reported as soon as possible thereafter.

If the Headteacher is in any doubt about the propriety of accepting hospitality, gifts or gratuities s/he should consult the Chair of the Local Governing Body.

As a general rule, Governors and staff should not accept gifts or gratuities other than insignificant items such as diaries or publicity items of no commercial value. If non-acceptance would cause misunderstanding or offence to the prospective donor, individuals should consult either the Headteacher or the Chair of Governors.

Acceptance of hospitality, gifts or gratuities which is outside of the School guidelines and/or failure by an employee to notify the Headteacher or the Clerk to the Governors may be dealt with under the School's Disciplinary Procedure.

3. Review of Procedure

This policy will be kept under review and will next be reviewed in 2018.

4. Approval of the document

The Board of Trustees approved the Policy for Hospitality, Gifts and Gratuities at its meeting held on 13th December 2012.

Appendix 1

Hospitality, Gifts & Gratuities Form

Recipient of Gift/Hospitality: _____

Academy area: _____

Gift/Hospitality from: _____

Date Gift/Hospitality Received: _____

Cost of Gift/Hospitality (or estimation): £ _____

Details of Gift/Hospitality:

Signed: _____

Date: _____

(Office use only)

AUTHORISED:

Headteacher: _____ Date: _____

Or

Clerk to Governors: _____ Date: _____

Or

Chair of Governors: _____ Date: _____

Completed forms should be returned to the Clerk to the Governors