



Gifts and Hospitality Policy

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Gifts and Hospitality Policy

Aims

To ensure all staff and Governors are-

- protected from suspicion of dishonesty and ensure they are free from any conflict of interest with respect to acceptance or provision of gifts, hospitality or any other inducement from or to suppliers of goods and/or services to the school
- protected from suspicion of bribery, free from conflict of interest and favouritism for giving gifts to staff
- not placing themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties.

Legislation and guidance

This policy is based on the [Academies Financial Handbook](#) 2018, section 3.9.1, which states that Academy Trusts should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise the personal judgement or integrity of members, trustees, staff and/or any other representative of the trust.

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.
- **Promotional Gifts or Samples with small intrinsic value** eg business diaries, calendars, telephone pads maybe accepted unless the value exceeds £10.00
- **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.
- **Staff** is taken to mean all permanent and fixed term staff employed by Westfield Academy and by other contractors, consultants and other persons including Governors representing Westfield Academy.
- **Register of Gifts** is located in the Finance Office, Room A149, UG (file reference: E15)

Staff responsibility

- 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 Westfield Academy might be placed under any obligation as a result of acceptance
- Must not use their official position or dealing with contractors and other suppliers of goods and services to Westfield Academy to further their private interests or the interests of others
- Must not solicit gifts or hospitality
- Have individual responsibility to record any gifts or hospitality offered to them or the Academy in the Register of Gifts within 2 working days, even if declined

Gifts From Students

- Given the nature of the professional responsibilities of staff, it is strongly advised not to accept gifts and/or hospitality exceeding £10.00 from students in a school term.
- Any gifts and/or hospitality from students exceeding £10.00 has to be recorded in the Register of Gifts within 2 working days of receipt

Gifts from the School to Staff

- The Headteacher and/or Governors, may give a gift of a nominal value to a member of staff or governor.
- Funded from the school fund.
- This usually takes the form of flowers eg birth of a child or death of immediate family member.
- This would be no more than £50.00
- Recorded in the Register of Gifts

Football Tickets from Watford FC

- Westfield Academy has 2 season tickets and may be given 2-4 paper tickets for each home game.
- The Support Manager emails all staff to reply by email if they wish their names to be included for the draw. All emails are printed and folded to ensure the names of staff are not visible. These are placed in container and the day before the football match, the Headteacher or any staff other than the HR Manager draws the names.
- The Support Manager notifies all staff the name of winners. When the winner collects the tickets, they have to sign the Register kept by the HR Manager.

Gifts between Staff

This is at the discretion of the individual staff and does not form part of this policy.

Perishable Gifts eg Food, Chocolates

These have to be placed in the staff room for all staff. There is no minimum limit on the value of these.

Corporate Gifts

Any gift from a company or a current or potential supplier has to be declared. Other than perishable gifts as above, The Resources Committee will decide on the distribution of the gift.

Register of Gifts

The Finance Manager will ensure that:

- The Academy maintains a gifts and hospitality register
- The gifts and hospitality register is monitored regularly by the Finance Manager and presented at Resources Committee meetings for review.
- This policy will be reviewed annually by the Finance Manager and approved by the Board of Governors.

Acceptable gifts and hospitality

Members, trustees and staff **can accept** gifts and hospitality that have a value of up to £10.00. These do not have to be pre-approved or recorded in the Register of Gifts.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, members, trustees and staff must consult the Headteacher or Resources Committee

Any gifts or hospitality offered with a value of above £10.00 must be recorded in the Register of Gifts within 2 working days, even if declined. These gifts will be raffled in the same way as Football Tickets above.

Failure to declare any offer of gifts or hospitality in the Register of Gifts in line with this policy will be treated as a staff disciplinary matter.

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 members, trustees or staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process

This list is not intended to be exhaustive.

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.