



Schools for Every Child

Acceptance of Gifts, hospitality, awards, prizes or benefits policy

We are an education Trust that is committed to running dynamic, ever-improving schools. We work to make sure that every child feels they belong in their school where they feel safe and inspired by learning. For us, learning is an adventure. It is a privilege and a responsibility for all who work with us to ensure that the journey through school is exciting, challenging, caring and enriching, and that every child experiences joy, wonder, calm and success.

Approval Level	CEO
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Trust/Template/School level	Trust
Review cycle	Annual

“The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance”. (DfE)

Approval History

Committee Approval	Status	Next Review Date
N/A	Review in progress Live Policy	September 2024

This procedure works in conjunction with the following Schools for Every Child policies and procedures that are all available on the Schools for Every Child website.

- Equalities strategy
- Wellbeing strategy
- Capability management procedure
- Disciplinary procedure
- Grievance procedure
- Staff code of conduct
- Concerns and complaints policy

Guidance for Gifts, Hospitality

1. Your conduct as a member of staff or a governor should never lead anyone to question your interests, or lead anyone to think that you have been influenced by gifts and hospitality.
2. It is also a criminal offence to demand or accept a gift or reward in return for allowing yourself to be influenced as part of the school.
3. Gifts and hospitality offered with a value of £25 or less can be accepted without the approval of the headteacher, and do not need to be recorded on the gifts and hospitality register.
4. Any gifts or hospitality offered with a value of over £25 must be recorded on the gifts and hospitality register within 3 working days, even if declined. Anyone who is offered such gifts or hospitality must consult the headteacher before accepting. The register is kept by the school's finance officer or TBfM and held for 7 years.
5. Any gifts or hospitality provided by the school, such as a working lunch for visitors, thank you vouchers or sympathy flowers must not be extravagant. A maximum value of £25 per head should be used as a guideline.
6. Alcohol, tobacco or gambling must not be purchased out of the school budget.

Unacceptable gifts and hospitality

7. The following must never be offered or accepted:

- Monetary gifts
- Gifts or hospitality offered to family members, partners or close friends of staff
- 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

This list is not intended to be exhaustive.

Declining

8. Any members, trustee or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 8 above should politely decline the offer.

10. If declined the headteacher will donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.

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