Gifts and Hospitality Policy for Staff and Governors

Approved by the Governing Board on 8th February 2017

Signed: ..................................................

Chair of Governing Board

Next review due February 2019
1] Why do we have guidance on gifts and hospitality?

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 or hospitality. This is important because your own personal reputation and that of the School could be seriously affected if you inappropriately accept a gift or hospitality. It is also a criminal offence to demand or accept a gift or reward in return for allowing you to be influenced as a part of the school. This is why the school has guidance which applies to all staff and governors on gifts and hospitality.

2] What is a gift?

A gift is any item or service that you receive or give free of charge. It also includes any goods or services which you personally are offered at a discounted rate or on terms not available to the general public.

3] What is hospitality?

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

4] What gifts or hospitality can be accepted or given without any approval?

You can accept gifts and hospitality, which have an estimated value of £30 or less, without the prior approval of the Headteacher. Gifts and hospitality of this nature do not need to be recorded in the school’s Gifts and Hospitality Register. All adults should not give personal gifts to children or their families or carers.

5] What things should I think about before I decide what to do?

You should treat with caution any offer of gift or hospitality made to you personally. In particular, think about whether there is a benefit to the school in you accepting, the scale, amount, frequency and source of the offer, the timing of the offer in relation to forthcoming decisions and whether accepting could be misinterpreted as a sign on your, or the school’s, support or favour.

6] What gifts or hospitality need approval from the Headteacher or Chair of Governors?

Any gift or hospitality which has an estimated value of more than £30, should be politely refused or returned. (Also see point 8 below “What should I do if I receive a gift without warning” ) You must have prior written approval of the Headteacher if you wish to accept something which has more than this value. This should only be in exceptional circumstances. If you or your Headteacher has any concerns or doubts about the public perception that might be attached to accepting any gift or hospitality, then you must refer it to the Chair of Governors.

7] What gifts or hospitality should never be accepted?

You must never accept:

- Cash or monetary gifts
• Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process,
• Lavish or extravagant gifts or hospitality.

8] What should I do if I receive a gift without warning?
If you estimate that the gift is worth £30 or more you should, if possible without causing offence, politely decline the gift. If you feel that it would not be appropriate to do this, you should refer the matter to your Headteacher as soon as possible and let the Headteacher decide what you should do with the gift.

9] What should I do if I get offered a gift or hospitality?
You must make sure that all offers you receive which have a value of more than £30 are recorded in the school’s Gifts and Hospitality Register. Please complete a Gift/Hospitality record form which are kept in the school office.

10] Do I need to record offers that I decline?
Yes – all offers of gifts and hospitality, which have a value of more than £30, must be recorded in the school’s register, even if you don’t accept. Please complete a Gift/Hospitality record form which are kept in the school office.

11] What should I do if I am in doubt?
Consider if acceptance would be or could be perceived as a contravention of the following Nolan Principle of Public Life**:

“Integrity
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.”

Then if still in doubt about acceptance, speak to the Headteacher. It is your responsibility to follow the school’s guidance on gifts and hospitality and to justify why you chose to accept a gift or hospitality offered to you.

12] What would happen to me if I didn’t follow the guidance?
The school may take disciplinary action against you if you fail to follow the guidance in this policy. It is also a criminal offence to demand or accept a gift or reward in return for allowing you to be influenced as a part of the school. This means you could be prosecuted by the Police.

** Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations.
### The DO’s and DON’T’s

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
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<tbody>
<tr>
<td>➢ Read and follow the guidance on gifts and hospitality</td>
<td>➢ Accept any gifts or hospitality which have an estimated value of more than £30 without the approval of the Headteacher, or the Chair of Governors as necessary</td>
</tr>
<tr>
<td>➢ Seek advice from the Headteacher or Chair of Governors if you are in doubt</td>
<td>➢ Accept gifts or hospitality in the immediate period before tenders are invited or during the tender process</td>
</tr>
<tr>
<td>➢ Record all offers of gifts and hospitality which have an estimated value of more than £30 in the School’s register, whether accepted or not</td>
<td>➢ Accept cash or monetary gifts</td>
</tr>
<tr>
<td>➢ Treat with caution any gifts or hospitality offered to you and think very carefully before accepting anything</td>
<td>➢ Accept a gift or hospitality as an inducement or reward</td>
</tr>
<tr>
<td>➢ Take into account what public perception would be in deciding whether or not to accept a gift or hospitality</td>
<td>➢ Give personal gifts to children, their families or carers</td>
</tr>
<tr>
<td>➢ Consider whether the offer is proportionate in deciding whether or not to accept hospitality from an outside body</td>
<td>➢ Accept a gift or hospitality which you or a member of the public could think is lavish, extravagant or excessive</td>
</tr>
<tr>
<td>➢ Err on the side of caution when deciding whether to accept a gift or hospitality. If the thought of the acceptance makes you uncomfortable, do not accept</td>
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HAWTHORN PRIMARY SCHOOL - RECORD OF GIFTS & HOSPITALITY (accepted*/refused*)

*Delete as appropriate

This form must be completed by any member of staff or governor receiving or declining a gift or hospitality, which relates to their position in the School and has an estimated value of more than £30. If the individual is concerned about the likely ‘level’ of any gift or hospitality that he or she may receive, agreement from the Headteacher or Chair of Governors must be obtained in accordance with the school’s guidance.

<table>
<thead>
<tr>
<th>Name of staff/Governor</th>
<th>Position Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual, Company or Organisation offering gift or hospitality</td>
<td></td>
</tr>
<tr>
<td>Date, time and venue</td>
<td>Gift/Hospitality</td>
</tr>
<tr>
<td></td>
<td>Accepted*/Declined*</td>
</tr>
<tr>
<td>Nature and approximate value of hospitality/gift</td>
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</table>

If accepted, has the gift been retained for personal use or School use?

If accepted, reason for accepting hospitality/gift

Signed: Date:

Approved By:
(Headteacher/Chair of Governors Signature)

PLEASE RETURN COMPLETED FORM TO THE SCHOOL OFFICE FOR RETENTION ON THE GIFTS & HOSPITALITY REGISTER