

Signed

Date March 2024

Review March 2026

Gifts and Hospitality Policy

*This school is committed to creating the ethos
in which children can grow towards Christian life, learning and love.*

*And now I give you a new commandment: love one another. As I have loved
you, so you must love one another. If you have love for one another, then
everyone will know that you are my disciples.”*

John 34-35

1. Introduction

1.1. Woodford Valley CE Primary Academy is committed to the values of accountability and probity. All staff and governors should conduct themselves with integrity, impartiality and honesty at all times. The receipt of gifts or excessive hospitality can damage the school's reputation and possibly lead to prosecutions for corruption.

1.2. This policy seeks to protect staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality, or any other inducement from or to suppliers of goods or services to the school.

2. Statement of Policy

2.1 Hospitality received from or the giving of hospitality to a third party is generally not acceptable.

2.2 The exception to this general principle is where there is a genuine need for the development of legitimate and ethically sound business relationships and where the hospitality offered will genuinely assist the development of this.

2.3 Even then however, only modest hospitality is acceptable and any gift or hospitality over the value of £25 must be declared.

3. Register of Gifts

3.1. In the interests of transparency, a Register of Gifts and Hospitality (**Appendix A**) is established and kept in the School Business Manager's Office.

3.2. Any member of staff who is offered a gift or hospitality over the value of £25 must complete a Declaration of Gift or Hospitality form (**Appendix B**) and forward it to the School Business Manager who will ensure this is recorded in the Register of Gifts



3.3. The following should be specified:

3.3.1. Nature of gift/hospitality. In the case of a gift, it should be specified whether it is a personal gift for the recipient or a related party, such as a partner, or a corporate gift accepted by the recipient on behalf of the school.

3.3.2. Value of gift / hospitality. If the exact cost is not known an estimate should be provided.

3.3.3. Name of firm / individual concerned.

3.3.4. Date gift / hospitality accepted or declined.

3.3.5. Name of member(s) of staff involved.

4. Principles

4.1. The school expects staff and members of the Governing Body to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business. Particular care should be taken about a gift from a person or organisation that has, or is hoping to have, a contract with the school.

4.2. Staff must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the school might be placed under an obligation. To determine whether a gift or hospitality is acceptable, the 'PROVEIT' test (**Appendix C**) should be applied by staff and referred to the Headteacher/Chair of Governors if in doubt.

4.3. Staff must not make use of their official position to invite hospitality or gifts, or otherwise further their private interests or those of others.

5. Gifts and Hospitality

5.1. Gifts of low intrinsic value such as promotional calendars or diaries, or small tokens of gratitude, can be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, staff should decline the gift or refer the matter to their line manager.

5.2. Where approval is granted, any gift or hospitality received with an equivalent value of £25 or over must be recorded in the Register of Gifts and Hospitality.

5.3. In cases where a staff member receives a gift on behalf of the school, the gift remains the property of the school. The gift may be required for in school use or it may, with the line-manager's approval, remain in the care of the recipient. Unless otherwise agreed, the gift should be returned to the school on or before the recipient's last working day. Alternatively the school will retain such gifts in the office and use them to further its fundraising (e.g.: PTA raffle etc.).



5.4. Modest hospitality, provided it is reasonable in the circumstances, for example, lunches in the course of working visits, may be acceptable, though it should be similar to the scale of hospitality which Woodford Valley CE Primary Academy as an employer would be likely to offer.

5.5. Staff attendance at sporting and cultural events at the invitation of suppliers, potential suppliers or consultants is not normally acceptable. Where it is considered that there is a benefit to Woodford Valley CE Primary Academy in a member of staff attending a sponsored event, the attendance should be formally approved by the relevant line manager.

5.6. Business gifts, which include hospitality, may be provided by Woodford Valley CE Primary Academy in connection with third party entertaining but should be regarded as the exception rather than the rule. Gifts and hospitality must not exceed £25 in a year for any one recipient, and must not be provided in expectation of material benefit to the School.

5.7 Hospitality for staff will be limited to the provision of refreshments in the course of the Academy's business (e.g.: daily tea and coffee facilities; and sandwiches for staff who are requested to work substantially longer hours such as parents' evenings, breakfast meetings or working lunches).

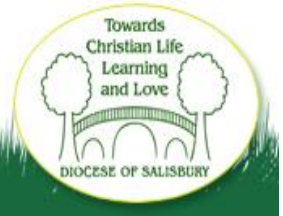
5.8 Gifts for staff are generally not acceptable. However for major events (e.g.: marriage, childbirth, illness, retirements or significant birthdays) the school may send a card or flowers but all such purchases will be made from unrestricted funds.

5.9 Modest gifts as a gesture of appreciation for volunteers are acceptable but will be limited to a maximum value of £20 per person once a year. All such gifts will be purchased from unrestricted funds.

6. Gifts to and from Students

6.1. In the interests of Safeguarding Children, and to prevent staff from being open to accusation of exerting undue influence, no member of staff is permitted to give a gift to an individual pupil at any time. However token gifts given to a particular group of children (e.g.: sports team, year group) are acceptable.

6.2 If a gift is received from a pupil or the parents of a pupil and the value is £25 or over this gift is to be registered in the Register of Gifts and Hospitality.



APPENDIX B

DECLARATION OF GIFT OR HOSPITALITY

Please indicate by ticking box A or B whether you have been offered and declined or have accepted a gift or hospitality

| | |
|-----------|--|
| Name: | |
| Position: | |

| | |
|---|--|
| A | I have been offered a gift/hospitality which I have declined |
| B | I have been offered a gift/hospitality which I have accepted |

Declaration details:

| Name of external organisation/person and their relationship with the Academy | Nature of interest/gift/hospitality | Estimated value if applicable |
|--|-------------------------------------|-------------------------------|
| | | |
| | | |

I believe my objectivity and independence in relation to the above external organisation has not been impaired in any way by my response to the offer of gifts or hospitality as indicated above.

SIGNED
(Recipient)
NAME (capitals)

DATE

SIGNED
(Chair/Headteacher)
NAME (capitals)

DATE

Please give this form to the School Business Manager to enter in the Register.

| | | |
|---------------------|-------|------------|
| Entered in register | Date: | Reference: |
|---------------------|-------|------------|



APPENDIX C

MANAGING THE RECEIPT OF GIFTS AND HOSPITALITY

The **PROVEIT** test:

Whether or not the offer is acceptable:

| | |
|-----------------|--|
| Purpose | Token, thanks or seeking a favour? (Token or thanks: yes; favour: no) |
| Rules | What are they? Does this situation conform? |
| Openness | Is the offer transparent? |
| Value | Expensive or inexpensive? |
| Ethics | Does the offer fit with academy ethics? Is this an exceptional circumstance? |
| Identity | Who has made the offer? |
| Timing | Are you about to make a decision affecting the giver? |