

# **Woodcroft Primary School**

## **Gifts and Hospitality Policy 2020**

### **Purpose**

- This outlines the school's policy with regard to the receipt of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of the Woodcroft Primary School.
- Woodcroft Primary is committed to ensuring that the governance of the school is conducted in accordance with the highest standards of integrity, probity and openness.

### **General Rules**

- School staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity. Staff are asked to immediately report any offer or receipt of such gifts to the Business Manager to be recorded in the Register of Gifts and Hospitality.
- Governors and staff may accept the following gifts/ hospitality without the need to seek the approval of the Governors or formally register receipt:
  - courtesy hospitality at business lunches/dinners or attendance in an official capacity at a public function;
  - incidental promotional gifts such as calendars, diaries or pens;
  - receipt of small items from suppliers or contractors as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of less than £25)
  - NB: Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. In cases of doubt members should consult the Business Manager
- The following examples of gifts/hospitality require approval and to be formally recorded by the Business Manager in the Register of Gifts and Hospitality:
  - Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event (at a value of more than £25)
  - Promotional gifts worth in excess of £25
  - Other offers of gifts/ hospitality not falling into any of the above categories.

### **Unacceptable Gifts/Hospitality**

The following are examples of offers of gifts/hospitality which should be refused by staff:

- Gifts of money (not including donations to the School)
- Free membership or subscriptions (e.g. sports clubs)
- Foreign travel unless as a specific element of a business, academic or research activity approved by the school
- Free goods, services or equipment which are normally provided by a supplier to the school at a charge

- Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the Business Manager.

**Role of the Business Manager in relation to the Gifts and Hospitality Policy**

- Responsible for ensuring that any offer or receipt of gifts, hospitality or donations to staff is recorded in the School's Register of Gifts and Hospitality.
- Reporting any possible conflict of interests arising from the offer or receipt of gifts and or hospitality.

## **WOODCROFT PRIMARY SCHOOL**

### **RECORD OF GIFTS & HOSPITALITY ACCEPTED / DECLINED\***

\*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 a value of more than £25. If the individual is concerned about the likely “level” of any gift or hospitality that he or she may receive, agreement from the Headteacher and/or Chair of Governors must be obtained in accordance with the school’s guidance.

Name of staff/Governor

Position held

Individual, company or organisation offering gift or hospitality

Date, time and venue Gift/Hospitality

Accepted\*/Declined\*

Nature and approximate value of hospitality/gift.

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