



# Davenant Foundation School

## GIFTS AND HOSPITALITY POLICY

**Last Reviewed:** January 2024

**Next Review:** January 2025

This policy has been reviewed and to the best of our knowledge we do not feel that it impacts on any group or individuals' equality rights within our school community

### POLICY DETAILS

<b>Policy Name</b>	Gifts and Hospitality	<b>Committee Responsible</b>	Finance
<b>Status</b>	Statutory	<b>Committee Person i/c</b>	JRB
<b>Produced by</b>	JRB	<b>First Agreed</b>	July 2021
<b>Date Produced</b>	June 2021	<b>Last Review Date</b>	January 2024
<b>References</b>	Juniper Model Policy – Sept 2020	<b>Next Review Date</b>	January 2025

## 1. Guidance on Gifts and Hospitality

- 1.1 The conduct of members of staff or governors/trustees should never lead anyone to question their interests, or lead anyone to think that they have been influenced by gifts and hospitality. Their own personal reputation and that of the Academy could be seriously affected if they inappropriately accept a gift or hospitality.
- 1.2 Staff & governors/trustees should treat with caution any offer of a gift or hospitality made to them personally; considering, in particular, whether the acceptance is a benefit to the Academy, 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 of their personal, or the academy's, support or favour.
- 1.3 If in doubt, the prospective recipient should always speak to the Headteacher or Chair of Governors. It is the recipient's responsibility to follow the academy's guidance on gifts and hospitality and to justify why they chose to accept a gift or hospitality offered to them. The academy will take disciplinary action against any member of staff or governor if they fail to follow the guidance. It is also a criminal offence to demand or accept a gift or reward in return for being influenced on any decision as a part of the academy, which could result in you being prosecuted by the Police.
- 1.4 This guidance applies to all staff and governors without exception. Please read in conjunction with the Staff Code of Conduct.

## 2. Definition of a Gift

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

### **3. Definition of 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. Value limit on gifts or hospitality that can be accepted without any approval**

Staff and governors/trustees can accept gifts and hospitality which are small gestures and have a value of £50 or less, without the relevant approval. Gifts and hospitality of this nature do not need to be recorded in the academy's Gifts and Hospitality Register.

### **5. Approval from the Headteacher or Chair of Governors/Trustees**

Any gift or hospitality, which is more than just a token, defined as a having a value of more than £50, should be politely refused or returned. Staff must have the prior written approval of the Headteacher to accept something which has more than this value which, in any event, should only be in exceptional circumstances.

The Headteacher or any governor/trustee must have the prior written approval of the Chair of Governors/trustees.

Any gifts or hospitality accepted by the Chair of Governors/trustees must be referred to the full governing body/Board of trustees for prior approval.

If there is any doubt or concern about the public perception that might be attached to accepting any gift or hospitality, then this must be referred to the Board of Trustees.

### **6. Register of Gifts and Hospitality**

All offers received which have a value of more than £50 must be recorded in the Academy's Gifts and Hospitality Register, which is kept by the Headteacher's PA. It should be noted in the register whether or not the offer has been accepted or declined.

### **7. Declaring offers of Gifts and Hospitality**

A declaration should be made as soon as possible after the offer or receipt of gifts or hospitality, even if the gift is not accepted. All declarations are to go to Headteacher's PA, who will record the declaration in the register.

The declaration will need to include the following information:

- date of offer of gift or hospitality, and date of event where relevant
- name, job title and organisation of recipient / provider
- nature and purpose of gift or hospitality received or declined
- the name of any other organisation involved
- estimated value

## **8. Gifts or hospitality that should never be accepted**

The following must never be accepted:

- cash or monetary gifts (incl. vouchers)
- gifts or hospitality offered to a husband, wife, partner, family member or friend of a member of staff or governor/trustee.
- 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, even if they relate to activities taking place outside of working hours

## **9. Hospitality**

9.1 Hospitality offered should only be accepted where there is a direct link to working arrangements and a genuine business reason can be demonstrated, for example:

- attendance or speaking at a conference, which provides complimentary subsistence, travel and accommodation (this does not need to be declared on the register except where a gift was received)
- attendance at a free training course
- attendance at a drinks reception to network

9.2 It is recognised that there is a need to ensure good relationships with existing and future contractors and stakeholders and that this may involve for example, the receipt of modest working lunches and dinners. These are acceptable where there is a genuine business reason.

9.3 Hospitality invitations to events which are purely social events should be considered very carefully before accepting; in such circumstances it may be much more difficult to substantiate a genuine business reason. If acceptance is agreed, staff are expected to use annual leave for such events.

9.4 Staff or governors/trustees must not accept free holidays from a current or potential contractor; these invitations should be recorded in the register whether received or declined. Should trip organisers be offered free or subsidised places for members of their family, they should discuss the offer with the Headteacher before accepting; if the offer can be accepted the benefit should be recorded in the register of Gifts and Hospitality.

## **10. Gifts received without warning**

If the gift is more than just a token it should be politely and courteously declined; where it would not be appropriate to do this, the matter must be referred to the Headteacher or Chair of Governors as soon as possible, who will decide on the next steps to take. The Headteacher/ Chair of Governors/Trustees may decide to return the gift or may donate the gift to a worthy local cause.

## **11. Gifts Provided by the Academy**

Any gifts purchased and provided by the academy should be:

- Of a nominal value [up to £50] only.
- Alcohol should not be given as a gift in any circumstances.
- Given to staff or governors/trustees only in relation to specific and relevant personal circumstances (e.g. illness, bereavement, retirement) or upon leaving the employment or service of the academy. (Such gifts are normally financed from the Staff Welfare Fund or specific staff collections and not academy funds).
- Authorised by the Headteacher or Chair of Governors/Trustees in respect of any gifts given to the Headteacher, or full governing body in respect of any gifts given to the Chair of Governors/Trustees.
- Purchased from the academy's own unrestricted funds and not from ESFA funding or any other funding provided for specific purposes.
- Recorded in an Academy's Gifts and Hospitality Register, which should be available for review by the Governing Board or external auditors upon request.