BISHOP HOGARTH
Catholic Education Trust

Hospitality, Gifts, Prizes and Awards Policy

Review date: September 2026
Date of next review: September 2028

Review History				
Review Date	**Reviewer**	**Approved by**	**Date Approved**	**Implemented**
September 2026	Governance & Policy Officer	Finance & Resources Committee	June 2026	September 2026
September 2028				

Recent Revisions		
Issue No.	**Date**	**Revisions made**
2	June 2026	No changes.

Purpose
The purpose of this policy is to ensure that the Trust adheres to the required standards of conduct and that there is no perceived or real risk of corruption or conflict of interest.

Scope
The policy applies to all employees, Members, Directors and Governors and should be read in conjunction with the Trust's Anti-Fraud, Corruption and Bribery Policy and the Employee Code of Conduct.

Policy regarding offers received
All offers of gifts or hospitality should be treated with caution.
The Employee Code of Conduct provides full details of how to deal with all offers of gifts or hospitality. It is important to avoid any suggestion of improper influence.
Casual gifts offered to employees by contractors, organisations, firms, parents and carers or individuals such as calendars, diaries, pens, food, drink, flowers and other small gifts, which are below the value of £50 do not need to be formally declared (but for transparency employees are advised to informally notify their Headteacher/Line Manager for central staff of any gift received below the value; the Headteacher/Chief Operating Officer for central staff will keep a record of all gifts given refused below the value of £50.

However, it will be inappropriate to accept a gift below that value if it is more than minimal and may be perceived as an inducement.

When a gift needs to be refused, this should be done with tact and courtesy, because the offer of gifts is common custom and practice in the commercial world and often performed as an act of kindness, or in recognition, gratitude or appreciation, which is in keeping with the Catholic values and ethos of our Trust.

The Chief Financial Officer will keep a record of all gifts given to employees of the Trust/school where the value exceeds £50 or when a gift was declined.

If employees, Members, Directors, Governors are in any doubt about accepting a gift or hospitality they should inform the Chief Financial Officer in advance and seek advice.

Policy for providing hospitality
The Trust may provide hospitality in connection with it carrying out its affairs where it is appropriate for the circumstances. The hospitality may be provided to:

- Directors and Local Governing Committee members;
- Staff
- Representatives from firms or companies visiting the Trust
- Any other visitors connected with the business of the Trust.

The hospitality provided should be modest and not normally exceed the provision of tea/coffee/sandwiches or working lunch or dinners.

No alcohol will be provided as part of either internal or external hospitality.
The ESFA is clear that alcohol purchases of any kind are inappropriate and should be treated as irregular expenditure by the Trust's external auditors
Hospitality provided outside of the Trust premises shall require the authorisation of the CEO/Accounting Officer/COO.

Policy for providing gifts
The Trust may occasionally provide gifts, where it can be demonstrated that the use of academy funds is appropriate and has due regard to propriety and regularity in the use of funds, for example token gifts/flowers (up to value £100) may be given to:

- volunteers or speakers to acknowledge services provided to the Trust.
- a longstanding employee, Director or Governor who leaves / retires.
- celebrate the birth of a child.
- support an ill member of staff or their close family.
- support an ill pupil or their close family.
- commiserate the death of a loved one.
- any other such cases at the discretion of the Headteacher/Chief Operating Officer (for central staff).

All gifts up to the value of £50 will require the approval of the Chief Financial Officer.
All gifts over the value of £50 and up to £100 will require the approval of the Chief Executive Officer. In both instances approval will be documented.