



St. Nicholas C of E Primary School

Gifts & Hospitality Policy

Our vision

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26



Date reviewed:	September 2021
Reviewed by:	R. Younger
Approved by governors:	November 2021
Date of next review:	Autumn 2024

Why do we have guidance on gifts and hospitality?

Your conduct as a member of staff or governor should never lead anyone to question your interests, or lead anyone to think that you have been influenced by gifts and 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.

The Bribery Act 2010

The Bribery Act 2010 covers bribery and corruption in business activities in the UK and overseas. This includes the activities of both private and public sector organisations. A bribe can be defined as anything that induces or rewards someone to improperly perform their job, or whose acceptance is improper in itself. Bribery does not have to involve cash or an actual payment exchanging hands and can take many forms such as a gift or tickets to an event.

What is a gift?

A gift is any item or service that you receive 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.

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.

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

When deciding whether or not you should accept any offer of gift or hospitality made to you personally, you should think about the following:

- whether there is a potential benefit to the school in you accepting;
- whether members of the public, knowing the facts of the situation, could reasonably think that you might be influenced by the gift or hospitality offered;
- the scale, amount, frequency and source of the offer;
- the timing of the offer in relation to forthcoming decisions, e.g. the awarding of a service contract, the decision about school prefects, etc.;
- if the gift or the way in which it is offered makes you feel uncomfortable;
- if the gift or the way in which it is offered carries the implication that the individual giving the gift expects something in return;
- whether accepting could be misinterpreted as a sign of your, or the school's, support or favour.

What gifts or hospitality can be accepted without any approval?

You can accept gifts and hospitality which are small gestures and have a value of £30 or less without the approval of the Headteacher (or the Chair of Governors if the gift is made to the Headteacher or a governor). Gifts and hospitality of this nature do not need to be recorded in the school's Gifts and Hospitality Register.

What gifts or hospitality should never be accepted, whatever the value?

You must never accept:

- cash or monetary gifts;
- gifts or hospitality offered to your spouse, partner, family member or friend;
- 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 in your own time.

What should I do if I receive a gift without warning?

If you estimate that the gift is more than just a token, or cash of any value, you should politely and courteously decline the gift. If you feel that it would not be appropriate to do this, or if you only discover the gift at a later time (e.g. it is inside a card that you don't open until later that day), you should refer the matter to the Headteacher as soon as possible and let the Headteacher decide what you should do with the gift. The Headteacher may decide to return the gift, may ask the Chair of Governors for a view, or may donate the gift to a worthy local cause.

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, and all offers of cash whatever the value, are recorded in the school's Gifts and Hospitality Register, which is kept in the school office. This must be done within 28 calendar days of the offer.

Do I need to record offers that I decline?

Yes – all offers of gifts or hospitality which have a value of more than £30, or are on the list of gifts which mustn't be accepted, e.g. cash, must be recorded in the school's register, even if you don't accept.

What should I do if I am in doubt?

If in doubt, always speak to the Headteacher (or the Chair of Governors in the case of the Headteacher or a governor). 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.

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 this guidance. 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.

What should I do if I think another staff member or governor has accepted a gift or hospitality that is inappropriate?

You should follow the school's Whistleblowing Policy and report your concerns to the Headteacher, or if you believe the Headteacher or a governor is involved you should report your concerns to the Chair of Governors.

The Do's and Don'ts

Do	Don't
Read and follow the guidance on gifts and hospitality.	Accept any gifts or hospitality which have a value of more than £30 without the approval of the Headteacher, or Chair of Governors as necessary.
Seek advice from the Headteacher or Chair of Governors if you are in doubt.	Accept gifts or hospitality in the immediate period before tenders are invited or during the tender process.
Record all offers of gifts and hospitality which have a value of more than £30 in the school's register, whether accepted or not.	Accept cash or monetary gifts.
Treat with caution any gifts or hospitality offered to you and think very carefully before accepting anything.	Accept gift vouchers or tokens.
Take into account what the public's perception would be in deciding whether or not to accept a gift or hospitality.	Accept a gift or hospitality as an inducement or reward.
Consider whether the offer is proportionate in deciding whether or not to accept hospitality from an outside body.	Accept gifts or hospitality unconnected to your work, even if the hospitality is taken in your own time.
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.	Accept a gift or hospitality which you or a member of the public would think is lavish, extravagant or excessive, even if the hospitality is taken in your own time.
Consider paying for yourself if offered any hospitality by a supplier or third party.	Accept gifts or hospitality offered to your spouse, partner, family member or friend.
Report any concerns about other staff members or governors to the Headteacher, or to the Chair of Governors if you think the Headteacher or a governor is involved.	

St Nicholas C of E Primary School

Record of Gifts & Hospitality (accepted*/declined*)

*Delete as appropriate

This form must be completed by any member of staff or governor who is offered a gift or hospitality which relates to their position in the school and has a value of more than £30, or is on the list of gifts which mustn't be accepted, e.g. cash,. If the individual is concerned about the likely 'level' of any gift or hospitality that s/he may receive, agreement from the Headteacher or Chair of Governors must be obtained in accordance with the school's policy.

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 gift/hospitality	
If accepted, has the gift been retained for personal use or for school use?	
If accepted, reason for accepting gift/hospitality	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Signed: (Staff member/governor to whom the offer has been made)</p> </div> <div style="width: 30%;"> <p>Date:</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Signed: (Headteacher/Chair of Governors)</p> </div> <div style="width: 30%;"> <p>Date:</p> </div> </div>	

Please place completed form in the gifts and hospitality register.