



Queen Elizabeth High School Policy

Gifts and Hospitality Policy

QEHS001

QEHC Academy Trust

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Rationale

To ensure integrity in the leadership of the academy, trustees, members and staff should not place themselves under any obligation that may directly or indirectly influence them in the discharge of their duties, whether actual or perceived. This means that the receipt of hospitality and gifts must be within a clear framework with suitable restrictions and where transparency is assured through the recording of any such gifts or hospitality received.

Gifts

Members of staff must not accept cash or personal gifts with a significant monetary value under any circumstances. The definition of "significant" used by QEHC Academy Trust is £25.00 for gifts and £0.00 for cash. The acceptance of free promotional items such as pens etc. to a nominal value of no more than £5.00 is allowed without the need to record officially.

Under no circumstances should personal gifts be solicited by any staff member, trustee or member at any time.

When a member of staff, trustee or member is in a position where they need to decline the offer of a gift, they should be courteous but firm, drawing the attention of the person making the offer to the existence of this policy. In most circumstances the offer is a genuine one and it is important that staff respect this but remain firm as to why the gift can not be accepted.

In many instances it may be appropriate for a donation to be made to the school library or in some other way that will benefit students, but in all instances this must be pre-approved by either the Headteacher or the Academy Business Manager and recorded in the same way as if received personally.

All gifts received must be recorded in the QEHC Academy Trust Gift and Hospitality Register which will be maintained by the Academy Business Manager.

Hospitality

Staff should never accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way in which they carry out their duties, nor should any staff member offer such hospitality to others on behalf of QEHC Academy Trust.

When making procurement decisions the timing of such offers of hospitality are more sensitive and open to greater scrutiny.

When a member of staff, trustee or member is in a position where they need to decline the offer of hospitality, they should be courteous but firm, drawing the attention of the person making the offer to the existence of this policy. In most circumstances the offer is a genuine one and it is important that staff respect this but remain firm as to why the gift can not be accepted. It may be appropriate to pay for the hospitality, claiming this back in the accepted designated way from QEHC Academy Trust to ensure integrity is maintained.

Acceptable Hospitality

Staff may accept modest working meals and light refreshments without making any declaration.

Other hospitality may be accepted, for instance where:

- There is a genuine need to impart information or represent QEHC in the community

- An event is clearly part of the life of the community or where QEHC should be seen to be represented
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate in nature rather than personal

Before accepting any hospitality, approval should be sought from the Headteacher or Academy Business Manager. All hospitality (excluding working meals) must be recorded in the QEHC Academy Trust Gift and Hospitality Register which will be maintained by the Academy Business Manager.

Sponsorship

Where an outside organisation wishes to sponsor or is seeking to sponsor the activity of QEHC Academy Trust, whether by invitation, tender or negotiation or voluntary, the basic conventions concerning the award of contracts and the acceptance of gifts or hospitality apply.

Hospitality Register

The Academy Business Manager will maintain a Gift and Hospitality Register for the Trust. It is the responsibility of all staff members to ensure that the register is completed accurately.

Expense Claims

Where hospitality is to be provided by QEHC Academy Trust, this should be pre-approved by the Headteacher or the Academy Business Manager. In exceptional circumstances retrospective approval can be obtained. In the same way that hospitality received is recorded in the Gift and Hospitality Register, all hospitality provided should also be similarly recorded.

Hospitality provided on behalf of QEHC Academy Trust should not be extravagant. "Extravagant" for the purpose of this policy is designated as £25.00 per head maximum. This figure can be increased for specific instances where approval is sought and granted in advance from academy trustees.

Claims for reimbursement of expenses incurred in providing hospitality on behalf of QEHC Academy Trust should be made on the appropriate claim form which can be obtained from the Bursar or Academy Business Manager. All claims must be accompanied by legitimate receipts. Alternatively, an invoice from a supplier and paid in accordance with normal academy procedures is also acceptable.

Expenditure seen as excessive may result in no reimbursement being made. All purchase must reflect best value practices.

Policy Amendment Record

Number:	Date:	Amended by:	Details and Location:
1	10.09.20	M Farmer	Policy re-written and presented in House Format.