A close up of a group of strawberries

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**Gifts and Hospitality Policy**

Updated: February 2024

To be reviewed: February 2026

**Farndon Primary School**

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| **EQUALITY SCHEME**  **EQUALITY IMPACT ASSESSMENT FOR**  **GIFTS AND HOSPITALITY POLICY** | | | |
| Staff / Committee involved in development: | | Leadership and Management Committee;  Headteacher | |
| For use by: | | Staff, Governors and Parent/Carers | |
| This policy relates to statutory guidance: | | Schools Financial Values Standard  Information Sharing (HM Govt July 2018)  Fraud and Bribery Act 2010 | |
| Key related Farndon Policies: | | Operation of Financial Procedures Policy  Anti-Bribery and Corruption Policy | |
| **Equality Impact Assessment:** Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan and attach. | | | |
| **Groups:** | **Yes/ No** | | **Positive/Negative impact** |
| Disability | No | |  |
| Race | No | |  |
| Gender | No | |  |
| Age | No | |  |
| Sexual Orientation | No | |  |
| Religious and Belief | No | |  |
| Gender Reassignment | No | |  |
| Marriage & Civil Partnership | No | |  |
| Pregnancy & Maternity | No | |  |
| Other | No | |  |
| **Reviewed by** | | Teaching and Learning Governing Body | |
| **Next Review date:** | | February 2026 | |
| **Reviewed by:** | | Andy Walker | |

1.**Purpose**

1.1 This policy sets out the procedure all staff at Farndon Primary School must follow when giving or receiving gifts and hospitality.

2.**Policy Statement**

2.1 We are committed to raising awareness to Governors and staff of their responsibility to be honest and act in good faith by not accepting or commissioning an advantage of any kind from those who do business with the School.

2.2 Staff dealing with external organisations or individuals are encouraged to do so sympathetically, efficiently, promptly and without bias to avoid committing a criminal offence.

2.3 All staff and Governors are expected to maintain high standards of propriety and professionalism in all their dealings, ensuring they are free from any conflict of interest through their business in the name of the school.

2.4 In order to protect all individuals associated with Farndon Primary School, and the reputation of the Governing Body from accusations of bribery or corruption, staff and Governors must take extreme care to ensure that none of their dealings, directly or indirectly, could be deemed as a reward or benefit, in line with the Prevention of Fraud and Bribery Act 2010.

This Act makes it a criminal offence to:

* offer, promise or give a bribe
* request, agree to or accept a bribe
* (by an organisation) fail to prevent bribery by those acting on its behalf (‘associated persons’) to obtain or retain business or a business advantage for the organisation.

2.5 Under this Act, a bribe is ‘a financial or other advantage’ offered, promised or given to induce a person to perform a relevant function or activity improperly, or reward them for doing so.

2.6 As part of the School’s commitment to openness and transparency, an annually updated Gifts & Hospitality Register is to be maintained and made available for public inspection. The Register is designed to protect both the School and Governor Members from damaging allegations of corruption and possible punitive actions.

2.7 It will be a serious disciplinary offence for any individual to receive or give any gift, loan, fee, reward, hospitality or other advantage in their capacity as an employee or board member, which might reasonably be seen to compromise their personal judgement and integrity. If an allegation is made, it is for the individual to demonstrate that any such rewards have not been corruptly obtained.

3.**Definition and Scope**

3.1 It is a serious criminal offence for any individual to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour or disfavour, to any person in their official capacity. Unlawful giving or accepting of gifts or hospitality that would amount to a criminal offence results from a motive to influence the other party or to create an obligation on the other party to reciprocate the favour.

3.2 This Policy also applies to spouses, partners or other associates if it can be argued or perceived that the gift or hospitality is in fact for the benefit of the official.

3.3 A gift or form of hospitality may be considered inappropriate where the School or individual would be embarrassed should the proposed action become public knowledge.

4.**PROVE IT Test**

4.1 Please use the following guideline to determine whether an offer of a gift or hospitality is acceptable:

* Purpose – Token, thanks or seeing a favour? (token or thanks = yes; favour = no)
* Rules – What are they? Does this situation conform?
* Openness – Is the offer transparent?
* Value – Expensive or inexpensive?
* Ethics – Does the offer fit with our ethics?
* Identity – Who has made the offer?
* Timing – Are you about to make a decision affecting the giver?

5.**UK Bribery Act 2010**

5.1 It is an offence under Section 7, which can be committed by a commercial organisation which fails to prevent persons associated with them from bribing another person on their behalf.

5.2 Facilitation Payments, payments to induce officials to perform routine functions they are otherwise obligated to perform, are bribery under the Act.

5.3 Governors and Senior Leadership do not tolerate Bribery in any form.

5.4 Senior Leadership considers all organisations which Farndon Primar does business with, in order to consider the risk.

5.5 Senior Leadership considers all persons or organisations which act on behalf of our school or provide services for the school, in order to consider the risk.

5.6 Actions of suppliers of goods do not create a risk for Farndon Primary under the UK Bribery Act 2010.

5.7 As risk of bribery can often be greater in overseas transactions, all overseas transactions must be approved in writing on the purchase order by the Headteacher, regardless of the value of the transaction.

6.**Giving and Receiving Gifts and Favours**

6.1 School Governors and all staff must adhere to the following when considering giving or receiving gifts:

6.1.1 Never solicit gifts from another individual, school or organisation.

6.1.2 Gifts of a trivial nature or small gifts may be accepted where **refusal might offend** the person offering the gift. All other gifts as outlined above must be refused.

6.1.3 Where refusal would cause offence, an acceptable alternative is to suggest a donation to the school’s PTA or to a charity nominated by the School.

6.1.4 Where a Governor or staff receive an unsolicited gift of more than a token, which it is impractical to refuse, they must immediately donate it to the school via the Headteacher. The Headteacher will decide, depending on the nature of the gift, whether it is most appropriately used for purposes or donated to a charity chosen by the school.

6.1.5 All gifts and what is done with them must be recorded in the Gifts & Hospitality Register, even if it has been refused.

6.1.6 Gifts (including flowers) given to another individual or school will be made with the approval of the Headteacher as appropriate.

7.**Giving and Accepting Hospitality and Entertainment**

7.1 Never solicit hospitality from another individual, school or organisation.

7.2 Any hospitality given or received must be recorded in the Gifts & Hospitality Register even if it has been refused.

7.3 The cost and the reason why acceptance is considered to be in the School’s interests should be noted in the Register where extravagant hospitality or entertainment above the token value, whether given or received.

7.4 Expenditure entitled to Governors and staff will be limited to working lunches, refreshments to visitors and business contacts.

8.**Examples of inappropriate gifts, rewards, fees or loans include**:

* Cash
* Subscriptions
* Tobacco

9**Acceptable gifts, rewards, fees or loans include**:

* Flowers, plants etc
* Bottle of wine
* Chocolates
* Gift voucher (value of £25 or above must be recorded in the Gifts and Hospitality Register)
* Items of a promotional nature
* Modest articles which can be used in the office or job role e.g. calendars or diaries.

10. **Examples of inappropriate hospitality, entertainment or preferential treatment include**:

10.1Any form of hospitality or entertainment which raises a suspicion of granting undue preference in the conduct of the schools’ business to the provider e.g. an invitation to attend a function or event not related to school/Academy.

10.2 Anything not based on the subsistence allowances for staff, which are in force at the time.

10.3 Cash or monetary gifts;

10.4 Gifts or hospitality offers to a member of your family;

10.5 Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process; staff, or governor attendance at sporting and cultural events at the invitation of suppliers, potential suppliers or consultants. (Where it is considered that there is a benefit to the school, a member of staff, or governor attending a sponsored event, the attendance must be formally approved and registered by the Headteacher).

11. **Acceptable forms of hospitality and entertainment may include**:

11.1Hospitality or entertainment valued above £25 which has been specifically authorised by the Headteacher and recorded in the Gifts & Hospitality Register

11.2 Lunches and refreshments in the course of the school’s business. Any hospitality should not be extravagant.

11.3 Invitations to attend charity or fund-raising events as a guest, if considered to be for a good cause and of reciprocal benefit to the School.

12. **Declaration**

12.1All staff should make a declaration of receipt of a gift or hospitality outside of school as soon as possible after the offer or receipt of gifts or hospitality. All declarations should be passed to the Headteacher in the required format as shown below.

12.2 The Headteacher will record the declarations in the register. The register is an annual document and will be maintained on a calendar year basis and reported quarterly under the publication scheme to the Governors. It is recommended that declarations are made by email, and a copy is retained for personal records.

12.3 All declarations will need to include the following information:

* date of offer of gift or hospitality, and date of event where relevant;
* name, job title and school of recipient / provider;
* nature and purpose of gift or hospitality received or declined;
* the name of any other organisation involved;
* estimated value. staff should consult the Headteacher for any guidance required on this Policy.

In general terms, if staff/Governors have any doubt about whether an item should or should not be declared, they are advised to declare it.

13. **The Register**

13.1 Registration of receipt of gift/hospitality

13.1.1 Registration of Gifts and Hospitality - staff must, within 28 days of receiving any gift or hospitality, provide written notification to the Headteacher using the ‘Declaration of Gifts and Hospitality’ form (attached to this policy document).

13.1.2 The Declaration of Gifts and Hospitality forms must be completed in full, setting out full details of the offer of gift or hospitality as well as:

* Estimated or actual value
* Purpose of the offer
* Person / organisation providing the offer and the relationship to the member of staff
* Whether the offer was accepted or not

13.1.3 The form will then be approved by the Headteacher and the Gifts and Hospitality Register updated.

13.2 Provision of a gift or hospitality

13.2.1 The declaration form is also required from the Headteacher of member of the central team for provision of gift or hospitality.

13.2.2 The form will be maintained and kept in a register.

14. Monitoring

14.1The Headteacher and Bursar will oversee the termly collection of the school register. This register will be reviewed by the L+M Committee and reported to the board annually.

14.2Staff and Governors will be reminded periodically of their requirement to declare gifts and hospitality provided/accepted/declined in accordance with this Policy.

14.3The register will be retained for the current year plus 6 years in-line with GDPR arrangements.

15. Policy breach

15.1Staff and Governors who fail to declare the acceptance/provision/ decline of hospitality and gifts in accordance with this Policy may be subject to disciplinary action under School’s Discipline Policy.

**Declaration of Gifts and Hospitality Form**

Receiving or giving of benefits, gifts, rewards or hospitality in return for providing services (even if these services are part of a usual role) can be perceived as an inducement to show favour to a person or organisation in his or her official capacity. All staff and volunteers should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of propriety and professionalism. It is acknowledged that small gifts and hospitality should be recognised for service to the school. Staff should be mindful of this and not be extravagant.

Please complete this form and return to the Headteacher.

Complete either PART A or PART B

**Part A - Details of the person receiving the Gift or Hospitality**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Date of declaration:** |  |
| **Signature:** |  |

**Description of Gift or Hospitality**

|  |  |  |
| --- | --- | --- |
| **Description of gift / hospitality** |  | |
| **Estimated / actual value** |  | |
| **Purpose of offer** |  | |
| **Person / Organisation providing the gift or hospitality** |  | |
| **Relationship to the person / organisation offering the gift or hospitality** |  | |
| **Gift and Hospitality accepted** | **Yes** | **No** |
| **Other Comments** |  | |

**Part B - Details of the staff/school member providing Gift or Hospitality**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Date of declaration:** |  |
| **Signature:** |  |

**Description and reason for the Gift or Hospitality**

|  |  |  |
| --- | --- | --- |
| **Description of gift / hospitality** |  | |
| **Estimated / actual value** |  | |
| **Purpose of offer** |  | |
| **Person / Organisation providing the gift or hospitality** |  | |
| **Relationship to the person / organisation offering the gift or hospitality** |  | |
| **Gift and Hospitality accepted** | **Yes** | **No** |
| **Other Comments** |  | |

**Approved by / at school**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Job Title:** |  |
| **Date of Declaration:** |  |
| **Signature:** |  |
| **Date of registration and/or confirmation of expense by the Headteacher:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Farndon Primary School Gifts and Hospitality** | | | | | |
| **Date:** | **Nature of Gift / Hospitality** | **Donor** | **Estimated Value** | **Comments** | **Authorised** |
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