



# **Gifts, hospitality and donations policy**

**Adopted by Governing Body:**

**Due for review: 2015/16**

## **TRINITY CE PRIMARY SCHOOL**

### **GIFTS, HOSPITALITY & DONATIONS POLICY**

#### **Why do we have guidance on gifts, hospitality and donations?**

Under the Prevention of Corruption Acts 1906 and 1916, it is an offence for an employee of a public body in his or her official capacity to accept any gift, inducement or reward, including hospitality, for showing favour or disfavour to any person or other organisation.

This is why the school has guidance which applies to all staff and governors on gifts and hospitality.

In relations to donations made to the school, the same rules apply. Whilst fundraising and donations are an important part of the school's work, donations should never lead anyone to question the motives of the donor, nor lead to accusations of bribery.

#### **PART 1 - Guidance for staff and governors on gifts and hospitality**

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 are personally 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 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. Gifts and hospitality of this nature do not need to be recorded in the school's Gifts and Hospitality Register.

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

You should treat with caution any offer of gift or hospitality made to you personally. In particular, think about whether there is a benefit to the school in you accepting, 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 your, or the school's, support or favour.

What gifts or hospitality need approval from the Headteacher or Chair of Governors?

Any gift or hospitality which is more than just a token, defined as a having a value of more than £30, should be politely refused or returned. You must have the prior written approval of the Headteacher if you decide to accept something which has more than this value. This should only be in exceptional circumstances. If you or your Headteacher has any concerns or doubts about the public perception that might be attached to accepting any gift or hospitality, then you must refer it to the Chair of Governors.

What gifts or hospitality should never be accepted?

You must never accept;

- cash or monetary gifts.
- gifts or hospitality offered to your husband, wife, 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 you should politely and courteously decline the gift.

If you feel that it would not be appropriate to do this, you should refer the matter to your Headteacher as soon as possible and let the Headteacher decide what you should do with the gift. Your 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 are recorded in the school's Gifts and Hospitality Register, which is kept in the school office.

Do I need to record offers that I decline?

Yes – all offers of gifts or hospitality, which have a value of more than £30, 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. 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 will take disciplinary action against you if you failed to follow the 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.

## **PART 2 - Donations**

Where an external organisation wishes to sponsor a School activity or make a donation to the school, whether by invitation, tender, negotiation or voluntarily, the basic principles concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

Individual donations of money greater than £30 should be made through the Friends of Trinity. Individual donations less than £30 (e.g. from plate collections) should be paid into school fund.

No one working for, employed by, or providing services on behalf of the School is to make, or encourage another to make any personal gain out of its activities in any way. Any person becoming aware of a personal gain being made at the expense of the School, contractors or the public should follow the Whistle Blowing Policy.