Gifts and Hospitality Policy

Capel St. Mary CEVC Primary School

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Capel St. Mary CEVC Primary School

Gifts and Hospitality Policy

This policy seeks to protect staff from suspicion of dishonesty and provides guidance on the acceptance of gifts, hospitality or any other inducement.

Principles

The school expects staff and members of the Governing Body to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business.

Staff must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that personal integrity is being compromised or that the school is being placed under an obligation.

Staff must not make use of their official position to further their private interests.

This should be read in conjunction with the Staff Code of Conduct.

Gifts

These are defined as any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate or on terms not available to the general public.

At Capel St. Mary CEVC Primary School, the following gifts are deemed acceptable and do not need to be recorded:-

- Items of low intrinsic value from suppliers of goods or services e.g. diaries, biscuits
- Thank you gifts for teachers providing they do not exceed the value of £25
- Items for school support staff providing they do not exceed the value of £25

In the interest of Safeguarding Children and to prevent staff from being open to accusation of exerting influence, staff must only give rewards to individual children that are consistent with the established practice in school and they must make a member of the Senior Leadership Team aware of the reward being given.

In the case where staff receive a gift on behalf of the school, the gift remains the property of the school.

Hospitality

This is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not usually available to the general public.

At Capel St. Mary CEVC Primary School, modest hospitality, provided in reasonable circumstances, e.g. lunches in the context of working visits is acceptable.

Roles and responsibilities

All school staff must declare any gifts or hospitality offered to them over the value of £25. The Headteacher should be informed and a decision will be made on whether this can be accepted.

In the case of the Headteacher, any declaration should be made to the Chair of Governors.

Failure to declare any offer of gifts or hospitality in line with this policy will be treated as a staff disciplinary matter.

The Gifts and Hospitality Register (see Appendix 1) will be updated by the Finance Officer.

The Headteacher is responsible for ensuring that staff are aware of and understand this policy and that it is being implemented consistently.

The Headteacher is responsible for communicating the schools rules and expectations about gift giving to parents.

Unacceptable gifts and hospitality

The following must never be offered or accepted:

- Monetary gifts
- Gifts or hospitality offered to family members, partners or close friends of staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process

This list is not intended to be exhaustive.

Any staff member who is offered any of the unacceptable gifts or hospitality outlined above should politely decline the offer. Failure to do this will be treated as a staff disciplinary matter.

Information for Parents

This policy does not aim to discourage parents from giving gifts to school staff and a small token of gratitude is always appreciated.

However, please be aware that cash is not acceptable and any gift should not exceed the value of £25.

It should also be noted that thank you gifts for staff are not compulsory and you should not feel under any obligation to purchase these.

Review Date: March 2026

Next Review: March 2028

APPENDIX 1

Capel St. Mary CEVC Primary School Gifts and Hospitality Register

DATE	NAME	DESCRIPTION OF GIFT/HOSPITALITY AND APPROXIMATE VALUE	PARTY OFFERING GIFT/HOSPITALITY	ACCEPTED /REJECTED	APPROVED BY