



## Beths Grammar School

### Gift & Hospitality Policy

#### 1. Purpose

- The receipt of gifts, money or excessive hospitality can damage the school's reputation and lead to possible prosecutions for corruption.
- This policy seeks to protect staff from suspicion of dishonesty and ensure they are free from any conflict of interest with respect to acceptance or provision of gifts, hospitality or any other inducement from or to suppliers of goods or services to the school.

#### 2. Definitions

- A gift is any item, cash, good or benefit in kind given or offered for which no payment or service was given or received in return.
- Hospitality can be defined as any food, drink, accommodation or entertainment provided free of charge or heavily discounted.
- Staff is taken to mean all permanent and fixed term staff employed by Beths Grammar School and by any other contractors, consultants or other persons (including Governors) acting under Beths Grammar School's name.

#### 3. Principles

- Beths Grammar School expects staff to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business. Particular care should be taken with regard to a person or organisation that has, or is hoping to have, a contract with the school.
- Staff must not accept gifts, hospitality or benefits in kind from a third party where it might be perceived that their personal integrity is being compromised or that Beths Grammar School might be placed under an obligation.
- No favour or preference which is not generally available should be sought, accepted or given.
- Staff must not make use of their official position to further their private interests or those of others.

#### 4. Gifts & Hospitality

- The individual should consider carefully whether it is appropriate to accept or decline a gift or hospitality.
- If in doubt advice should be sought from the School Business Manager who may in turn liaise with the Headteacher.
- Gifts of low intrinsic value such as promotional calendars or diaries or small tokens of gratitude can be accepted.
- Any gift or hospitality with a value of £25 or over must be recorded in the Register of Gifts & Hospitality. This will be held by the School Business Manager.
- It is each individual's responsibility to inform the School Business Manager by email of any gifts or hospitality that is offered.



## 5. **Contracts**

- Staff must base all purchasing decisions and negotiations for contracts solely on achieving best value for money.
- Beths Grammar School requires staff who have official dealings with contractors and other suppliers of goods and services to Beths Grammar School to avoid conducting any private business with them by any means other than through normal commercial channels.
- Staff should be aware of the Prevention of Corruption Act 1916 which states that any money, gift or consideration received by an employee in public service, from a person or organisation holding, or seeking to obtain a contract, will be deemed by the courts to have been received corruptly unless the employee proves otherwise.

## 6. **Gifts to and from Students**

- Given the nature of the professional responsibilities of staff, they are strongly advised not to accept gifts/hospitality (exceeding £25 in value) from students or their parents/carers.
- Any gifts/hospitality from students or their parents/carers, exceeding £25 in value must be entered in the Register of Gifts & Hospitality.
- Staff must not give personal gifts to individual students. The exception to this is rewards given in line with the school's Behaviour, Rewards and Support policy.

## 7. **Register of Gifts**

- The School Business Manager has responsibility for the management of this policy and the Gift & Hospitality Register. Individual staff are personally responsible for reporting any gifts/hospitality offered and whether these have been accepted or declined. The School Business Manager will record this information in the register.
- The following should be recorded:
  - Nature of gift/hospitality
  - Value of gift/hospitality
  - Name of person/company offering the gift/hospitality
  - Date gift/hospitality accepted/refused
  - Name of employee.

*Agreed Autumn 2019  
To be reviewed Autumn 2022*