

Duddon Saint Peter's School



Gifts & Hospitality Policy

The conduct of a member of staff or a governor should never lead anyone to question their interests, or lead anyone to think that they have been influenced by gifts and hospitality. This is important because their own personal reputation and that of the school could be seriously affected if anyone inappropriately accepted a gift or hospitality.

It is also a criminal offence to demand or accept a gift or reward in return for allowing someone to be influenced as a part of the school. The school has guidance which applies to all staff and governors on gifts and hospitality. 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.

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. Gifts and hospitality can be accepted as small gestures but must have a value of £30 or less, without the approval of the Head teacher. Gifts and hospitality of this nature do not need to be recorded in the school's Gifts and Hospitality Register.

You should treat with caution any offers of gifts or hospitality made. In particular, it should be clear whether there is a benefit to the school in staff or governors accepting the gift, in regard to scale, amount, frequency and source of the offer, as well as the timing of the offer in relation to forthcoming decisions and whether accepting could be misinterpreted as a sign of an individual's or the school's, support or favour.

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

Cash or monetary gifts should not be accepted, nor should gifts or hospitality offered to husbands, wives, partners, family members or friends. Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process should not be accepted.

If it is estimated that the gift is more than just a token it should be politely and courteously declined. If it is felt that it would not be appropriate to do this, the matter should be referred to the Head teacher as soon as possible and they Head teacher decide what should be done with the gift. The Head teacher 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.

Staff/governors must make sure that all offers received 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. All offers of gifts or hospitality, which have a value of more than £30, must be recorded in the school's register, even if they are not accepted.

It is an individual's responsibility to follow the school's guidance on gifts and hospitality and to justify why they chose to accept a gift or hospitality offered to them. If the guidance is not followed, disciplinary action will be taken against you. It is also a criminal offence to demand or accept a gift or reward in return for allowing an individual to be influenced as a part of the school. This means they could be prosecuted by the Police.

Date: *March 2020*

Register of Gifts and Hospitality

This form must be completed by any member of staff or governor receiving or declining a gift or hospitality, which relates to their position in the school and has a value of more than £30. If the individual is concerned about the likely "level" of any gift or hospitality that he or she may receive, agreement from the Head teacher or Chair of Governors must be obtained in accordance with the school's guidance.

Date	Name	Gift/hospitality	Party offering gift/hospitality	Accepted/rejected