

2016/2019

# Gifts and Hospitality Policy

## Llanishen High School

This document contains the specific policy relating to the receipt of Gifts and Hospitality by Staff and Governors of Llanishen High School

Responsible Staff Member: Mrs S Andrews (School Finance Officer)  
Approved by Governing Body: February 2016  
To be reviewed: Spring 2019



## Gifts and Hospitality Policy

The receipt of gifts or excessive hospitality can damage the school's reputation. This document sets out the school's policy with regard to the acceptance by staff and governors of gifts and hospitality of whatever nature from outside individuals or organisations or from pupils or their parents/guardians. The policy seeks to ensure that all staff and governors of the school act with impartiality and integrity so as to avoid any suspicion of the existence of conflicts of interest.

**Gifts** include:

- goods provided for personal or other private use;
- personal services;
- loans of equipment, vehicles etc for personal use;
- the provision of goods/services at preferential cost for personal or other private use.

**Hospitality** (either at zero cost or substantially reduced cost) includes the following:

Meals and refreshments; travel opportunities; holidays; hotel or other accommodation; invitations to social, cultural or sports events.

### Acceptance of Gifts and Hospitality

Offers of gifts and hospitality should **never** be accepted in situations where acceptance would place the recipient, or the school, under an obligation to the donor, or may reasonably appear to do so, or where the purpose of the offer is to influence any judgements and decisions that the recipient might be involved in making. Particular care should be taken over the offer of gifts or hospitality from a person or organisation that has, or is hoping to have, a contractual relationship with the school. If a member of staff or governor is in doubt about whether it is appropriate to accept any offer of gifts or hospitality the advice of the Headteacher or chair of the governing body should be sought. Staff and governors are required to register the acceptance of every single gift or item of hospitality exceeding an estimated value of £30.

Gifts and Hospitality **may** be accepted in the following circumstances:

- items of low intrinsic value such as pens, calendars and diaries offered as advertising or promotional gifts;
- small gifts, such as flowers or boxes of chocolates, given by individuals to express gratitude for help given;
- attendance at sporting, social or cultural events where it would be usual for the school to be represented and where representatives from other schools or public bodies would be invited;
- meals and refreshments provided at business meetings, conferences and training events;
- gifts which are intended for the school rather than an individual member of staff or governor may, with the agreement of the Headteacher, be accepted on behalf of the school and will then become the property of the school.

## **Registration of Gifts and Hospitality**

In the interests of transparency and accountability a Register of Gifts and Hospitality is kept in the school's Finance Office. Any member of staff or governor who accepts an offer from any individual or organisation or pupil or the parents of a pupil of a gift or item of hospitality with an estimated value of over £30 must ensure that each gift or item of hospitality is recorded in the Register of Gifts and Hospitality. A Declaration of Gifts and Hospitality form is available from the school's Finance Officer and must be completed and submitted to the Finance Officer within 28 days of acceptance of any gift or hospitality.

The following should be specified:

- name of member of staff or governor (or a related party such as a partner) receiving the gift/hospitality;
- nature of gift/hospitality;
- value of gift/hospitality. If the exact value is not known an estimate should be provided;
- name of individual or organisation providing the gift/hospitality;
- date gift/hospitality accepted.