



‘Achieving Excellence For All’

# **Benfleet Schools Trust**

## **Gifts and Hospitality Policy For The Appleton School**

**APPROVED BY THE BOARD**

**ON**

**26<sup>th</sup> September 2018**

**SIGNED .....**

**CHAIR OF BOARD**

**Review date September 2021**

## **Gifts and Hospitality Policy**

1. As a general guideline, business gifts and hospitality should not be accepted by any member of staff or Governor, except as provided for below.
2. The intention of the policy is to ensure that the Academy can demonstrate that no undue influence has been applied or could be said to have been applied by any supplier or anyone else dealing with the Academy. The Academy should be able to show that all decisions are reached on the basis of the proper application of laid down procedure and for no other reason.
3. Any breach of this policy could lead to disciplinary action and may constitute gross misconduct.
4. Staff, Governors and Trustees shall not use their authority or office for personal gain and shall seek to uphold and enhance the standing of the Academy by:
  - maintaining an unimpeachable standard of honesty and integrity in all their business relationships;
  - complying with the letter and spirit of the law, and contractual obligations, rejecting any business practice that might be deemed improper;
  - at all times in their business relationships acting to maintain the interests and good reputation of the Academy.
5. Any Staff, Governors and Trustees who become aware of a breach of policy must report the alleged breach immediately to their line manager, the Headteacher or Chair of Governors who will instigate investigations as necessary.
6. Any personal interest that may impinge or might reasonably be deemed by others to impinge on an employee's impartiality or conflict with the duty owed to the Academy in any matter relevant to an employee's duties (such as conflicting business interests) should be declared in writing. Any member of Staff or Governor who is aware of any business dealings conferring personal gain, or involving relatives or associates of members of staff must make an appropriate entry in the Register of Business Interests.
7. Staff, Governors and Trustees are permitted to accept gifts, rewards or benefits from members of the public or organizations with which the Academy has official contacts only where they are isolated gifts of a trivial character, or inexpensive seasonal gifts (such as diaries or calendars). Gifts should not therefore be accepted if they appear to be disproportionately generous or could be construed as an inducement to effect a business decision. Exceptions are small gifts received as 'thank you' tokens from students, parents, line managers, for example at Christmas/end of term.
8. Where purchased items include a "free gift", such a gift should be either used for Academy business or handed to the Academy for general use.
9. In relation to conventional hospitality (lunches, outings, tickets for events, etc) are acceptable provided that it is normal and reasonable in the circumstances. Such invitations should not therefore be accepted where there is no reasonable business justification for doing so, where an invitation is disproportionately generous, or where the invitation could be seen as an inducement to affect a business decision.

10. Any hospitality/gift other than of a nominal value (£25) or facilities provided during the normal course of business should be reported to the Chair of Governors, Headteacher or Finance Manager -

- Who the gift is from
- Date the gift is received
- Details of the gift
- Action taken (whether the gift is retained or refused or passed on, etc),

for entry into the Gifts in Kind Log Sheet.

11. The Academy encourages and seeks cooperative relationships between Staff, Governors, stakeholders and external organisations. Accordingly, there can be occasions where it is appropriate for the academy to provide and fund limited gifts, in particular hospitality, which will not exceed a value of £20 per head per occasion. Contributions may be requested to assist with the cost of any such occasion.

12. It may be appropriate for leaving gifts to be provided to staff leaving the employment of the academy particularly after a long period of service. The value of the gift is limited to £5 per year of service up to a maximum of £100. Such gifts are often supplemented with private contributions from continuing members of staff.

13. A modest allowance to be included in the budget for alcohol for specific purpose i.e. staff events etc. A maximum of £1,000 per annum. Any purchase must be approved in advance by the Headteacher.