



# Lady Hawkins' School

Kington - Herefordshire  
Headteacher: Mr Allen Brace BSc NPQH

## Gift and Hospitality Policy

Review Body	Finance and Resources Committee
Senior Leadership Responsibility	Headteacher
Type of Policy	Statutory
Review Period	Every Two Years
Reviewed	March 2023
Next Review	March 2025

### 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.

### Definitions

- A gift is any item, cash, goods 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, both teaching and non-teaching, employed by Lady Hawkins' School and by any contractors, consultants or other persons (including Governors) acting under Lady Hawkins' School name.

### Principles

- Lady Hawkins' 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 Lady Hawkins' 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.

## **Gifts and 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 their Head of Faculty, or 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 and do not have to be included in the Register of Gifts and Hospitality. For the avoidance of doubt staff must always refuse gifts of money.
- Where approval is granted or declined, any gift or hospitality with a value of £40.00 or over must be recorded in the Register of Gifts and Hospitality. This will be held by the School Business Manager.
- In cases where a staff member receives a gift on behalf of the school, the gift remains the property of the school. The gift may be required for departmental display or it may, with the Head of Faculty's approval, remain in the care of the recipient. Unless otherwise agreed, the gift should be returned to the Department on or before the recipient's last working day.
- It is each individual's responsibility to inform the School Business Manager by e-mail of any gifts or hospitality that is offered.
- Modest hospitality, provided it is reasonable in the circumstances, for example, lunches in the course of working visits, may be acceptable, though it should be similar to the scale of hospitality which Lady Hawkins' School as an employer would be likely to offer.
- Staff attendance at sporting and cultural events at the invitation of suppliers, potential suppliers or consultants is normally acceptable providing prior approval has been sought from the Head of Faculty, the School Business Manager or the Headteacher

## **Contracts with Suppliers**

- Staff must base all purchasing decisions and negotiations for contracts solely on achieving best value for money.
- Lady Hawkins' School requires staff who have official dealings with contractors and other suppliers of goods and services to Lady Hawkins' 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 received corruptly unless the employee proves otherwise.

## **Gifts To and From Students**

- Given the nature of the professional responsibilities, and in the interests of Safeguarding, and to prevent individuals being open to accusation of exerting undue influence, staff are strongly advised not to give or accept gifts/hospitality from students during their period of study.
- Any gifts/hospitality from students, exceeding £40.00 in value must be entered in the Register of Gifts and Hospitality.

## Register of Gifts

- In the interests of transparency, a Register of Gifts and Hospitality is to be established and kept in the School Business Manager's office.
- Any member of staff who accepts or declines an offer of a gift or hospitality over the value of £40.00 must ensure this is recorded in this register.
- The following should be specified:-
  - - a) Nature of gift/hospitality. In the case of a gift, it should be specified whether it is a personal gift for the recipient or a related party, such as a partner, or a corporate gift accepted by the recipient on behalf of the school.
    - b) Value of gift/hospitality. If the exact cost is not known an estimate should be provided
    - c) Name of firm/individual concerned.
    - d) Date gift/hospitality accepted
    - e) Name of member(s) of staff involved