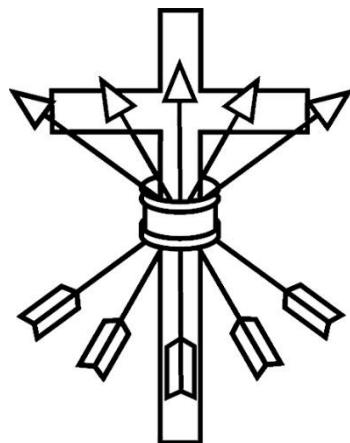


# **WADDESDON CHURCH OF ENGLAND SCHOOL**



## **GIFTS AND HOSPITALITY POLICY**

<b>STATUS OF POLICY:</b>	Statutory
<b>BASED ON PROCEDURE DATED:</b>	The Key February 2018
<b>COMMITTEE RESPONSIBLE:</b>	F & P
<b>GOVERNING BODY APPROVAL:</b>	
<b>REVIEW DATE:</b>	February 2021

## **INTRODUCTION**

Waddesdon Church of England School aims to provide the highest standard of service to all of its pupils and to care for the well-being of its employees. In return pupils, staff and the public are entitled to expect the highest standards of conduct from all of ALT's Trustees and employees.

This Policy aims to lay down guidelines which will enable the school to meet its aims and core values and to protect individuals from misunderstanding or criticism.

Inevitably some issues will affect Trustees/Governors and senior post holders more than others and some breaches of the policy may be regarded more seriously for those in such positions.

The principle of integrity requires that Trustees/Governors and staff should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of hospitality and gifts must be subject to clear restrictions and that any that are accepted must be declared and recorded.

## **GIFTS**

You must not accept cash, or personal gifts with a significant monetary value, under any circumstances, although items of nominal value, (i.e. approximately £25.00 or below) or free promotional pens, calendars, diaries and similar items, may be accepted.

Personal gifts may not be solicited under any circumstances.

When you have to decline a gift, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy.

All gifts received must be recorded with the school finance office, and maintained by the Director of Finance.

## **HOSPITALITY**

You should never accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way you carry out your duties. Nor should you offer such hospitality to others on behalf of the school.

The timing of hospitality in relation to procurement or purchasing decisions that the school may be taking is especially sensitive. Above all, you must never solicit hospitality. As a general rule, you should not accept hospitality that the school would not reciprocate in similar circumstances.

## **ACCEPTABLE HOSPITALITY**

You may accept modest working meals and light refreshments without making any declaration.

Other hospitality may be accepted, for instance where:-

- There is a genuine need to impart information or represent the school in the community.

- An event is clearly part of the life of the community or where the school should be seen to be represented.
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal.

Before accepting any hospitality, approval should be sought from either the Headteacher, Deputy Headteacher, or Director of Finance in respect of employees.

In exceptional circumstances retrospective approval may be obtained. All hospitality received must be recorded in the finance departments hospitality register with the exception of working meals, receptions etc.

## **SPONSORSHIP**

Where an outside organisation wishes to sponsor or is seeking to sponsor the activity of the school, whether by invitation, tender or negotiation, or voluntarily, the basic conventions concerning the award of contracts, and acceptance of gifts or hospitality apply.

## **HOSPITALITY REGISTER**

The Director of Finance will maintain a Hospitality Register for the School and for the leadership team. It will be the responsibility of individuals to ensure that the Director of Finance is notified of all hospitality given or received.

The Governing Body through its Finance Committee review this policy every three years. It may however review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved

