



Gifts and Hospitality Policy

General

This is the Academy Trust's approved Code of Conduct relating to the offer and/or acceptance by staff of gifts and hospitality of whatever nature from outside individuals or organisations.

Within the terms of the Code, staff and governors are expected to exercise common sense. If they are in any doubt they must consult the Headteacher / Principal / Head of School and Chair of Governors and in every case declare the acceptance of a gift or hospitality in the register kept by the academy, using the Academy Trust's 'Declaration of Gifts and Hospitality' form (**Appendix B**)

The process set out is designed to safeguard governors and staff from any misunderstanding or criticism.

The general principles which govern gifts and hospitality are:-

- a) Offers of hospitality should only be accepted if there is a genuine need to represent the academy;
- b) Gifts should only be accepted in **exceptional** circumstances;
- c) The Code of Conduct applies to all governors, and staff of any academy;
- d) To determine whether a gift or hospitality is acceptable, the 'PROVEIT' test should be applied by staff and referred to the Headteacher / Principal / Head of School / Chair of Governors if in doubt. (**See Appendix A**)
- e) Registers are accessible for viewing by the following appropriate officers: Headteacher/Principal/Head of School, Governors, Bursar/Business Manager and External Auditors;
- f) Any request by a member of the public to view the Register of Declarations of Gifts and Hospitality will be referred to the Headteacher/Principal/Head of School. In considering any request, they will balance the requirement for the academy to be open and transparent against the requirements of the Data Protection Act 1998.

Hospitality

The following principles should be followed in deciding whether or not to accept hospitality:-

- (1)
 - (a) Staff and governors should ask themselves whether members of the public, knowing the facts of the situation, could reasonably think that they might be influenced by the hospitality offered. If the answer is yes, the hospitality should be declined. In making judgements, relevant facts to take into account include the person or organisation offering the hospitality, its scale and nature, and its timing in relation to decisions to be made by the academy;
 - (b) Care should be taken to avoid situations in which an individual governor or member of staff is the sole person invited to partake of hospitality or where it creates a pattern of receiving hospitality from that organisation.
- (2) Examples of when it may be proper to accept hospitality (always depending upon the particular circumstances) are as follows:-

- (a) Attendance at conferences, events and demonstrations of equipment organised by outside bodies where there is a service interest;
 - (b) Attendance at events or functions where there is a demonstrable need for the academy to be represented to either give or to receive information or to participate as part of the Academy Trust's corporate image;
 - (c) Attendance at events or functions which are part of the civic, cultural or sporting life of the academy;
 - (d) Working lunches where this is an appropriate and effective way of conducting business and the refreshments provided are on a reasonable level.
- (3) Overnight hospitality linked to any of the above should **not** be accepted.

3. Gifts

All personal gifts should be refused or donated to charity unless they come within the categories set out in (1) or (2) below.

- (1) Gifts of the following type may be accepted:-
 - (a) modest gifts of a promotional character, eg calendars, diaries and other similar articles. See also Registration below; and
 - (b) gifts on the conclusion of any courtesy visit to an outside organisation of a sort normally given by that organisation;
 - (c) Gifts up to £50 in value.
- (2) Gifts which are intended for the Academy Trust as a corporate body or intended for an academy can be accepted but must not be retained by the individual who receives them. Such gifts should be passed to the academy as appropriate.

Registration of Gifts and Hospitality

Staff must, within 28 days of accepting any gift or hospitality, provide written notification to the Headteacher/Principal/Head of School using the 'Declaration of Gifts and Hospitality' form (**Appendix B**). All offers accepted should be recorded in case of any queries, in particular through FOI requests.

The Declaration of Gifts and Hospitality forms must be completed in full, setting out full details of the offer or the gift and or hospitality received as well as:

- an estimated or actual value;
- an indication from the Headteacher/Principal/Head of School as to why acceptance of the offer is authorised;
- the employee's / governor's printed full name (not typed) and signature; and
- the Headteacher's/Principal's/Head of School's printed full name (not typed) and signature.

Monitoring

The academy maintains a register of gifts and hospitality accepted. If there are no declarations of gift/hospitality, a nil return should be made. The pro-forma, detailing the individual declarations, and nil returns should be obtained. Copies of these forms should be attached to the annual declaration that confirms that the Register is up to date.

The academy monitors the register annually and reports the outcome to the Trust Audit Committee. Any concerns/issues identified should be noted and an action plan put in place.

Penalties for breaching the Code

The Academy Trust's disciplinary procedures may be applied where it is found that breaches of the Code have occurred.

Full Governing Body – Monitoring of the Code

As part of its role in promoting high standards of conduct, the Full Governing Body will receive an annual report on the monitoring of the Code.

Retention of Documentation

Documentation in the Register will be kept for seven years.

Managing the Receipt of Gifts and Hospitality

The **PROVEIT** test:

Whether or not the offer is acceptable:

Purpose	Token, thanks or seeking a favour? (token or thanks: yes; favour: no)
Rules	What are they? Does this situation conform?
Openness	Is the offer transparent?
Value	Expensive or inexpensive?
Ethics	Does the offer fit with Academy ethics? Is this an exceptional circumstance?
Identity	Who has made the offer?
Timing	Are you about to make a decision affecting the giver?

Appendix B

Declaration of Gifts and Hospitality Form

This form should be completed for all gifts or hospitality accepted within 28 days of the offer being made

Section A (to be completed by the employee)			
Employee Name:			
Name of the person or organisation that made the offer, gift or hospitality:			
Details of the gift or hospitality offered/received, including estimated or actual value:			
The circumstances in which the offer was made or gift/hospitality was accepted:			
Action taken: <i>eg: kept for personal use; personally consumed; donated to Charity; raffled and proceeds donated to Charity</i>			
Date offered:		Date accepted:	
I confirm that I have applied the PROVEIT test overleaf:			
Signed: Date:			
Section B (to be completed by the Headteacher)			
I authorise acceptance of the gifts/hospitality detailed above <i>(delete as appropriate)</i>			
Reason for decision:			
Name:			
Signed: Date:			

This declaration will be retained on the relevant Register of Declarations of Gifts and Hospitality.

This process is to safeguard you from any misunderstanding or criticism.

You should be aware of the Academy Trusts's policy relating to the offer and/or acceptance of gifts and hospitality.

Key guidance for the completion of the declaration form:

- All sections of the declaration form must be completed.
- To determine whether a gift or hospitality is acceptable, the 'PROVEIT' test below should be applied.
- Staff should only accept offers of hospitality if there is a genuine need to represent the academy.
- Gifts should only be accepted by staff in exceptional circumstances.
- The academy's disciplinary procedures may be applied where it is found that breaches in the academy's Code of Conduct have occurred.

The **PROVEIT** test:

Whether or not the offer is acceptable:

Purpose	Token, thanks or seeking a favour? (token or thanks: yes; favour: no)
Rules	What are they? Does this situation conform?
Openness	Is the offer transparent?
Value	Expensive or inexpensive?
Ethics	Does the offer fit with academy ethics? Is this an exceptional circumstance?
Identity	Who has made the offer?
Timing	Are you about to make a decision affecting the giver?