Gifts & Hospitality Policy

Sussex Road Primary School

Approved by:	FRP	**Date:**	September 2026
Next review due:	September 2027		

Aims

This policy aims to ensure that:

- The School's funds are used only in accordance with the law, for the education of its pupil's
- The School has due regard to propriety and regularity, and ensures value for money, in the use of public funds
- All School Leaders, Governors and Staff are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same

Legislation and guidance

This School is required to have a register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might compromise their personal judgement or integrity. This applies to all School Leaders, Governors and Staff and/or any other representative of the School. This policy is available to all staff member via the school's Policy Library and on the School's website.

Definitions

Offer of gifts and hospitality given
The school does not offer gifts or hospitality. This policy does not include non – monetary gifts to staff members covered under the school's Ray and Reward Policy.

Gifts are any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate, or on terms not available to the general public (with the exception of discounts routinely applied by the provider to all schools or businesses.

Hospitality is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

Roles and responsibilities

School Staff and Governors: -

- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the school might be placed under any obligation as a result of acceptance
- Must not use their official position to further their private interests or the interests of others
- Must not solicit gifts or hospitality
- Must record any individual gifts or hospitality offered to them or the trust with a value of over £25 on the gifts and hospitality register within 7 working days, even if declined
- Must consult the headteacher before accepting or offering any gifts or hospitality with a value of over £25.
- For the purpose of this policy handmade gift's will be considered as having no monetary value.

The Headteacher
The Headteacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The Headteacher will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the school and to those outside the organisation.

They will also ensure, alongside the School Business Manager, that decisions on whether individuals or the School can accept or offer individual gifts or hospitality with a value of over £25 are in line with this policy.

The Headteacher is responsible for communicating the school's rules and expectations about gift-giving to parents.

The School Business Manager
The School Business Manager will ensure alongside the Headteacher, that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value in excess of £25 are in line with this policy.

Parents
The School will advise parents that

- We do not wish to discourage all gift-giving, and that small tokens of gratitude are always appreciated

- Gift-giving is not a requirement, and parents are not expected to buy gifts for class teachers or other school staff
- the appropriate maximum value of individual gifts and when they may be offered, or explain that the school prevents teachers and other staff from accepting gifts worth over a certain amount

Acceptable gifts and hospitality

It is noted that following during COVID19 restrictions, families have sought to join together to make joint donations to the school to be spent on behalf of staff. These are processed through FMS donations and an additional cost code has been created to ensure these funds are accounted for separately from the KCC expenditure. The school has elected to use these funds to support the wellbeing of all staff throughout the year. These accounts are available for scrutiny by Governors.

Offer of gifts and hospitality received
Members of staff can accept gifts and hospitality that have a value of up to £25. These do not have to be pre-approved or recorded on the gifts and hospitality register.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, staff must consult the Headteacher.

Similarly, hospitality such as working lunches may be accepted in order to maintain good relationships with key contacts, provided the hospitality is reasonable in the circumstances. If in doubt, guidance must be sought from the Headteacher.

Any gifts or hospitality offered with a value in excess of £25 must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any member of staff who is offered such gifts or hospitality must consult the Headteacher before accepting.

If the Headteacher is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the Chair of Governors and record the offer on the gifts and hospitality register.

Failure to declare any offer of gifts or hospitality on the register in line with this policy will be treated as a staff disciplinary matter.

Unacceptable gifts and hospitality

The following must never be offered or accepted:

- Gifts or hospitality offered to family members, partners or close friends of governors or staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own.

This list is not intended to be exhaustive.

Declining gifts and hospitality
Any member of staff or any governor who is offered a gift which is, or may be, deemed unacceptable must decline the gift and should do so in a diplomatic way

If they feel it would not be appropriate for them to decline, they should refer the matter to the Headteacher. The Headteacher may decline the offer, or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.

Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the trust has deemed unacceptable.

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

Monitoring arrangements

The Gifts & Hospitality Register is monitored regularly by the Headteacher.

Appendix 1: gifts and hospitality register

DATE	NAME	DESCRIPTION OF GIFT/HOSPITALITY AND APPROXIMATE VALUE	PARTY OFFERING GIFT/HOSPITALITY	ACCEPTED /REJECTED	APPROVED BY