

GIFTS AND HOSPITALITY POLICY

September 2018

Review Date : September 2021

**Member of Leadership responsible:
Business Manager**

THE CHALFONTS COMMUNITY COLLEGE

Gifts & Hospitality Policy

1. Introduction

- 1.1 The receipt of gifts or excessive hospitality can damage the College's reputation and possibly lead to prosecutions for corruption.
- 1.2 This policy seeks to protect staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality, or any other inducement from or to suppliers of goods or services to the school.

2. Register of Gifts

- 2.1 In the interests of transparency and to comply with Freedom of Information requirements, a Register of Gifts and Hospitality is to be established and kept in the Principal's office.
- 2.2 Any member of staff or governors who accepts an offer of a gift or hospitality over the value of £50 must ensure this is recorded in this register.
- 2.3 The following should be specified:
 - 2.3.1 *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.*
 - 2.3.2 *Value of gift/hospitality. If the exact cost is not known an estimate should be provided.*
 - 2.3.3 *Name of firm / individual concerned.*
 - 2.3.4 *Date gift / hospitality accepted.*
 - 2.3.5 *Name of member(s) of staff involved.*

3. Principles

- 3.1 The school expects staff and members of the Governing Body to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business. Particular care should be taken about a gift from a person or organisation that has, or is hoping to have, a contract with the school.
- 3.2 Staff must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the College might be placed under an obligation.

- 3.3 Staff must not make use of their official position to further their private interests or those of others.

4. Gifts and Hospitality

- 4.1 Gifts of low intrinsic value such as promotional calendars or diaries, or small tokens of gratitude, can be accepted. If there is any doubt as to whether the acceptance of such an item is inappropriate, staff should decline the gift or refer the matter to their line manager.
- 4.2 Where approval is granted, any gift or hospitality received with an equivalent value of £50 or over must be recorded in the Register of Gifts and Hospitality.
- 4.3 In cases where a staff member receives a gift on behalf of the school, the gift remains property of the school. The first may be required for departmental display or it may, with the line-manager'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.
- 4.4 Modest hospitality, provided it is reasonable in the circumstances, for example, lunches in the course of working visits, are acceptable, though it should be similar to the scale of hospitality which The Chalfonts Community College as an employer would be likely to offer.
- 4.5 Staff attendance at sporting and cultural events at the invitation of suppliers, potential suppliers or consultants is not normally acceptable. Where it is considered that there is a benefit to The Chalfonts Community College in a member of staff attending a sponsored event, the attendance should be formally approved by the relevant line manager.
- 4.6 Business gifts, which include hospitality, may not be provided by The Chalfonts Community College without the prior approval of the Principal.

5. Gifts to and from Students

- 5.1 In the interests of Safeguarding Children, and to prevent staff from being open to accusation for exerting undue influence, no member of staff is permitted to give a gift to a student at any time. If a gift is received from a student or the parents' of a student and the value is £25 or over this gift is to be registered in the Register of Gifts and Hospitality.

6. Review

This policy will be reviewed every 3 years.