

# Gifts and Hospitality Policy



## King Henry VIII 3-19 School Ysgol 3-19 Brenin Harri'r VIII

We believe in the limitless capacity for everyone to achieve great things.

Effective from: January 2025

Approved by Governors (Resources Committee): January 2025

Reviewed by Governors (Resources Committee): November 2025

Next Review Due: November 2027

## 1. INTRODUCTION

This policy aims to ensure that staff are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed, when such items are offered.

## 2. LEGISLATION

This policy is not included in the list of statutory policy documents required by the Welsh Government for schools. However, it is an audit requirement of the Local Authority for the school to hold a register.

## 3. DEFINITIONS

3.1 Gifts are any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Chocolates are a common example. Gifts also include goods or services offered at a discounted rate, or on terms not available to the public.

3.2 Hospitality is defined as food, drink, accommodation, travel, or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the public. For example business meals, or site tours.

## 4. ROLES AND RESPONSIBILITIES

4.1 Staff should:

- 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 because of acceptance
- Not use their official position to further their private interests or the interests of others
- Not solicit gifts or hospitality
- Record any gifts or hospitality offered to them or the school with a value of £10 or over of on the gifts and hospitality register Gifts and Hospitality Register within 7 working days, even if declined.
- Consult the School Business Manager or Headteacher before accepting or offering any gifts or hospitality with a value of £25 and over.

4.2 The Head Teacher:

- Is responsible for ensuring that staff are aware of, and understand, this policy, and that it is being implemented consistently
- 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
- Will ensure, alongside the School Business Manager, that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value of £25 and over are in line with this policy
- Is responsible for communicating the school rules and expectations about gift-giving to parents

4.3 The School Business Manager:

- Should ensure that the school maintains a gifts and hospitality register
- Will report to the Resources Committee annually on the gifts and hospitality register

#### 4.4 Parents:

The school does 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 school prevents teachers and other staff from accepting gifts worth over £25.

### 5. ACCEPTABLE GIFTS AND HOSPITALITY

5.1 Staff can accept gifts and hospitality that have a value of up to £25. Gifts under £10 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 School Business Manager or Headteacher. School based staff are not required to register or declare gifts under £10, for example classroom teachers are not expected to declare these gifts received from pupils at the end of term.

5.2 Similarly, hospitality such as working lunches may be accepted to maintain good relationships with key contacts, provided the hospitality is reasonable in the circumstances. If in doubt, guidance must be sought from the School Business Manager. Any gifts or hospitality offered with a value of £25 or over must be recorded on the gifts and hospitality register within 7 working days, even if declined.

5.3 If the Headteacher is the recipient, or intended recipient, of any offer of gifts or hospitality, they must inform the Chair of Governors.

5.4 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.

### 6. OFFER OF GIFTS AND HOSPITALITY GIVEN

6.1 The school should not offer any gifts or hospitality.

6.2 The school may offer a working lunch for visitors (in school) up to the value of £15 per head.

6.3 Alcohol must not be purchased out of the school budget.

### 7. UNACCEPTABLE GIFTS AND HOSPITALITY

7.1 The following must never be offered or accepted by staff (this list is not intended to be exhaustive): (i) monetary gifts (ii) gifts or hospitality offered to family members and partners (iii) gifts or hospitality offered to close friend (iv) gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process.

### 8. DECLINING GIFTS AND HOSPITALITY

8.1 Any member of staff who is offered any of the unacceptable gifts or hospitality outlined in this policy above should politely decline the offer. If they feel it would not be appropriate for them to decline, they should refer the matter to the Headteacher or School Business Manager. The

Headteacher or School Business Manager 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

- 8.2 Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the school 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.
- 8.3 In its application, this policy seeks to ensure that there is no discrimination against colleagues either directly or indirectly on grounds prohibited by the Equality Act 2010 which covers age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.