

Hummersknott Academy Trust



28 - Gifts and Hospitality Policy

Review Date: July 2023

Adopted/V1	V2	V3	V4				
Sept 2012	Mar 2014	July 2017	July 2020				

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy applies to all Academies equally.

PURPOSE

This outlines the Academy Trust's policy with regard to the receipt of gifts and hospitality by its Directors, Governors or staff from any third parties arising from duties undertaken on behalf of the Trust. The Trust is committed to ensuring that the governance is conducted in accordance with the highest standards of integrity, probity and openness.

SCOPE

General Rules

- Directors, Governors or staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity. Staff are asked to immediately report any offer or receipt of such gifts to the Principal/Headteacher so they can be recorded in the Register of Gifts and Hospitality held by the Chief Financial Officer.
- Directors, Governors or staff may accept the following gifts/hospitality without the need to seek approval or formally register receipt:
 - Courtesy hospitality at business lunches/dinners or attendance in an official capacity at a public function
 - Incidental promotional gifts such as calendars, diaries or pens
 - Receipt of small items from suppliers or contractors as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of less than £25)
 - Appreciative parents and students/pupils may wish to register their thanks for the work of staff in the form of a small personal gift. If these are valued at less than £25 they are considered to be perfectly acceptable

Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. In cases of doubt, members must consult the Chief Financial Officer.

The following examples of gifts/hospitality require approval and to be formally recorded by the Chief Financial Officer in the Register of Gifts and Hospitality:

- Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event (at a value of more than £25)
- Promotional gifts worth in excess of £25
- Other offers of gifts/hospitality not falling into any of the above categories

Unacceptable Gifts/Hospitality

The following are examples of offers of gifts/hospitality which must be refused by Directors, Governors and staff:

- Gifts of money (not including donations to the Trust)
- Free membership or subscriptions (eg sports clubs)
- Foreign travel unless as a specific element of a business, academic or research activity approved by the Trust
- Free goods, services or equipment which are normally provided by a supplier to the Trust at a charge

Any offers of gifts and hospitality falling into any of the above categories must be reported immediately to the Principal/Headteacher.

Role of the Chief Financial Officer in relation to the Gifts and Hospitality Policy is:

- to be responsible for ensuring that any offer or receipt of gifts, hospitality or donations to Directors, Governors or staff is recorded in the Trust's Register of Gifts and Hospitality when informed
- to report any possible conflict of interests arising from the offer or receipt of gifts and/or hospitality to the Principal/Headteacher or Chair of Directors

The register is located in the Chief Financial Officer's office and is available on request.

Consequences of Non-Compliance with the Policy

- Should any member of staff fail to declare gifts or comply with this policy, it may be necessary to implement disciplinary procedures

It is the personal responsibility of all Directors, Governors or staff to declare any receipt of hospitality covered under this policy.

This policy links with values 4 – Taking responsibility and 8 – Moral compass, of Hummersknott Academy Trust's Vision and Values.

RESPONSIBILITY

This policy will be reviewed and updated where necessary by the Chief Financial Officer, and approved for adoption by the Finance and Audit Committee.

PUBLICISING THE POLICY

A copy of this policy will be available on each Academy's website and the X Drive/intranet where applicable. Staff will be advised of amendments to this policy via the Staff Bulletin/Briefing and are expected to familiarise themselves with the content.

POLICY STATUS

This is a non-statutory policy.

