



Chad Vale Primary Gifts and Hospitality Policy

At Chad Vale Primary School we follow:

- The policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the Government's Prevent strategy.

Policy Written by:	Vickie Crombie
School adoption date:	January 2017
School's review date:	January 2019

GIFTS AND HOSPITALITY POLICY STATEMENT

This policy applies to all employees (permanent, temporary and casual) and governors of Chad vale Primary School. This policy aims to clarify conduct around gifts and hospitality and to ensure that staff and governors are protected from suspicion of dishonesty. It is also designed to guard the reputation of the school and ensure that there is no conflict of interest with respect to acceptance or provision of gifts or hospitality from or to suppliers of goods or services to the school.

Your conduct as a member of staff or a governor should never lead anyone to question your interests, or lead anyone to think that you have been influenced by gifts and hospitality. This is important because your own personal reputation and that of the School could be seriously affected if you inappropriately accept a gift or hospitality. It is also a criminal offence to demand or accept a gift or reward in return for allowing you to be influenced as a part of the school. This is why the school has guidance which applies to all staff and governors on gifts and hospitality.

WHAT IS A GIFT?

A gift is any item or service received free of charge. It also includes goods or services offered to you personally that are not available to the general public.

WHAT IS HOSPITALITY?

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend cultural or sporting events on terms not available to the general public.

WHAT CAN BE ACCEPTED?

You can accept gifts and hospitality which have a value of £30 or less, without the approval of the Head Teacher. Gifts and hospitality of this nature do not need to be recorded in the school's Gifts and Hospitality Register.

Staff may accept modest working meals and light refreshments without making any declaration. Other hospitality may be accepted, for instance where:-

- There is a genuine need to impart information or represent Chad Vale Primary in the community.
- An event is clearly part of the life of the community or where Chad Vale Primary should be seen to be represented.
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal.

WHAT GIFTS OR HOSPITALITY NEED APPROVAL FROM THE HEAD TEACHER?

Any gift or hospitality that are more than just a token and exceed a value of £30 must have approval from the Head Teacher in order to be accepted and must be recorded on the Gifts and Hospitality Register. If the Head Teacher has concerns or doubts about the public perception that may be attached to accepting any gift or hospitality, then it must be referred to the Chair of Governors. If the gift or hospitality has been offered to the Head teacher they will seek approval from the Chair of Governors.

WHAT GIFTS OR HOSPITALITY SHOULD NEVER BE ACCEPTED?

You must never accept:

- Gifts or hospitality that are given on a regular basis from one source.
- Gifts or hospitality offered to your husband, wife, partner or family members.
- Gifts or hospitality offered by potential suppliers or tenderer immediately before or during the tender process.
- Lavish or extravagant gifts or hospitality, even if they relate to activities in your own time.
- Invitations to 'events' where the employee is not attending in an official capacity

WHAT SHOULD I DO IF I RECEIVE A GIFT WITHOUT WARNING?

If you believe the gift is more than a token then you should politely decline the gift. If you feel it would not be appropriate to do this, you should refer the matter to your Head Teacher who will support you in either declining or accepting the gift.

WHAT SHOULD I DO IF I AM OFFERED A GIFT OR HOSPITALITY?

If the gift is deemed to be valued at more than £30 then it must be recorded in the school's Gift and Hospitality Register.

WHAT COULD HAPPEN IF I DON'T FOLLOW THE GUIDANCE?

The school may take disciplinary action against you if you have failed to follow the guidance laid out in this policy. It is also a criminal offence to demand or accept a reward in return for allowing yourself to be influenced in your role within school. This means you could be prosecuted by the Police.

MONITORING

Audit will monitor compliance with this policy and procedure. The policy and procedure will be updated and reviewed on a bi-annual basis.



The school's Gift and Hospitality Register will be reviewed regularly and reported to Finance Committee on an annual basis. The register will be reported even if there are no entries for the year.

REGISTER RESPONSIBILITY

The person responsible for the Gift and Hospitality Register is the Head Teacher.

Policy agreed on:

Chair of Governors:

Gifts & Hospitality Register Form

Section One of this form should be completed (either in electronic or paper form), in accordance with the policy, for any offers or hospitality of gifts over the value of £30 either received or offered to staff or governors.

SECTION ONE: Details of the gift or hospitality offered	
Date of offer	
Name of employee/ governor	
Who offered the gift or hospitality?	
What is your relationship with the individual/ organisation offering the gift or hospitality?	
Nature of the gift or hospitality	
Have other staff been offered the same gift?	
Proposed Action Delete as appropriate	Accept/ Decline/ Already Declined This form must be authorised before any gift or hospitality is accepted.
Signature and Date	

SECTION TWO – Action authorised by the Head Teacher	
Actions Delete as appropriate	Agree acceptance/ Acceptance not authorised/ Agree action to decline Please ensure the employee who received the offer is aware of your decision
Head Teacher's Signature	
Date	
Authorisers please ensure: <ul style="list-style-type: none"> The employee is informed of your decision The form is retained and recorded on the Gifts and Hospitality Register Log 	



Chad Vale Primary School Gifts and Hospitality Log

Form Number	Date of Offer	Name of Employee	Gift or Hospitality description	Accept/ Decline/ Already Declined

Reviewed by Finance Committee on:.....

Signed Chair of Finance Committee: