



Gifts & Hospitality Policy

Reviewed January 2021
Next review due January 2024

Preston Primary Academy Trust Gifts and Hospitality Policy

This policy has been written with the underlying principles of a Church of England school, which applies to Preston C of E Primary School and North Cadbury C of E Primary School.

As stated in the Academies Financial Handbook all Academy Trusts should have a policy and register on the acceptance of gifts, hospitality, awards, prizes and or other benefit which might be seen to compromise the personal judgement or integrity of members, directors, staff and/or any other representative of the Trust.

This policy also complies with our funding agreement and articles of association.

Business gifts and hospitality should not be accepted by any member of staff, director or governor, except as provided for below.

The Trust should be able to show that all decisions are reached on the basis of value for money and for no other reason. Any consideration of whether or not the principles of this Policy have been breached will be determined by reference to this provision.

Any breach of this Policy could lead to disciplinary action and may constitute gross misconduct.

Employees shall not use their authority or office for personal gain and shall seek to uphold and enhance the standing of the Trust / School by:

1. Maintaining an unimpeachable standard of honesty and integrity in all their business relationships.
2. Complying with the letter and spirit of the law, and contractual obligations, rejecting any business practice that might be deemed improper.
3. At all times in their business relationships acting to maintain the interests and good reputation of the Trust / School.
4. Any employee who becomes aware of a breach of policy must report this immediately to his or her manager who will instigate investigations as necessary.
5. Any personal interest that may impinge or might reasonably be deemed by others to impinge on an employee's impartiality or conflict with the duty owed to the Trust / School in any matter relevant to an employee's duties (such as conflicting business interests) should be declared in writing. Any member of staff who is aware of any business dealings conferring personal gain, or involving relatives or associates of members of staff must supply details of such transactions for entry into the Register of Business Interests.
6. Employees are permitted to accept gifts, rewards or benefits from members of the public or organisations the Trust / School has official contacts with only where they are isolated gifts of a trivial character (such as diaries or calendars). Gifts should not therefore be accepted if they appear to be disproportionately generous or could be construed as an inducement to effect a business decision.

7. Where purchased items include a “free gift”, such gifts should be either used for Trust / School business or handed to the Trust / School to be used at charity raffles etc.
8. In relation to conventional hospitality (lunches, outings, tickets for events etc.) provided that it is normal and reasonable in the circumstances they may be accepted. Such invitations should not be accepted where there is no reasonable business justification for doing so, where an invitation is disproportionately generous, or where the invitation could be seen as an inducement to affect a business decision.
9. Any hospitality received exceeding £50 must be reported to the Headteacher. If the hospitality is accepted, it must then be entered onto the Register of Business Interests.

The Register of Business Interests should be monitored regularly by the school Finance Officer and the Headteacher.

This Policy will be reviewed by the Finance Committee on a 3-yearly cycle.