

GIFTS AND HOSPITALITY POLICY

Next Gen
Support
Services

Approved by: Omar Salahuddin **Date:** 08/08/25

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1. AIMS

This policy aims to ensure that:

The provisions funds are used only in accordance with the law@

- The provision and those associated with it operate in a way that commands broad public support
- The provision has due regard to propriety and regularity, and ensures value for money, in the use of public funds
- Governors fulfil their fiduciary duties and wider responsibilities as charitable Governors and company directors
- Members, Governors and staff are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same

2. DEFINITIONS

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

Hospitality is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

3. ROLES AND RESPONSIBILITIES

3.1 MEMBERS, GOVERNORS AND STAFF

Members, Governors and staff:

- Must 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 provision might be placed under any obligation as a result of acceptance
- Must not use their official position to further their private interests or the interests of others
- Must not solicit gifts or hospitality

- Must record any gifts or hospitality offered to them or the provision with a value of over £25 on the gifts and hospitality register (see appendix 1) within 7 working days, even if declined
- Must consult the Head of Services before accepting or offering any gifts or hospitality with a value of over £25

3.2 COMPANY GOVERNORS/DIRECTORS

Company Governors/directors will ensure that the provision's funds are used in a way that commands broad public support, pays due regard to propriety and regularity, and provides value for money.

3.3 THE HEAD OF SERVICES

The Head of Services is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The Head of Services 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 provision and to those outside the organisation.

They will also ensure, alongside the company director, that decisions on whether individuals or the provision can accept or offer gifts or hospitality with a value of over £25 are in line with this policy.

3.4 THE COMPANY DIRECTOR

The company director will ensure that:

- The provision maintains a gifts and hospitality register
- Figures for transactions relating to gifts made by the provision are disclosed in the provision's audited accounts, in accordance with the Academy Provision Handbook
- The company directors and Head of Services are provided with information on gifts and hospitality received and given, as appropriate

They will also ensure, alongside the Head of Services that decisions on whether individuals or the provision can accept or offer gifts or hospitality with a value of over £25 are in line with this policy.

3.5 THE HR MANAGER

The HR Manager is responsible for maintaining the gifts and hospitality register on a day-to-day basis.

4. ACCEPTABLE GIFTS AND HOSPITALITY

4.1 OFFER OF GIFTS AND HOSPITALITY RECEIVED

Members, Governors and staff can accept gifts and hospitality that have a value of up to £25. These 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, members, Governors and staff must consult the Head of Services.

Similarly, hospitality such as working lunches may be accepted in order to maintain good relationships with key contacts, provided the hospitality is reasonable in the circumstances. If in doubt, guidance must be sought from the Head of Services.

Any gifts or hospitality offered with a value of over £25 must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any member, Governors or member of staff who is offered such gifts or hospitality must consult the Head of Services before accepting.

If the Head of Services is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the chair of the board of Governors and record the offer on the gifts and hospitality register.

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.

4.2 OFFER OF GIFTS AND HOSPITALITY GIVEN

Any gifts or hospitality provided by the provision, such as a working lunch for visitors, must not be extravagant. A maximum value of £25 per head should be used as a guideline.

Alcohol must not be purchased out of the school budget.

Expense claims should be made to the HR Manager and receipts must always be enclosed.

The Head of Services must be consulted about any proposal to provide gifts or hospitality with a value of over £25.

5. UNACCEPTABLE GIFTS AND HOSPITALITY

The following must never be offered or accepted:

- Monetary gifts
- Gifts or hospitality offered to family members, partners or close friends of members, Governors or staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time

This list is not intended to be exhaustive.

6. DECLINING GIFTS AND HOSPITALITY

Any members, Governors or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 6 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 Head of Services. The Head of Services 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.

Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the provision 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. MONITORING ARRANGEMENTS

The gifts and hospitality register is monitored regularly by the company director.

This policy will be reviewed every year by the Head of Services and approved by the company director.

9. LINKS WITH OTHER POLICIES

This gifts and hospitality policy is linked to the:

- Staff code of conduct
- Staff disciplinary procedures
- Accounting policy

APPENDIX 1: GIFTS AND HOSPITALITY REGISTER

DATE	NAME	DESCRIPTION OF GIFT/HOSPITALITY AND APPROXIMATE VALUE	PARTY OFFERING GIFT/HOSPITALITY	ACCEPTED/REJECTED	APPROVED BY