



St Francis Xavier Catholic Primary

Gifts & Hospitality Policy

APPROVED BY: SENIOR LEADERSHIP

DATE APPROVED: MAY 2023

DATE REVIEWED: MAY 2026

DATE OF NEXT REVIEW: MAY 2029

1. Aims

This policy aims to ensure that:

- The school's funds are used only in accordance with the law.
- The school and those associated with it operate in a way that commands broad public support
- The school 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.
- 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 Governors and staff

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 school 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 school with a value deemed to be in excess of £30 on the gifts and hospitality register (see appendix 1) within 7 working days, even if declined
- Must consult the Office Manager or Headteacher
- before accepting or offering any gifts or hospitality with a value deemed to be in excess of £30

4.2 Governors

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

4.3 The Headteacher

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

The Headteacher 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.

They will also ensure, alongside the Office Manager that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value deemed to be in excess of £30 are in line with this policy.

The Headteacher is responsible for communicating the school rules and expectations about gift-giving to parents.

4.4 The Office Manager

The Office Manager will ensure that:

- The school maintains a gifts and hospitality register
- The Governors and Headteacher are provided with information on gifts and hospitality received and given, as appropriate

They will also ensure, alongside the Headteacher that decisions on whether individuals or the school can accept or offer gifts or hospitality with a value deemed to be in excess of £30 are in line with this policy.

4.5 Parents

Headteachers are to ensure parents are aware of the following:

- The school do not wish to discourage all gift-giving, and that small tokens of gratitude are always appreciated
- Explain that gift-giving is not a requirement, and parents are not expected to buy gifts for class teachers or other school staff

5. Acceptable gifts and hospitality

5.1 Offer of gifts and hospitality received

Governors and staff can accept gifts and hospitality that have a value deemed to be in excess of £30. 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, Governors and staff must consult the Office Manager or Headteacher.

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 Office Manager or Headteacher.

Any gifts or hospitality offered with a value deemed to be in excess of £30 must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any governor or staff who is offered such gifts or hospitality must consult the Office Manager or Headteacher before accepting.

If the Headteacher is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the chair 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.

5.2 Offer of gifts and hospitality by the school

Any gifts or hospitality provided by the School 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 Office Manager and receipts must always be enclosed.

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

6. 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 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.

7. Declining gifts and hospitality

Any Governors or staff member who is offered any of the unacceptable gifts or hospitality 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. The Headteacher 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 School has deemed unacceptable or refer unacceptable gifts to the Headteacher.

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.

