

# The Vine Inter-Church Primary School

## Guidance for Gifts, Hospitality & Sustenance

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1. 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.
2. It is also a criminal offence to demand or accept a gift or reward in return for allowing yourself to be influenced as part of the school.
3. Gifts and hospitality offered with a value of £25 or less can be accepted without the approval of the headteacher, and do not need to be recorded on the gifts and hospitality register.
4. Any gifts or hospitality offered with a value of over £25 must be recorded on the gifts and hospitality register within 3 working days, even if declined. Anyone who is offered such gifts or hospitality must consult the headteacher before accepting. The register is kept by the resources manager and held for 7 years.
5. Any gifts or hospitality provided by the school, such as a working lunch for visitors, thank you vouchers or sympathy flowers must not be extravagant. A maximum value of £25 per head should be used as a guideline.
6. Alcohol, tobacco or gambling must not be purchased out of the school budget.
7. Expense claims should be made to the Headteacher and receipts must always be enclosed. Overnight stays may include up to £30 per head per day for refreshments and no more than £200 per person a night for accommodation. (Anything over this will require a cost benefit analysis)

#### **Unacceptable gifts and hospitality:**

8. The following must never be offered or accepted:
  - ◊ Monetary gifts
  - ◊ Gifts or hospitality offered to family members, partners or close friends of 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 timeThis list is not intended to be exhaustive.

#### **Declining:**

9. Any members, trustee or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 8 above should politely decline the offer.
10. If declined The headteacher will donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.
11. Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the trust 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.