



Academy Great Barford Primary Policy on the Acceptance of Gifts and Hospitality

Introduction

Great Barford Primary Academy is committed to the values of probity and accountability. All staff should conduct themselves with integrity, impartiality and honesty at all times. Staff should maintain high standards of propriety and professionalism.

The guiding principles are:

- The conduct of individuals should not create suspicion of any conflict between their official duty and their private interest.
- The action of individuals acting in an official capacity should not give the impression to any member of the public, to any organisation with whom they deal or to their colleagues that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

Application

This policy applies to all Trustees, Governing Body members and members of staff. Procedures apply to gifts from pupils and their families as well as from potential suppliers.

Acceptance of Gifts

Staff should not accept gifts or rewards from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in their official capacity. Particular care should be taken about any gift from a person or organisation which has, or is hoping to have, a contract with the Academy.

Gifts of a trivial or inexpensive nature (under value of £30) may be accepted (eg chocolates, bottle of wine, incidental promotional gifts such as diaries, calendars or pens), but more substantial or expensive offerings should be declined.

Gifts of money (not including donations to the Academy), should always be declined.

Gifts are deemed to include:

- Goods provided for personal or other private use
- Personal services
- Loans of equipment, vehicles etc for personal use
- The provision of goods/services at preferential cost for personal or other private use



If unsolicited gifts of a substantial nature arrive from contractors they should be returned with a polite explanation that the Academy's policies do not allow their acceptance.

Acceptance of Hospitality

Hospitality can take a variety of forms, some of which staff may accept, some of which should be declined.

Staff may be offered hospitality as a normal business practice in a way that is directly linked to their role. Examples of this kind of hospitality include the offer of refreshments at business meetings, the offer of lunch or dinner at the end of an official engagement or a small end of term gift to class teacher. This kind of conventional hospitality may be accepted.

Staff may also be offered other forms of hospitality which are not related to their role and are not linked to Academy business. This might include substantial offers of social functions, travel or accommodation, offers of tickets and invitations to sporting, cultural or social events. These forms of hospitality should be declined.

If any member of staff is in doubt about whether it is appropriate to accept any offer of hospitality, the advice of the Headteacher should be sought, who may also seek the advice of the Chair of Governors.

You must never canvass or seek gifts or hospitality.

Declaring the acceptance of a gift

Examples of gifts/hospitality that require approval and to be formally recorded by the School Manager in the Register of Gifts and Hospitality are:-

- Promotional gifts worth in excess of £30;
- Other offers of gifts/hospitality over the value of £30

The declaration (Annex A) should be approved by the Headteacher. The School Manager will maintain the Register for Gifts and Hospitality (Annex B).

Failure to comply

In all instances where there is a reasonable belief that there has been a failure to declare, the Headteacher will conduct a formal investigation of the situation. Employees may be subject to disciplinary procedures to pursue potential matters of misconduct.

It is a criminal offence for an employee of the Academy to corruptly accept any



inducement or reward for doing, promising or refraining from doing anything in the course of their employment, or corruptly showing favour or disfavour, in the handling of contracts. In acting corruptly the employee would demonstrate their intention to purposefully act with a lack of probity and with a disregard for the implications of their actions for the Academy.



GREAT BARFORD PRIMARY ACADEMY

ANNEX A

Declaration of Gift or Hospitality

Please indicate by ticking box A or B whether you have been offered and declined or have accepted a gift or hospitality

Name:
Position:

A I have been offered a gift / hospitality which I have declined

B I have been offered a gift / hospitality which I have accepted.

Declaration details		
Name of external organisation and their relationship with the Academy	Nature of interest / gift / hospitality	Estimated Value If applicable

I believe my objectivity and independence in relation to the above external organisation has not been impaired in any way by the offer of gifts or hospitality.

RECIPIENT

(Signature) _____

(Name) _____ Date _____



APPROVED BY
(Headteacher) _____ Date _____

Completed forms should be sent to the School Manager to enter in Register.

Entered in Register	Date:	Reference:
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Great Barford Primary Academy

ANNEX B

Declaration of Gifts and Hospitality Register

Date of entry	Name of Trustee, Governing Body Member or member of staff	Estimated Value £	Nature of gift / hospitality	Supplier of gift / hospitality	Declaration Form Reference