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# St Mary's C of E (VA) Primary School

Working together
in an inclusive Christian environment
to allow every pupil to shine brighter and brighter.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect differences.

# Gift and Hospitality Policy

This policy is GDPR compliant.

Date of issue: September 2015
Last reviewed/adopted: September 2024 (Resources Committee)
Next review date: Autumn 2027

Signed:_________________________________ Date:____________

St Mary’s CofE Primary School is primarily funded by public money from the Government and its agencies. As such, St Mary’s needs to be accountable for the funds it receives and report its spending accurately and transparently. Gifts and hospitality received by staff are also a form of income and should therefore be reported accordingly. Records should also be kept for audit purposes.

**General Principles**

The School is required to keep a record of gifts and hospitality received by staff and/or their family or friends where the value exceeds £30; therefore staff are required to notify the School Office in writing as soon as such a gift or hospitality is received. The School Office will then pass this information to the Headteacher who will determine any necessary action. If it is not possible to value the gift or hospitality received, or it is unknown, then a declaration should be made describing the gift.

These declarations should be made available to Governors and auditors upon request.

This policy applies to all staff and Governors.

**Definitions**

‘Gifts’ are defined as, and not limited to:

- Goods;
- Vouchers or special discounts;
- Payments received.

‘External parties’ are defined as, and not limited to:

- Suppliers or their agents;
- Parents of children at the school or prospective parents;
- Students, their relatives or friends;
- Other organisations.

In terms of suppliers or their agents, gifts are defined as anything other than goods and services officially ordered.

In terms of other organisations, gifts are defined as anything given as a result of an employee's or Governor’s position at St Mary’s.

The Governors have agreed that staff may accept alcohol as a gift, if it meets the other requirements of this policy. If alcohol is given as a gift from a pupil or their parents, an adult must bring the alcohol into school, not the child.

**Restrictions for receiving gifts or hospitality**

On no account should gifts or hospitality (which goes beyond refreshment appropriate to the circumstances, such as tea or sandwiches at a demonstration) be accepted from parties involved in a tender process, or parties aiming to become potential suppliers or investors. For example:

- Hamper, chocolates or any kind of foodstuffs
- A bottle of wine/spirits or any kind of alcohol

- Food, gift or any other voucher or discount
- Voucher or tickets for a show (with or without hospitality)
- Invitation to a sporting or cultural event (with or without hospitality)
- A round of golf or some kind of leisure activity
- A framed print
- Dinner at a restaurant
- iPad, iPod or any other electrical equipment
- Payment of transport or hotel bills during contract proposals or negotiations.

**Gifts and Hospitality from St Mary's**

The school and Governing Board may make any gifts to employees and Governors and external organisations under certain circumstances as long as the value of the gift or hospitality does not exceed £30 and is paid for from private unrestricted funds. Examples of acceptable gifts or hospitality are:

- Chocolates, flowers or similar as a thank you, for example to staff for helping in a production or school event;
- Flowers or gift when a member of staff is ill or bereaved;
- A retirement gift for a Governor;
- Provision of a meal to staff if they are participating in an away training day, the value of which must not exceed £25 per person and not including alcohol.
- A bottle of alcohol as a thank you gift.

Any other gifts or hospitality not covered by these examples, or exceeding recommended values, should be discussed with the Chair of Governors.