

GIFTS AND HOSPITALITY POLICY

Created by	Senior Management and Governors
Date	September 2014
Reviewed by	Rachelle Burns Finance Manager
Reviewed date	September 2026
Ratified by Governors	September 2026
Next review date	September 2027

Purpose

Linwood School is committed to maintaining the highest standards of integrity, honesty, impartiality and accountability in all its activities.

The purpose of this policy is to:

- Protect staff, governors and the school from allegations of impropriety or undue influence
- Ensure decisions are made solely in the best interests of pupils and the school
- Provide clear guidance on the acceptance, declaration and recording of gifts and hospitality
- Promote transparency and compliance with the Nolan Principles (Seven Principles of Public Life) and Linwood School (BCP) Code of Conduct)

This policy applies to:

- All employees of Linwood School
- Governors of Linwood School
- Volunteers or Work Experience participants acting on behalf of Linwood School
- All Agency or Contract staff working for Linwood
- Contractors, consultants and agency staff where appropriate



General principles

Staff and governors must not solicit gifts, benefits or hospitality from any individual or organisation.

Any offer of a gift, favour or hospitality must never influence, or appear to influence, any decision made on behalf of the school.

Particular care must be taken where a person or organisation:

- Supplies goods or services to the school
- Is seeking to supply goods or services to the school
- Participates in a tendering, procurement or contract renewal process
- Has a financial interest in decisions made by the school

Gifts

As a general rule, gifts from suppliers, contractors or prospective suppliers should be politely declined.

Under no circumstances should a gift be accepted from any individual or organisation that:

- Is participating in a procurement, quotation or tender process
- Is seeking a contractual relationship with the school
- Could reasonably be perceived as attempting to influence a decision

Any gift received unexpectedly from such parties must be declared immediately to the Executive Headteacher or Chair of Governors.

The school recognises that staff may occasionally receive small tokens of appreciation from pupils, parents or carers.

Modest gifts of nominal value may be accepted where:

- They are given as a genuine expression of thanks
- They do not create an actual or perceived conflict of interest
- Acceptance would not bring the school into disrepute

Any gift with an estimated value exceeding **£25** must be declared and entered into the Gifts and Hospitality Register.

Cash gifts must never be accepted.

Gift vouchers should only be accepted where they are of modest value and can be justified as a genuine gesture of appreciation.



Particular attention should be given to any food items accepted that may contain nuts.

Hospitality

Modest hospitality may be accepted where it is:

- Reasonable and proportionate
- Incidental to a meeting, conference, training event or business activity
- Consistent with normal professional practice

Such hospitality would not normally require declaration.

Examples include:

- Tea, coffee and light refreshments
- Working lunches provided as part of a meeting or training session
- Refreshments at networking or educational events

Hospitality should be declared where it:

- Exceeds what would reasonably be regarded as modest
- Includes meals, entertainment or sponsored attendance at events
- Has an estimated value of more than £25
- Could reasonably be perceived as influencing decision-making.

Hospitality must always be refused where:

- It could compromise professional judgement
- It is offered during a procurement or tender process
- It involves excessive entertainment
- It would bring the school into disrepute
- There is any suggestion of an obligation in return

Responsibilities

The Governing Body is responsible for:

- Approving and reviewing this policy
- Monitoring compliance with the policy
- Reviewing the Gifts and Hospitality Register annually
- Ensuring effective governance arrangements are in place



The Executive Headteacher will:

- Promote awareness of the policy
- Provide advice and guidance to staff
- Ensure the register is maintained
- Review declarations and take action where necessary
- Report significant concerns to the Governing Body

All staff and governors are responsible for:

- Complying with this policy
- Declaring gifts and hospitality when required
- Seeking advice before accepting gifts or hospitality where there is uncertainty
- Acting in a manner that maintains public confidence in the school

Declaration and Register

The school will maintain a Gifts and Hospitality Register. The Register held is a record of the declaration forms completed (see file - Register of Gifts and Hospitality AY.xls)

The following must be recorded:

- All gifts from suppliers, contractors or business contacts, whether accepted or declined
- Gifts from parents, carers or pupils with an estimated value exceeding £25
- Hospitality requiring declaration

Declarations should be made within 10 working days of receipt or offer.

The register will include:

- Name of recipient and role
- Nature of gift or hospitality
- Name of donor & relationship to school
- Estimated value
- Date received
- Whether accepted or declined
- Reason for acceptance where applicable; and
- Authorising officer.

The register shall be reviewed annually by the Governing Body/FAR Committee and may be reviewed periodically by internal or external auditors.



Employee/Governor Declaration

To: Executive Head Teacher/Chair of Governor Body

I, _____, as an employee of BCP Council / Linwood School declare that I have been offered the gift, or hospitality set out below from the business/individual indicated.

Nature of Gift or Hospitality	
Name and Address of Business or Individual	
Relationship of Business or Individual to the School	
Date Gift or Hospitality received	
Estimated Value of Gift or Hospitality	

I *have/have not accepted the above (delete as applicable).

* My reasons for accepting/refusing the above gift or hospitality are: -

Signed..... Date.....
(Employee)



Executive Head Teacher/Chair of Governors Approval

I, _____, Executive Head Teacher/Chair of Governor Body
have reviewed this declaration.

* I believe that it was appropriate to accept the gift or hospitality because:

* I do not believe that it was appropriate to accept the gift or hospitality.

I have taken the following action to prevent a future breach of the policy:

Signed..... Date.....

Executive Head Teacher/Chair of Governor Body

*Complete/delete as appropriate