

Honiton Community College
Academy Trust



This Policy was adopted by the Governing Body of
Honiton Community College Academy Trust
on 5th October 2016
and will be reviewed every two years.

GIFTS AND HOSPITALITY POLICY

Purpose

This policy outlines the Academy's policy with regard to the receipt of gifts and hospitality by its staff and Governors from any third parties arising from duties undertaken on behalf of the Academy.

The Academy is committed to ensuring that the governance of the Academy is conducted in accordance with the highest standards of integrity, probity and openness.

General Rules

Academy staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to comprise their personal judgement or integrity. Staff are asked to immediately report any offer or receipt of such gifts to the Director of Finance and Resources to be recorded in the Register of Gifts and Hospitality.

Governors and staff may accept the following gifts / hospitality without the need to seek the approval of the Academy or formally register receipt:

- Courtesy hospitality at business lunches / dinners or attendance in an official capacity at a public function.
- Incidental promotional gifts such as calendars, diaries or pens.
- Receipt of small items from suppliers or contractors as expressions of gratitude such as boxes of chocolates or individual bottles of drink (at a value of less than £25).
- Receipt of small items from parents of students or students as expressions of gratitude such as boxes of chocolates or individual bottles of drink (at a value of less than £25).
- NB: Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. In cases of doubt members should consult the Director of Finance and Resources.

The following examples of gifts / hospitality require approval and are to be formally recorded by the Director of Finance and Resources in the Register of Gifts and Hospitality:

- Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event (at a value of more than £25).
- Promotional gifts worth in excess of £25.

- Other offers of gifts/hospitality not falling into any of the above categories.

Unacceptable Gifts / Hospitality

The following are examples of offers of gifts / hospitality which should be refused by staff:

- Gifts of money (not including donations to the Academy).
- Free membership or subscriptions (e.g. sports clubs).
- Foreign travel unless as a specific element of a business, academic or research activity approved by the Academy.
- Free goods, services or equipment which are normally provided by a supplier to the Academy at a charge.

Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the Director of Finance and Resources.

Donations to the College

- There will be on occasion times when donations are given to the College. When donations are received, the reason for the donation and who by should be identified and the money should then be allocated against the activity or purpose for which it was originally donated. If a donation is received without a specific area or activity identified then the matter will be discussed at ELT who will then decide how the donation would be spent.

Role of the Director of Finance and Resources in relation to the Gifts and Hospitality Policy

- Responsible for ensuring that any offer or receipt of gifts, hospitality or donations to staff is recorded in the Academy's Register of Gifts and Hospitality.
- Reporting any possible conflict of interests arising from the offer or receipt of gifts and or hospitality.

Role of the Chair of Resources committee in relation to the Gifts and Hospitality Policy

- The Chair of the Resources committee will check and countersign the register prior to each Finance committee meeting

This policy should be read in conjunction with the Equality Policy. No one will be unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.