



Gifts and Hospitality Policy

Review Summary

Adopted:	January 2017
Review Cycle:	Bi-annual
Last Review:	N/A
Next Review:	January 2019

1. Introduction

- 1.1. This Policy seeks to protect Trustees, Local governors and staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality, or any other inducement.
- 1.2. The Trust expects Trustees, Local Governors and staff to exercise the upmost discretion in giving and accepting gifts and hospitality when on Trust business. Particular care should be taken with regard to a person or organisation that has, or is hoping to have, a contract with the Trust.
- 1.3. Gifts, hospitality or benefits in kind from a third party must not be accepted where it might be perceived that their personal integrity is being compromised or that the Trust might be placed under an obligation
- 1.4. Trustees, Local Governors and staff must not use their official position to further private interests or those of others.

2. Gifts and Rewards to and from Students/Parents/Carers

- 2.1. Care needs to be taken that gifts or hospitality is not accepted, that might be construed as a bribe by others, or lead the giver to expect preferential treatment.
- 2.2. There are occasions when pupils or parents wish to pass small tokens of appreciation e.g. at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.
- 2.3. Similarly, personal gifts to pupils or their families should not be given. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.
- 2.4. Any reward given to a pupil should be in accordance with agreed practice within the Academy setting, consistent with the Academy Behaviour policy, recorded and not based on favouritism.

3. Contracts with Suppliers

- 3.1. Staff must base all purchasing decisions and negotiations for contracts solely on achieving best value for money.
- 3.2. When undertaking business with contractors and other suppliers of goods and services, avoid conducting any private business with them by any means other than through normal commercial channels.

3.3. The Bribery Act 2010 creates a new offence which can be committed by organisations which fail to prevent persons associated with them from bribing another person on their behalf.

4. Gifts and Hospitality

4.1. An individual should consider carefully whether it is appropriate to accept or decline a gift or hospitality. If in doubt advice should be sought from the Chief Operating Officer

4.2. Gifts of low intrinsic value such as promotional calendars or diaries or small tokens of gratitude can be accepted.

4.3. Any gift or hospitality with a value of £25 or over must be recorded in the Register of Gifts and Hospitality, refer to section 5.

5. Register of Gifts

5.1. Each individual Academy has a responsibility for setting up and managing a register of gifts and hospitality, which should then be reported to the Local Governing Body once a term. The Clerk and Secretary to the Trust is responsible for setting up and managing a register of gifts and hospitality for the Trustees and Trust central services staff., which should be reported to the Audit and Resources Committee once a term.

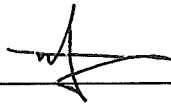
5.2. Individual staff are personally responsible for reporting any gifts/hospitality offered and whether these have been accepted or declined, which will then be recorded on the register.

5.3. The following should be recorded:

- Nature of gift/hospitality
- Value of gift/hospitality
- Name of person/company offering the gift/hospitality
- Date gift/hospitality

Adoption of the Policy

This Policy has been adopted by the Trustees of the Ted Wragg Multi Academy Trust.

Signed  _____
(Chair of Trust)

Date 26/1/17

Date _____