

Creating Tomorrow Trust
Acceptance of Gifts and Hospitality Policy



ABOUT THIS DOCUMENT:

Purpose

The purpose of this policy is to ensure that staff, governors and trustees are aware of their responsibilities in ensuring they act with the utmost integrity and ensure no conflicts of interest occur in relation to their role across the Trust.

Complied by: Governance Professional/COO	Date: Jun 25
Committee: Finance & Resources	Date agreed by Trustees: July 25
Review Cycle: Every 3 years	Review Date: Jul 28

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Wellbeing in our Trust

We can all be affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to ensuring an appropriate and balanced workload
- Supportive and professional working environments
- Employee support programs
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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1. Aims

Creating Tomorrow Trust is committed to the highest level of integrity, honesty and accountability in all its business dealings. All staff, Trustees and Governors are expected to maintain high standards of propriety and professionalism in all their dealings, ensuring they are free from any conflict of interest through their business in the name of the Trust.

In order to protect all individuals associated with the Trust, and the reputation of the Trust and its schools / college, from accusations of bribery or corruption staff, Trustees, and Governors must take extreme care that none of their dealings, directly or indirectly, could be deemed as a reward or benefit, in line with the Prevention of Fraud and Bribery Act 2010. This Act makes it a criminal offence to:

- offer, promise or give a bribe
- request, agree to or accept a bribe
- (by an organisation) fail to prevent bribery by those acting on its behalf (associated persons) to obtain or retain business or a business advantage for the organisation.

Under this Act, a bribe is ‘a financial or other advantage’ offered, promised or given to induce a person to perform a relevant function or activity improperly, or reward them for doing so.

The Trust and each School will hold a Gifts and Hospitality Register. All gifts/hospitality over the value of £30 must be recorded in the Gifts and Hospitality Register. The Gifts and Hospitality Register will be reviewed annually by the Finance & Resources Committee in the summer term.

2. Definition

A Gift is any item or service, award, prize or any other benefit which is received free of charge; or personally offered at a discounted rate or on terms not available to the general public or which might be seen to compromise the personal judgment or integrity of the recipient.

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event not available to the general public.

3. Dealing with Gifts and Hospitality

The Trust expects staff, Trustees and Governors to exercise the utmost discretion in giving and accepting gifts and hospitality when on Trust or school / college business. Particular care should be taken about a gift from a person or organisation that has, or is hoping to have, a contract with our organisation. In any case of doubt advice should be sought from the Chief Finance Officer or another member of the Trust Executive Team (Chief Executive Officer or Chief Operating Officer).

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Staff, Trustees and Governors must not make use of their official position to further their private interests or those of others.

Staff, Trustees and Governors must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the Trust / school / college might be placed under an obligation.

Gifts of low intrinsic value such as promotional calendars or diaries, small tokens of gratitude, can be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, individuals should decline the gift or refer the matter to the school's Headteacher/Principal, Chief Finance Officer or another member of the Trust Executive Team.

It is common for appreciative parents and pupils to register their thanks for the work of staff in the form of a small personal gift. If these are valued at less than £30 these are perfectly acceptable without reference to senior members of staff, and do not need to be recorded in the register unless however they are received frequently which must be declared. Where gifts valued over £30 are accepted, these should be recorded in the register.

Where a more valuable gift, benefit or service is offered which is to the good of the school, rather than an individual, it must be referred to the Headteacher, or if in the case of the Headteacher to the Chief Finance Officer, for approval within their discretion; if acceptable, then these terms must be recorded in the register.

Hospitality such as working lunches, coffees etc are perfectly acceptable where it is appropriate to offer or receive these in support of good relationships with visiting staff or business colleagues. Modest hospitality, provided it is reasonable in the circumstances, should be similar to the scale of hospitality which the Trust as an employer would be likely to offer. These would not be added to the register. Hospitality received above this level should be recorded in the register.

If a member of staff, Trustee or Governor is offered a gift or hospitality whilst involved in the procurement of goods and services, tenders for work or when liaising with anyone conducting business with the school (other than light refreshments) it is their responsibility to discuss this with the Headteacher / Chief Finance Officer immediately.

If not accepting a gift would be regarded as causing offence (such as a sudden and unexpected gift or one where refusal could cause cultural offence) the item should be accepted. The matter should then be brought to the attention of the Headteacher as soon as possible who, in consultation with the Chief finance Office, may decide to return the gift, or may donate it to a school / college raffle/fair or a charitable cause.

Examples of gifts or hospitality that should not be accepted are cash or monetary gifts; gifts or hospitality offers to a member of your family; gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process; staff, Trustee or Governor

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attendance at sporting and cultural events at the invitation of suppliers, potential suppliers or consultants. (Where it is considered that there is a benefit to the Trust or one of its schools / college in a member of staff, Trustee or Governor attending a sponsored event, the attendance must be formally approved and registered by the Chief Finance Officer).

Where a gift is received on behalf of the school / college, the gift remains the property of the school / college. The gift may be required for departmental display or it may, with the Headteacher approval, remain in the care of the recipient. Unless otherwise agreed, the gift should be returned to the school / college on or before the recipient's last working day.

Gifts are sometimes offered by suppliers with the purchase of items. All such special offer gifts are the property of the school / college and must be used accordingly.

4. Giving Gifts and Hospitality

The Trust and its schools / college will not normally give gifts to other individuals or organisations. If gifts are given, staff must ensure that the decision is fully documented in the Gift and Hospitality Register and has regard to the propriety and regularity of the use of public funds. This does not apply to the award of gifts, prizes etc related to the achievement of students eg attainment or merit awards.

Where hospitality is provided by the Trust or its schools / college this should be approved in advance by the Headteacher / Chief Finance Officer. In approving hospitality the Headteacher / Chief Finance Officer should ensure it is not in breach of the UK Bribery Act 2010 and also that the costs are appropriate for a publicly funded organisation. Hospitality such as working lunches, coffees etc and modest hospitality in the form of meals etc are perfectly acceptable where it is appropriate to offer or receive these in support of good relationships with visiting staff or business colleagues (but not for their family or friends). These would not be added to the register. Hospitality provided above this level should be recorded in the register.

5. Staff Wellbeing

Individual schools / college may have employee wellbeing programs; however public money must not be used for this.

The schools / college may decide to use unrestricted income, for example from lettings, for employee wellbeing. The Trust will ensure trust-wide programmes are from unrestricted income. The Trust board (via the Finance & Resources Committee) will be monitor carefully to ensure compliance with DfE Guidance.

6. Non-Compliance

In the case where it is believed a member of staff, Trustees, or Governors has not declared a gift or hospitality then a formal investigation will be instigated by the Trust Executive Team (if the concern is in regards to a headteacher or a member of the Trust Executive Team, the Chair of Trustees will take responsibility for the investigation). If misconduct is indicated, this may take the form of disciplinary procedures in the case of employees.

7. Monitoring Arrangements

The Acceptance of Gifts and Hospitality policy will be reviewed every three years and when any significant changes to the law, or as needed. It will be ratified by the Finance & Resources Committee.

8. Links with other Policies

This policy links with our policies on:

- Safeguarding
- Trustee & Governor Code of Conduct
- Staff Code of Conduct
- Staff Disciplinary procedures
- Anti-Fraud & Bribery

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Appendix

Creating Tomorrow Gifts and Hospitality Register

School:

Date	Name	Gift / Hospitality	Party Offering Gift / Hospitality	Accepted / Rejected

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