

# Christ Church (Brondesbury) CE Primary School

## Gifts & Hospitality Policy



<b>Responsible Governors' Committee</b>	<b>Finance &amp; Resources</b>
<b>Date approved</b>	<b>February 2025</b>
<b>Date of next review</b>	<b>Spring 2026</b>
<b>Signature</b>	

Going for **GOLD** with faith

# Christ Church (Brondesbury) CE Primary School

## School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

### **2 Corinthians 8:7**

*“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”*

Our vision is embedded within the Christian values of:

**Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.**

Our vision is expressed by all as **“Going for GOLD with faith”**.

This is explained and explored below:

Vision	Demonstrated as
Give learning your best	<ul style="list-style-type: none"><li>• Try your best at everything</li><li>• Follow the “give me five” rules</li></ul>
Own your choices	<ul style="list-style-type: none"><li>• Be respectful and polite</li><li>• Be honest and take responsibility for your words and actions</li></ul>
Love yourself, as God loves you	<ul style="list-style-type: none"><li>• Love yourself, for you are special</li><li>• Love your neighbours with all your heart</li></ul>
Dream big, work hard and pray	<ul style="list-style-type: none"><li>• Aim high</li><li>• Always be ready to learn</li><li>• With prayer, everything is possible</li></ul>

This policy reflects and supports our school vision in that through our giving and acceptance of hospitality at Christ Church we strive to “...be perceived as a family by everyone who knows us.” This is echoed in our Bible passage as we excel in our acts of kindness and in our Going for GOLD with faith as we own our choices and love ourselves and others as God loves us.

It is important that the conduct of our Staff and Governors is beyond reproach and reflects the highest possible standards of probity and ethics. Their conduct should never lead anyone to suspect dishonesty or think that they may have been unduly influenced by gifts and hospitality.

### **The Aims of the Policy**

The aims of this policy are to ensure that:

- Staff and Governors are clear that they must never receive gifts, hospitality or benefits of any kind from a third party that might be seen to compromise their personal judgment or integrity

The irresponsible receipt of gifts or excessive hospitality does not damage the School's reputation and or lead to allegations of fraud and corruption.

**Donations to the School are a separate issue, and are not covered by this policy.**

## **PROCEDURES**

### **Definitions**

A “**gift**” is generally any item or service that is received free of charge, but also includes any goods or services that a member of staff or Governor is offered at a discounted rate or on terms not available to the general public.

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

### **Roles & Responsibilities**

#### **Staff & Governors:**

- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the trust might be placed under any obligation as a result of acceptance
- Must not use their official position to further their private interests or the interests of others
- Must not solicit gifts or hospitality
- Must record any gifts or hospitality offered to them or the trust with a value of £50 or over on the gifts and hospitality register (see appendix 1) within 7 working days, even if declined
- Must consult the Headteacher before accepting or offering any gifts or hospitality with a value of over £50

#### **The Headteacher:**

The Headteacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The Headteacher will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the school and trust and to those outside the organisation.

They will also ensure, alongside the Chair of Governors & School Business Manager that decisions on whether individuals or the trust can accept or offer gifts or hospitality with a value of over £50 are in line with this policy.

The Headteacher is responsible for communicating the school’s rules and expectations about gift-giving to parents.

#### **The School Business Manager**

The School Business Manager is responsible for maintaining the gifts and hospitality register on a day-to-day basis.

#### **Parents**

The school would like to point out that gift-giving is not a requirement, however we do accept that parents & carers may wish to gift small tokens of gratitude to members of staff.

When giving these tokens of gratitude (at times, such as Christmas, or end of the academic year), we ask parents to ensure the gifts are appropriate for a school setting (see section below) and have a value of no more than £50.

We would also point out that in no way should any services or favours be expected from members of staff in return for such gifts.

## **Acceptable gifts and hospitality**

### **Offer of gifts and hospitality received**

Governors and staff can accept gifts and hospitality that have a value no more than £50. These do not have to be pre-approved or recorded on the gifts and hospitality register.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, Governors and staff must consult the Headteacher.

Similarly, hospitality such as working lunches may be accepted in order to maintain good relationships with key contacts, provided the hospitality is reasonable in the circumstances. If in doubt, guidance must be sought from the Headteacher.

Any gifts or hospitality offered with a value of over £50 must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any member, trustee or member of staff who is offered such gifts or hospitality must consult the Headteacher before accepting.

If the Headteacher is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the Chair of Governors and record the offer on the gifts and hospitality register.

Failure to declare any offer of gifts or hospitality on the register in line with this policy will be treated as a staff disciplinary matter.

### **Offer of gifts and hospitality given**

Any gifts or hospitality provided by the school, such as a working lunch for visitors, must not be extravagant. A maximum value of £25 should be used as a guideline.

Alcohol must not be purchased out of the school budget.

Expense claims should be made to the School Business Manager and receipts must always be enclosed.

The Headteacher or School Business Manager must be consulted about any proposal to provide gifts or hospitality with a value of over £25.

## **Unacceptable Gifts and hospitality**

The following must never be offered or accepted:

- Monetary gifts
- Gifts or hospitality offered to family members, partners or close friends of staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time

This list is not intended to be exhaustive.

## **Declining Gifts or Hospitality**

Any members of the Governing Board, or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 6 above should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to Headteacher. The Headteacher may decline the offer, or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.

Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the School has deemed unacceptable.

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

### **Monitoring Arrangements**

The Gifts and Hospitality register is monitored regularly by the School Business Manager and Headteacher.

This policy will be reviewed annually by the Headteacher and approved by the Board of Governors.

### **Links with other policies**

The Gifts and Hospitality Policy is linked to the:

- Staff Code of Conduct
- Staff Disciplinary Procedures

