



East Midlands
Education Trust

Gifts & Hospitality Policy

Summer 2020

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1 Purpose

- 1.1 This outlines the Trust’s policy with regard to the receipt of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of the Trust.
- 1.2 The Trust is committed to ensuring that the governance of the academies is conducted in accordance with the highest standards of integrity, probity and openness.

2 General Rules

- 2.1 Trust staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity. Staff are asked to immediately report any offer or receipt of such gifts to their school’s Business Manager¹ to be recorded in the Register of Gifts and Hospitality.
- 2.2 Governors and staff may accept the following gifts/ hospitality without the need to seek the approval of their school or formally register receipt:
 - 2.2.1 courtesy hospitality at business lunches/dinners or attendance in an official capacity at a public function;

¹ Or equivalent person in school

- 2.2.2 incidental promotional gifts such as calendars, diaries or pens;
 - 2.2.3 receipt of small items from suppliers, contractors or other third parties as expressions of gratitude such as boxes of chocolates (at a value of less than £25)
- 2.3 The following examples of gifts/hospitality require approval and to be formally recorded by the Business Manager in the Register of Gifts and Hospitality:
- 2.3.1 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)
 - 2.3.2 Promotional gifts worth in excess of £25
 - 2.3.3 Risk Assessment visits for School Trips. This must not be an inducement to choose this travel provider and so Trip Leaders should be able to demonstrate to the Business Manager that Best Value has been achieved.
 - 2.3.4 Other offers of gifts/hospitality not falling into any other category.
- 2.4 **Care should always be taken to ensure that whenever gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. In case of doubt, please consult the Business Manager or Director of Finance & Operations.**
- 2.5 The following are examples of offers of gifts/hospitality which are unacceptable and should be refused by staff and should be reported immediately to the Business Manager and recorded in the school's Register of Gifts and Hospitality:
- 2.5.1 Gifts of money (not including donations to the School)
 - 2.5.2 Free membership or subscriptions (e.g. sports clubs)
 - 2.5.3 Foreign travel unless as a specific element of a business, academic or research activity approved by the School (see above for Risk Assessment visits for trips).
 - 2.5.4 Free goods, services or equipment which are normally provided by a supplier to the School at a charge
- 2.6 On occasion gifts may be made from the school to staff or other relevant parties. This would include:
- 2.6.1 A small gift i.e. flowers or gift voucher (maximum value £25) for staff leavers
 - 2.6.2 A small gift of thanks may be made to individual members of staff or other parties (maximum value £50). The Finance Director should approve all gifts to non-staff

3 Role of the Director of Finance & Operations in relation to the Gifts and Hospitality Policy

- 3.1 Responsible for ensuring that any offer or receipt of gifts, hospitality or donations to staff reported to her are recorded in each school's register of Gifts and Hospitality. Schools should inform the Director of Finance & Operations of items recorded in the register on a termly basis.
- 3.2 Responsible for reporting to the Head Teacher/CEO/Chair of trustees any possible conflict of interest arising from the offer or receipt of gifts and or hospitality.