



Gifts and Hospitality Policy

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Position:	Headteacher
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Adopted by The Bridge from Unity School Partnership in June 2019, approved by the USP Governing Board

1. Introduction

The Unity Schools Partnership ("the Trust") is a growing partnership of schools located on the Suffolk, Essex and Cambridgeshire borders. Our model is about creating inter-dependence between our schools, while each retains its own individual identity and character. All our schools however, subscribe to a set of shared values, principles and operational processes that ensure quality education for all our young people.

The Trust's Board of Directors is committed to ensuring that positive steps are taken in all Trust schools to provide a working environment for all staff colleagues which is safe, supportive and treats everybody in a way which is fair, open and transparent.

The receipt of gifts, money or excessive hospitality can damage the reputation of the school and the wider Trust and lead to possible prosecutions for corruption.

This policy seeks to protect staff from suspicion of dishonesty and ensure they are free from any conflict of interest with respect to acceptance or provision of gifts, hospitality or any other inducement from or to suppliers of goods or services to the Trust or any of its constituent schools.

2. Definitions

A gift is any item, cash, goods or benefit in kind given or offered for which no payment or service was given or received in return.

Hospitality can be defined as any food, drink, accommodation or entertainment provided free of charge or heavily discounted.

Staff is taken to mean all permanent and fixed term staff employed by the Trust and by any other contractors, consultants or other persons (including Governors) acting on behalf of the Trust.

3. Principles

Staff colleagues are expected to exercise the utmost 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 school or the wider Trust.

Staff colleagues must not accept gifts, hospitality or benefits in kind from a third party where it might be perceived that their personal integrity is being compromised or that of the school or wider Trust might be placed under an obligation.

No favour or preference which is not generally available should be sought, accepted or given.

Staff colleagues must not make use of their official position to further their private interests or those of others.

4. Gifts and Hospitality

The 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 Headteacher who may in turn liaise with other members of the Trust's Senior Leadership team.

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

Any gift or hospitality with a value of £25 or over must be recorded in the Register of Gifts and Hospitality. This will be held by the Headteacher in each individual Trust school and by the Trust Secretary for centrally employed staff not attached to a specific school.

It is each individual's responsibility to inform their Headteacher or the Trust Secretary by e-mail of any gifts or hospitality that is offered.

5. Contracts with Suppliers

Staff must base all purchasing decisions and negotiations for contracts solely on achieving best value for money.

The Trust requires staff who have official dealings with contractors and other suppliers of goods and services to the Trust or any of its constituent schools to avoid conducting any private business with them by any means other than through normal commercial channels.

Staff colleagues should be aware of the Prevention of Corruption Act 1916 which states that any money, gift or consideration received by an employee in public service, from a person or organisation holding, or seeking to obtain a contract, will be deemed by the courts to have been received corruptly unless the employee proves otherwise.

6. Gifts to and from Pupils/Students and/or their Families

Given the nature of the professional responsibilities of staff, they are strongly advised not to give or accept gifts/hospitality (exceeding £25 in value) from pupils/students or their families during their period of study.

Any gifts/hospitality from pupils/students or their families, exceeding £25 in value, must be entered in the Register of Gifts and Hospitality.

7. Register of Gifts

The Headteacher (individual Trust Schools) and the Trust Secretary (central staff not attached to individual schools) have responsibility for the ownership of the policy and their Gift and Hospitality Register. Individual staff are personally responsible for reporting any gifts/hospitality offered and whether these have been accepted or declined. This information will be recorded in the register (see template below).

