

Rugby High School

Gifts and Hospitality Policy

Accepting Gifts and Hospitality

- 1) Staff must be careful to show by their behaviour that they have not been influenced by any gifts or hospitality they have received. It is a criminal offence for any local government employee to demand or receive a gift or reward for allowing himself/herself to be influenced. A similar standard of integrity is expected to be observed by employees of governing bodies in academies.
 - a) Employees may accept small gifts from students or their parents e.g. a bottle of wine, a box of chocolates, a bouquet of flowers provided that their value either singularly or collectively during the course of a single year from the same donor does not exceed more than £50.
 - b) Small gifts from suppliers or other sources e.g. calendars, diaries may be accepted subject to the same conditions.
 - c) A teacher receiving end of year gifts comprising a bouquet of flowers (£35) and a box of chocolates (£10) from a class (32 individuals) and two bottles of wine (£10 and £4.50) from two individual students in other classes would be able to gratefully accept the gifts and enjoy them.
 - d) Leaving gifts (whether from students, parents, governors or staff) funded by collections are exempt from this policy. Similarly, there is no financial limit on colleagues' gifts to each other to mark special occasions e.g. marriages, births etc.
 - e) The Headteacher or individual members of staff may on behalf of the school accept gifts from individuals or groups to a value greater than £40 provided that they are not given with the intention of securing influence or favour.
 - f) Gifts that fall outside the guidelines above must, if accepted, be registered in the gifts register kept in the main school office. Any member of staff concerned about the probity of accepting a particular gift should consult the Headteacher.
- 2) Employees are asked to think carefully before offering or accepting hospitality and to consider how it could affect their relationship with the person offering or receiving it and how it might be viewed by colleagues, governors, and the public.
- 3) Colleagues should use the general public test: would the general public view acceptance positively/as reasonable? If the entertainment or hospitality can be justified as being in the public interest and is not extravagant it may be

accepted as long as it is entered in the hospitality register kept in the main school office.

- 4) Normal social contact between colleagues is not covered by this policy e.g. lunch at a neighbouring school; private invitations to supper. An invitation from a supplier would be covered by the policy and would need to be registered e.g. a drinks reception hosted by the Rugby Advertiser for all those who placed advertisements in the paper. The Headteacher must be consulted before any offer of hospitality during the school working day is accepted.
- 5) Employees may not take personal advantage of any discount arrangements with suppliers unless special arrangements have been made for all employees to benefit from them e.g. the collective discount available to all staff purchasing memory sticks. It would be wrong for the Headteacher to accept an offer to purchase a discounted computer for her personal private use in return for placing a school order with the same firm. It would be acceptable for her to negotiate a discounted rate for all staff provided that any associated purchase of equipment for the school as a whole can be demonstrated to be competitively priced.
- 6) Staff may accept hospitality from tour companies i.e. where the tour company funds a pre-trip inspection visit provided that the hospitality is registered. Gifts or hospitality from a potential supplier who is engaged in a tendering process should be courteously refused.
- 7) Governors or employees of the school e.g. the Headteacher may offer hospitality in the course of their duties. Again the public perception reasonability test should be observed.
- 8) End of term/year celebrations and small celebrations fall into this category and should be registered as a single entry on the register by the person offering the hospitality. Individuals receiving this hospitality do not need to register it.
- 9) Drinks and meals offered to visitors e.g. job applicants, speakers, colleagues from partner schools are exempt unless they fall outside what might normally be offered during the course of the working day.
- 10) Hospitality will not normally be extended to partners of employees except on occasions such as a retirement reception or awards for long service.
 - 11) Further advice about gifts and hospitality is available from the Headteacher who should be consulted in cases where colleagues have any doubts about how to apply this policy.