

Donnington Wood Infant School & Nursery



Gifts and Hospitality Policy

Date of Policy Creation	April 2019	Named Responsibility	Headteacher – Mrs C Boddy
Date of review completion	Jan 2023	Named Responsibility	Resources Committee
Inception of new Policy	Feb 2023	Named Responsibility	Mrs C Boddy
Date of Policy Adoption by Governing Body	Feb 2023		

Purpose

This outlines the school'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 Donnington Wood Infant School & Nursery. The school promotes the highest standards in safeguarding and directs staff to adopt safe working practices.

The school is committed to ensuring that the governance is conducted in accordance with the highest standards of integrity, probity and openness.

General Rules

Gifts/ Hospitality for School Staff

Donnington Wood Infant School & Nursery 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 the Headteacher to be recorded in the Register of Gifts and Hospitality.

Governors and staff may accept the following gifts/ hospitality without the need to seek the approval of the Headteacher / Chair of Governors or formally register receipt:

- courtesy hospitality at business lunches/dinners or attendance in an official capacity at a public function;
- incidental promotional gifts such as calendars, diaries or pens;
- receipt of small items from parents, children, suppliers or contractors as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of less than £25)

NB: Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. In cases of doubt members should consult the headteacher

The following examples of gifts/hospitality require approval and to be formally recorded by the headteacher in the Register of Gifts and Hospitality:

- 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)
- Promotional gifts in excess of £25
- Offers of gifts/ hospitality not falling into any of the above categories

Unacceptable Gifts/ Hospitality

The following are examples of offers of gifts/ hospitality which should be refused by staff:

- Gifts of money (not including donations to Donnington Wood Infant School & Nursery)
- Free membership or subscriptions eg. Sports club
- Foreign travel unless a specific element of a business, academic or research approved by the Headteacher
- Free goods, services or equipment which are normally provided by a supplier to Donnington Wood Infant School & Nursery at a charge

- Invitations to children's/ parents parties unless the invitation is from a family member or personal friend or a member of staff child/ren attend Donnington Wood Infant School & Nursery. This is to maintain a professional working relationship rather than being seen a friend.

Any offers of gifts falling into any of the above categories should be reported immediately to the Headteacher.

Gifts/ Hospitality For Pupils

Generally gifts should only be given to pupils as part of the agreed rewards system: at Donnington Wood Infant School & Nursery this would include small value items such as this stickers and certificates.

Staff are not permitted to give the pupils birthday cards/ presents unless the child is a family member or related to a close personal friend. This is to maintain a professional distance and to avoid any accusations of favouritism.

Small gifts may be presented to children at the end of term, providing this is universal to the whole class.

Staff should not invite children/ parents to their own social events, unless the family is related or a close personal friend.

Role of the Headteacher

To ensure that any offer or receipts of gifts, hospitality or donations is recorded in the register of gifts/ hospitality. The register is kept in the school office.

To report any possible conflict of interests arising from the offer or receipt of gifts or hospitality.

