



**WOODLANDS**  
SCHOOL  
PURSUE EXCELLENCE & SEIZE OPPORTUNITIES

# Gifts & Hospitality Policy

As a general guideline, business gifts and hospitality should not be accepted by any member of staff or Governor, except as provided for below.

The Intention of the policy is to ensure that the School can demonstrate that no undue influence has been applied, or could be said to have been applied, by any supplier or anyone else dealing with the School. The School should be able to show that all decisions are reached on the basis of the proper application of laid down procedure and for no other reason.

Any breach of this policy could lead to disciplinary action and may constitute gross misconduct.

Staff and Governors shall not use their authority or office for personal gain and shall seek to uphold and enhance the standing of the School by:

- a) Maintaining an unimpeachable standard of honesty and integrity in all their business relationships;
- b) Complying with the letter and spirit of the law, and contractual obligations, rejecting any business practice that might be deemed improper;
- c) At all times in their business relationships acting to maintain the interests and good reputation of the School.

Any staff or Governor who become aware of a breach of policy must report the alleged breach immediately to their line manager, the Executive Head Teacher/Head Teacher or Governing Body who will instigate investigations as necessary.

Any personal interest that may impinge or might reasonably be deemed by others to impinge on an employee's impartiality, or conflict with the duty owed to the School, in any matter relevant to an employee's duties (such as conflicting business interests), should be declared in writing. Any member of staff or Governor who is aware of any business dealing conferring personal gain, or involving relatives or associates of members of staff must make an appropriate entry in the Register of Business Interests.

Staff and Governors are permitted to accept gifts, rewards or benefits from members of the public or organizations with which the School has official contacts only where they are isolated gifts of a trivial character, or inexpensive seasonal gifts (such as diaries or calendars). Gifts should not therefore be accepted if they appear to be disproportionately generous or could be construed as an inducement to effect a business decision. Exceptions are small gifts received as 'thank you' tokens from students, parents, line managers, for example at Christmas/end of term.

Where purchased items include a "free gift", such a gift should be either used for School Business or handed to the Academy for general use.

In relation to conventional hospitality, lunches, outings, tickets for events, etc, are acceptable provided that it is normal and reasonable in the circumstances. Such invitations should not therefore be accepted where there is no reasonable business justification for doing so, where an invitation is disproportionately generous, or where the invitation could be seen as an inducement to affect a business decision.

Any hospitality other than of a nominal value (£25) or facilities provided during the normal course of business should be reported to the Governing Body, Executive Head Teacher, Head Teacher or Finance Officer:

- a) Who the gift is from
- b) Date the gift is received
- c) Details of the gift
- d) Action taken (whether the gift is retained or refused or passed on etc.)

For entry into the gifts in kind Log sheet.

The School encourages and seeks cooperative relationships between staff, Governors, Stakeholders and external organisations. Accordingly there can be occasions where it is appropriate for the School to provide and fund limited gifts, in particular hospitality, which will not exceed a value of £20 per head per occasion to a maximum of three in any one academic year. Contributions may be requested to assist with the cost of any such occasion.

It may be appropriate for leaving gifts to be provided to staff leaving the employment of the School particularly after a long period of service. Such gifts are often supplemented with private contributions from continuing members of staff.

**May 2015**

**Review Date:**