Springwood Primary

Gifts and Hospitality Policy

Agreed by the Governing Body on……

Signed (Headteacher) …… Dated…….

Signed (Chair of Governors) D J King Dated

Due forreview: Sept 2025

Introduction

The Policy at Springwood Primary School for the receipt of Gifts and Hospitality offered to Governors and staff at the school will be dealt with in accordance with regulations laid out below. Generally Gifts and Hospitality offered will be courteously turned down but as per paragraph 6 insignificant items will be accepted.

1. A Register of Gifts and Hospitality will be kept by the Clerk to Governors.

2. Hospitality is defined as anything beyond the offer of non-alcoholic drinks and light refreshments, which would reasonably be, regarded as normal social congress. Hospitality should only be accepted if there is a genuine need to impart information or represent the Authority in the community and should be avoided in situations where the member or employee would be the sole guest. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the school/ authority should be seen to be represented. Hospitality should be properly authorised and recorded in accordance with the guidelines issued by the Chief Schools Officer.

3. When receiving authorised hospitality, employees should be particularly sensitive as to its timing in relation to decisions which the Authority may be taking affecting those providing hospitality.

4. Acceptance by Governors, Headteacher and employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the Council/Governing Body gives consent in advance and where the Council is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment or visits related to the award of any contract are required, employees should ensure that the school / Council meet the cost of such visits, to avoid jeopardising the integrity of subsequent contracting/purchasing decisions.

5. When hospitality has to be declined, the offeror should be courteously but firmly informed of the procedures and standards operating within the Council.

6. Governors, Headteacher and employees should not accept significant personal gifts from contractors and outside suppliers, although the Council wish to allow employees to keep insignificant items to taken value such as pens, diaries, etc.

7. Governors, Headteacher and employees shall not avail themselves of the service of contractors employed by the Council for acquiring materials, labour or plant at cost, trade or discount prices. While in some cases this may enable personal savings compared with other means of supply, the risks to the governor or employee of finding him/herself in an embarrassing situation at a future date cannot be over-emphasised or accepted.

8. Employees responsible for the purchase of goods and supplies on behalf of the Council shall note that any promotional offers given by suppliers are the property of the Council.

9. Governors and employees shall ensure that they follow any statutory or internal codes of conduct in respect of their duties, relating to the acceptance of gifts and hospitality and the declaration of interests.