

# NEWSTEAD WOOD SCHOOL

Avebury Road, Orpington, Kent BR6 9SA



## Gift and Hospitality Policy

<b>Review Body:</b>	LGB
<b>Leadership Group Responsibility:</b>	Headteacher
<b>Type of Policy:</b>	<b>Non-Statutory</b>
<b>Review Period:</b>	Two years
<b>Reviewed:</b>	May 2026
<b>Next Review:</b>	May 2028

### Purpose

- The receipt of gifts, money or excessive hospitality can damage the school's reputation 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 school.
- This policy also covers gifts provided to ensure that the school's budget is not used to purchase gifts for staff, except in exceptional circumstances on compassionate grounds, e.g. bereavement or when a staff member is seriously ill, so that propriety and regularity is achieved in the use of public funds.

### 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 Newstead Wood School and by any other contractors, consultants or other persons (including Governors) acting under Newstead Wood School's name.

### Principles

- Newstead Wood School expects staff to exercise the utmost discretion in giving and accepting gifts and hospitality when on school 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.
- Staff 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 Newstead Wood School might be placed under an obligation.
- No favour or preference which is not generally available should be sought, accepted or given.
- Staff must not make use of their official position to further their private interests or those of others.

### 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 School Business Manager who may in turn liaise with the Head Teacher.
- 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 £20 or over must be recorded in the Register of Gifts and Hospitality. This will be held by the School Business Manager.
- It is each individual's responsibility to inform the School Business Manager by e-mail of any gifts or hospitality that is offered.
- Gifts to staff under exceptional circumstances must be documented by the school business manager and not exceed the value of £25. Gifts to visiting speakers, voluntary helpers or guests must also be agreed in advance and not exceed £25. No alcohol may be purchased in any circumstances.

### Contracts with Suppliers

- Staff must base all purchasing decisions and negotiations for contracts solely on achieving best value for money.
- Newstead Wood School requires staff who have official dealings with contractors and other suppliers of goods and services to Newstead Wood School to avoid conducting any private business with them by any means other than through normal commercial channels.
- Staff 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.

### Gifts To and From Students

- Given the nature of the professional responsibilities of staff, they are strongly advised not to give or accept gifts/hospitality (exceeding £20 in value) from students during their period of study.
- Any gifts/hospitality from students exceeding £20 in value must be entered in the Register of Gifts and Hospitality.

### Register of Gifts

The School Business Manager has responsibility for the ownership of the policy and the Gift and Hospitality Register. Individual staff are personally responsible for reporting any gifts/hospitality offered and whether these have been accepted or declined. The School Business Manager will record this information in the register.

The following should be recorded:

- Nature of gift/hospitality
- Value of gift/hospitality
- Name of person/company offering the gift/hospitality
- Date gift/hospitality accepted/refused.
- Name of employee