

GIFTS and HOSPITALITY POLICY

Rationale

To ensure integrity in the leadership of the academy, governors and staff should not place themselves under any obligation that may directly or indirectly influence their discharge of duties, whether actual or perceived. This means that the receipt of hospitality and gifts must be within a clear framework with suitable restrictions and where transparency is assured through the recording of any such gifts or hospitality received.

Gifts

Members of staff must not accept cash or personal gifts with a significant monetary value under any circumstances. The definition of "significant" used by Amethyst Academies Trust is £25.00. The acceptance of free promotional items such as pens etc. is allowed.

Under no circumstances should personal gifts be solicited by any staff member at any time.

When a member of staff is in a position where they need to decline the offer of a gift, they should be courteous but firm, drawing the attention of the person making the offer to the existence of this policy. In most circumstances the offer is a genuine one and it is important that staff respect this but remain firm as to why the gift can not be accepted.

In many instances it may be appropriate for a donation to be made to the school library or in some other way that will benefit students, but in all instances this must be pre-approved by either the Principal or the Academy Business Manager and recorded in the same way as if received personally.

All gifts received must be recorded in the AMETHYST ACADEMIES TRUST Gift Register which will be maintained by the Academy Business Manager.

Hospitality

Staff should never accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way in which they carry out their duties, nor should any staff member offer such hospitality to others on behalf of AMETHYST ACADEMIES TRUST. When making procurement decisions the timing of such offers of hospitality are more sensitive and open to greater scrutiny.

When a member of staff is in a position where they need to decline the offer of hospitality, they should be courteous but firm, drawing the attention of the person making the offer to the existence of this policy. In most circumstances the offer is a genuine one and it is important that staff respect this but remain firm as to why the gift can not be accepted. It may be appropriate to pay for the hospitality, claiming this back in the accepted designated way from AMETHYST ACADEMIES TRUST to ensure integrity is maintained.

Acceptable Hospitality

Staff may accept modest working meals and light refreshments without making any declaration.

Other hospitality may be accepted, for instance where:

AMETHYST ACADEMIES TRUST GIFTS AND HOSPITALITY 2017/18

- There is a genuine need to impart information or represent AMETHYST ACADEMIES TRUST in the community
- An event is clearly part of the life of the community or where AMETHYST ACADEMIES TRUST should be seen to be represented
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate in nature rather than personal

Before accepting any hospitality, approval should be sought from the Principal or Academy Business Manager. All hospitality (excluding working meals) must be recorded in the AMETHYST ACADEMIES TRUST Gift Register which will be maintained by the Academy Business Manager.

Sponsorship

Where an outside organisation wishes to sponsor or is seeking to sponsor the activity of AMETHYST ACADEMIES TRUST, whether by invitation, tender or negotiation or voluntary, the basic conventions concerning the award of contracts and the acceptance of gifts or hospitality apply.

Hospitality Register

The Academy Business Manager will maintain a Hospitality Register for the academy. It is the responsibility of all staff members to ensure that the register is completed accurately.

Expense Claims

Where hospitality is to be provided by AMETHYST ACADEMIES TRUST this should be pre-approved by the Principal or the Academy Business Manager. In exceptional circumstances retrospective approval can be obtained. In the same way that hospitality received is recorded in the Hospitality Register, all hospitality provided should also be similarly recorded.

Hospitality provided on behalf of AMETHYST ACADEMIES TRUST should not be extravagant. "Extravagant" for the purpose of this policy is designated as £25.00 per head maximum. This figure can be increased for specific instances where approval is sought and granted in advance from academy governors.

Claims for reimbursement of expenses incurred in providing hospitality on behalf of AMETHYST ACADEMIES TRUST should be made on the appropriate claim form which can be obtained from the Bursar or Academy Business Manager. All claims must be accompanied by legitimate receipts. Alternatively, an invoice from a supplier and paid in accordance with normal academy procedures is also acceptable.

This policy will be reviewed annually to take account of legal and/or other developments or sooner if it contravenes in any way legal compliance.

Ratified by full Governors on: 14th June 2017

To be reviewed January 2018

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.