



Churchdown School Academy

ACHIEVING SUCCESS FOR ALL

Gifts and Hospitality Policy

Churchdown School may make gifts to staff. The circumstances where this might be done are:

- Serious illness
- Recognition of a serious life event
- Recognition of long service

This list is not exhaustive and if there is any doubt, the Business Manager should be consulted. Employees of the Churchdown School should take guidance from the following general rules relating to the receipt of gifts and hospitality:

- To accept gifts should be the exception. Small 'thank you' gifts of token value, such as a diary, a coffee mug or bunch of flowers, not over £25 in value may be accepted. The school Business Manager should be notified of any gift over this value
- Gifts should be refused if it is believed the giver has an ulterior motive such as the receipt of a more prompt service or preferential treatment
- Gifts or hospitality should never be accepted from anyone who is, or may be in the foreseeable future, tendering for any contract with the academy, seeking employment with the academy or is in dispute with the academy, even if you are not directly involved in that service area
- Where items purchased for the academy include a 'free gift', such a gift should either be used for academy business or handed to the school Business Manager to be used for charity raffles
- If there is any doubt about the acceptability of any gift or offer of hospitality the schools Headteacher or Business Manager must be consulted

A gauge of what is acceptable in terms of hospitality is whether Churchdown School would offer a similar level of hospitality in similar circumstances. Occasional working lunches with customers, providers or partners are generally acceptable as a way of doing business provided they are not to an unreasonable level or cost.

Invitations to corporate hospitality events must each be judged on their merit. Provided the general rules have been taken into account, it may be acceptable to join other company/organisation guests at sponsored cultural and sporting events, or other public performances, as a representative of Churchdown School. But, consider the number of these events, and always take into consideration what public perception is likely to be if they knew you were attending. Acceptability depends on the appropriateness of the invitations, in terms of the level of hospitality, the frequency and the status of the invited employee. In all such cases the Headteacher or Business Manager must be consulted, or in the case of the Headteacher, the Chair of Governors.

Paid holidays or concessionary travel rates are not acceptable; neither are offers of hotel accommodation nor the use of company villas/apartments.

If you are visiting a company to view equipment that the school is considering buying, you should ensure that Churchdown School pays expenses of the trip. Acceptance of refreshments and/or a working lunch may be acceptable, but care must be taken to ensure that the school's purchasing and/or tender procedures are not compromised. Acceptance of hospitality that is built into the official programme of conferences and seminars related to your work are acceptable.

