St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Gifts and Hospitality**
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Contact:	governors@stjohnandstnicolasschools.org.uk
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Index		Page
1.	Aims	2
2.	Definitions	2
3.	Roles and responsibilities	3
4.	Acceptable gifts and hospitality	4
5.	Offer of gifts and hospitality given	4
6.	Unacceptable gifts and hospitality	4
7.	Declining gifts and hospitality	5
	Appendix 1: Gifts and Hospitality Register	6

St John and St Nicolas Schools Federation

Gifts and Hospitality Policy

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

1: Aims

This policy aims to ensure that:

- the federation's funds are used only in accordance with the law
- the federation and those associated with it operate in a way that commands broad public support
- the federation has due regard to propriety and regularity, and ensures value for money, in the use of public funds
- governors and staff are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same

2: Definitions

Gifts are any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate, or on terms not available to the general public.

Hospitality is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

3: Roles and Responsibilities

Governors and staff:

- must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the federation might be placed under any obligation as a result of acceptance
- must not use their official position to further their private interests or the interests of others
- must not solicit gifts or hospitality
- must consult the executive headteacher before accepting or offering any gifts or hospitality with a value of over £25

Heads of Schools

- are responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently
- will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the federation and to those outside the organisation
- will also ensure that decisions on whether individuals or the foundation can accept or offer gifts or hospitality with a value of over £25 are in line with this policy

School Business Manager (SBM)

- will ensure that the federation maintains a gifts and hospitality register (see Appendix 1) will ensure that the governors and executive headteacher are provided with information on gifts and hospitality received and given, as appropriate
- will also ensure, alongside the heads of schools, that decisions on whether individuals or the federation can accept or offer gifts or hospitality with a value of over £25 are in line with this policy
- is responsible for maintaining the gifts and hospitality register on a day-to-day basis

Parents

We understand that parents often wish to give gifts to staff often at the end of term as a token of thanks and appreciation. The federation does not wish to discourage all gift-giving, and notes that small tokens of gratitude are always appreciated.

The federation prevents teachers and other staff from accepting gifts worth over £25 without approval from the relevant head of school.

4: Acceptable Gifts and Hospitality

Governors and staff can accept gifts and hospitality that have a value of up to £25. These do not have to be pre-approved or recorded on the gifts and hospitality register.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, governors and staff must consult the school business manager or the relevant head of school.

Any gifts or hospitality offered with a value of over £25 must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any governor or member of staff who is offered such gifts or hospitality must consult the school business manager or the relevant head of school before accepting.

If the executive headteacher, school business manager or one of the heads of schools is the recipient, or intended recipient, of any offer of gifts or hospitality, they must inform the chair of governors and record the offer on the gifts and hospitality register.

Failure to declare any offer of gifts or hospitality on the register in line with this policy will be treated as a staff disciplinary matter.

5: Offer of Gifts and Hospitality Given

The federation may use the school budget to offer hospitality to staff or visitors in the form of meals on training days and refreshments for visitors.

Where hospitality is to be provided by the federation this should be approved in advance by the executive headteacher. In exceptional circumstances, retrospective approval may be obtained. All hospitality provided must be recorded in the federation hospitality register.

Any hospitality provided should not be extravagant and a maximum figure of £5 per head should be used as a guideline.

Claims for reimbursement of expenses should be made to the school business manager once authorised. Receipts should always be enclosed. Alternatively, authorised invoices from the suppliers can be paid in accordance with the normal procedures.

Alcohol must not be purchased out of the school budget.

6: Unacceptable Gifts and Hospitality

The following must never be offered or accepted:

- gifts or hospitality offered to family members, partners or close friends of governors or staff
- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time

7: Declining Gifts and Hospitality

Any governor or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 6 above should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to the executive headteacher. They may decline the offer, or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.

Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the governing board has deemed unacceptable.

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

This gifts and hospitality policy is linked to the:

- Staff Code of Conduct
- Disciplinary procedure

This policy will be reviewed by the governing board every two years.

Appendix 1: Gifts and Hospitality Register

Date	Recipients name	Description & approximate value	Party offering Gift/Hospitality	Accepted/ Rejected	Approved by