



Special Partnership Trust



# GIFT & HOSPITALITY GUIDANCE POLICY

Date Last Reviewed: September 2023

Review Date: September 2024



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## Gift & Hospitality Guidance

### Purpose

- The receipt of gifts, money or excessive hospitality can damage the Trust's reputation and lead to possible prosecutions for corruption.
- The making of gifts.
- 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 Trust.

### Definitions

- A Gift is any item, cash, or goods, 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 multi-academy and by any other contractors, consultants, or other persons (including governors) acting under The Special Partnership's name.

### Principles

- The multi-academy 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 an academy.
- 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 an academy might be placed under an obligation.
- No favour or preference which is not 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.
- When making gifts, the trust must ensure the value is reasonable, is within its scheme of delegation, the decision is documented, and achieves propriety and regularity in the use of public funds.

## Gifts and Hospitality

- The individual should consider carefully whether it is appropriate to accept or decline a gift or hospitality.  
If in doubt ask the CFO, CEO and/or the Headteacher.
- 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 £25 or over must be recorded in the Register of Gifts and Hospitality. The CFO will hold this.
- It is each individual's responsibility to inform the CFO by e-mail of any gifts or hospitality that is offered.

## Contracts with Suppliers

- Staff must base all purchasing decisions and negotiations for contracts solely on achieving best value for money.
- The multi-academy requires staff who have official dealings with contractors and other suppliers of goods and services to multi-academy to avoid conducting any private business with them by any means other than through normal commercial channels.
- Staff should be aware of the Bribery Act 2010 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 £25 in value) from students during their period of study.
- Any gifts/hospitality from students, exceeding £25 in value must be entered in the Register of Gifts and Hospitality.

## Register of Gifts

The CFO has responsibility for the ownership of the guidance 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 CFO will record this information in the register.

The following should be recorded:

- Nature of gift/hospitality

