



**The de Ferrers Trust**

## **GIFTS AND HOSPITALITY POLICY**

Author:	Director of Finance
Approval needed by:	N/A
Consultation required	N/A
Adopted (date):	11 <sup>th</sup> December 2018
Date of next review:	December 2020

## **GIFTS & HOSPITALITY POLICY**

### **Purpose**

This document sets out the procedure which all staff must follow when giving or receiving gifts and hospitality.

The policy applies to both full and part time staff, and those working for or on behalf of the Trust in any capacity (including Members, Trustees, Local Governors, agency workers and contractors).

### **Policy Statement**

It is your responsibility to ensure you are not placed in a position that risks, or appears to risk your role by accepting gifts or rewards from any organisation or individual with whom you have contact in the course of your work as an inducement either for doing something, or not doing something, in your official capacity.

You must declare all offers of gifts and hospitality made to or by you, regardless of the value, and regardless of whether these have been accepted or declined. Offers of gifts and hospitality may include items ranging from note books, wall charts, and chocolates to free IT equipment and event tickets. All items must be recorded.

*Please note that this does not apply to gifts received from students (or their parents) by staff in their professional capacity.*

### **Recording offers of Gifts and Hospitality**

Declarations must be recorded on the Gifts & Hospitality Register (see Appendix 1). Individual registers will be maintained at each Academy by the Business/Office Manager (and the Senior Finance Officer for the central Trust team). The register will include the action taken with regard to the proposed gift/hospitality (e.g approved/declined/donated to charity/raffle prize).

### **Accepting offers of reasonable hospitality**

Hospitality should only be accepted where it is deemed reasonable and appropriate and there is a genuine business reason linked to or on behalf of The de Ferrers Trust, for example:

- Working lunch of an inexpensive nature offered during a meeting
- Attending a free training course/conference
- Offers of tickets for sporting/cultural events.

### **Christmas gifts**

It is likely that Academies will receive Christmas gifts from contractors or suppliers (alcohol, confectionary etc). These must be declared via the register and then pooled and a charity raffle offered to all staff.

**Failure to comply with the policy**

In all cases where gifts or hospitality have not been declared an investigation will be carried out which may result in disciplinary action.

**Appendix 1 – Gifts & Hospitality Register**

*With worked example.*

**Academy:** \_\_\_\_\_

Date received	From: Company / host	Details of function *if appropriate	Description	Value	Offered to	Action	Notes
23.05.18	ICT Limited	N/A	Apple pencil	£89.00	J Smith	Accept	Gifted following bulk purchase of iPads – to be used in classroom demonstrations

***Possible actions: accept, decline, donate to charity, raffled***