



THE GRYPHON
Multi Academy Trust

GAT/0033

GIFTS AND HOSPITALITY POLICY

POLICIES AND PROCEDURES PROFORMA

Subject and Version of Document:	Gifts and Hospitality Policy
Author:	Finance Officer
Persons/Committees etc consulted whilst document in draft:	Finance Officer; Board of Directors
Date agreed:	08/10/2019
Date of next review/update and by whom:	Finance Officer, October 2020
By whom agreed:	Governing Body/Directors
Copy obtainable from and/or distribution:	
Date document issued:	
Responsibility for dissemination to new staff:	Line Manager
Principal Target Audience:	All staff

Amendments Summary:

Amend. No.	Issued	Page	Subject

GIFTS AND HOSPITALITY POLICY

1.0 Purpose

- 1.1 This policy outlines the Trust's policy with regard to the receipt of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of the Trust.
- 1.2 The Academy is committed to ensuring that the governance of the Trust is conducted in accordance with the highest standards of integrity, probity and openness.

2.0 General Rules

- 2.1 The giving of gifts precludes alcohol as alcohol cannot be purchased with school funds. Gifts given by the school as gratuity should be of a modest nature and not exceed a cost of £25 per gift.
- 2.2 Trust staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity.
- 2.3 Governors and staff may accept the following gifts/hospitality without the need to seek the approval of the Academy or formally register receipt:
 - Courtesy hospitality at business lunches/dinners or attendance in an official capacity at a public function.
 - Incidental promotional gifts such as calendars, diaries or pens.
 - Receipt of small items from suppliers or contractors as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of less than £25).
 - Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted.
- 2.4 The following examples of gifts/hospitality require approval and to be formally recorded:
 - Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event (at a value of more than £25).
 - Promotional gifts worth in excess of £25.
 - Other offers of gifts/hospitality not falling into any of the above categories.

3.0 Unacceptable Gifts/Hospitality

- 3.1 The following are examples of offers of gifts/hospitality which should be refused by staff:
 - Gifts of money (not including donations to the Trust).
 - Free membership or subscriptions (e.g. sports clubs).
 - Foreign travel unless as a specific element of a business, academic or research activity approved by the Trust.
 - Free goods, services or equipment which are normally provided by a supplier to the Trust at a charge.