GIFT AND HOSPITALITY POLICY

HATFIELD PEVEREL INFANT AND NURSERY SCHOOL

Inspiring a Love of Learning

APPROVED BY GOVERNORS: SEPTEMBER 2026

POLICY TO BE REVIEWED: SEPTEMBER 2027

Gifts and Hospitality Policy

Why do we have guidance on gifts and hospitality?

The conduct of members of staff or governors should never lead anyone to question their interests or lead anyone to think that they have been influenced by gifts and hospitality. Their own personal reputation and that of the school could be seriously affected if they inappropriately accept a gift or hospitality.

Staff and governors should treat with caution any offer of a gift or hospitality made to them personally; considering, in particular, whether the acceptance is a benefit to the school, the scale, amount, frequency and source of the offer, the timing of the offer in relation to forthcoming decisions and whether accepting could be misinterpreted as a sign of their personal, or the school's, support or favour.

If in doubt, the prospective recipient should always speak to the Headteacher or Chair of Governors. It is the recipient's responsibility to follow the school's guidance on gifts and hospitality and to justify why they chose to accept a gift or hospitality offered to them.
The school will take disciplinary action against any member of staff or governor if they fail to follow the guidance. It is also a criminal offence to demand or accept a gift or reward in return for being influenced on any decision as a part of the school, which could result in you being prosecuted by the Police.

This guidance applies to all staff and governors without exception.

What is a gift?

A gift is any item or service that you receive free of charge. It also includes any goods or services which you personally are offered at a discounted rate or on terms not available to the general public.

What is hospitality?

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event provided free of charge, discounted or on terms not generally available to the general public.

Prohibited gifts

The accepting of gifts from, or the giving of gifts to, a third party in the following circumstances:

- it is made with the intention of influencing a third party to obtain or retain business, or a business advantage, or to reward the provision or retention of business, or a business advantage, or in explicit or implicit exchange for favours or benefits,
- it contravenes the law,
- it is given in your name, not in the name of the school,
- it includes cash or a cash equivalent, such as gift certificates or vouchers (other than as permitted under the Staff Code of Conduct/School and Local Governor Code of Conduct,
- considering the reason for the gift, it is of an inappropriate type and value and given at an inappropriate time,
- it is given secretly,

- where a third party is a government official or a representative, or a politician or a political party.

What gifts or hospitality can be accepted without any approval?

Staff and governors can accept gifts and hospitality which are small gestures and have a value of £30 or less, without the relevant approval. Gifts and hospitality of this nature do not need to be recorded in the School's Gifts and Hospitality Register.

Approval from the Headteacher or Chair of Governors

- Any gift or hospitality, which is more than just a token, defined as a having a value of more than £30. should be politely refused or returned. Staff must have the prior written approval of the Headteacher to accept something which has more than this value which, in any event, should only be in exceptional circumstances.
- The Headteacher or any governor must have the prior written approval of the Chair of Governors.
- Any gifts or hospitality accepted by the Chair of Governors must be referred to the full governing body for prior approval.

If there is any doubt or concern about the public perception that might be attached to accepting any gift or hospitality, then this must be referred to the Chair of Governors.

Declaring offers of Gifts and Hospitality

A declaration should be made as soon as possible after the offer or receipt of gifts or hospitality, even if the gift is not accepted. All declarations are to go to Headteacher/School Business Manager. The School Business Manager will record the declaration in the register.

The declaration will need to include the following information:

- date of offer of gift or hospitality, and date of event where relevant
- name, job title and organisation of recipient / provider
- nature and purpose of gift or hospitality received or declined
- the name of any other organisation involved
- estimated value

Where a conflict of interest with a supplier exists, or two or more gifts exceeding £25 are received in the same academic year from the same source, staff must make a declaration.

Register of Gifts and Hospitality

All offers received which have a value of more than £30 must be recorded in the School's Gifts and Hospitality Register, which is kept in the School Office.
It should be noted in the register whether or not the offer has been accepted or declined.

Gifts or hospitality that should never be accepted

The following must never be accepted:

- cash or monetary gifts
- gifts or hospitality offered to a husband, wife, partner, family member or friend of a member of staff or governor

- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process
- lavish or extravagant gifts or hospitality, even if they relate to activities taking place outside of working hours.

Hospitality

Hospitality offered should only be accepted where there is a direct link to working arrangements and a genuine business reason can be demonstrated, for example:

- attendance or speaking at a conference, which provides complimentary subsistence, travel and accommodation (this does not need to be declared on the register except where a gift was received)
- attendance at a free training course
- attendance at a drinks reception to network

It is recognised that there is a need to ensure good relationships with existing and future contractors and stakeholders and that this may involve for example, the receipt of modest working lunches and dinners. These are acceptable where there is a genuine business reason.

Hospitality invitations to events which are purely social events should be considered very carefully before accepting; in such circumstances it may be much more difficult to substantiate a genuine business reason. If acceptance is agreed, staff are expected to use annual leave for such events. Staff or governors must not accept free holidays from a current or potential contractor; these invitations should be recorded in the register whether received or declined.

Gifts from pupils or parents/carers

Gifts and hospitality received by members of staff from pupils or parents/carers must comply with the rules laid down in this policy and if in excess of the token value, be recorded in the register.

Staff must never accept cash or monetary gifts such as Amazon tokens, or gift vouchers.

If parents/carers form a collective in order to present a member of staff with a gift, that is acceptable, provided the individual contributions do not exceed the relevant token amount in section 5.0. Such gifts must be recorded in the register and their acceptance ratified by the relevant approver.

Parents must be made aware of the relevant content of this policy and also that collaborating by having a collection for one large gift may not be acceptable.

Gifts received without warning /Declining a Gift or Hospitality

If the gift is more than just a token it should be politely and courteously declined; where it would not be appropriate to do this, the matter must be referred to the Headteacher or Chair of Governors as soon as possible, who will decide on the next steps to take. The Headteacher/ Chair of Governors may decide to return the gift or may donate the gift to a worthy local cause.

This must also be recorded on the Gifts and Hospitality register.

Gifts Provided by the School

Any gifts purchased and provided by the school should be:

- Of a nominal value up to £30 only.
- Alcohol should not be given as a gift in any circumstances.
- Given to staff or governors only in relation to specific and relevant personal circumstances (e.g., illness, bereavement, retirement) or upon leaving the employment or service of the school.
- Authorised by the Headteacher or Chair of Governors in respect of any gifts given to the Headteacher, or full governing body in respect of any gifts given to the Chair of Governors.
- Expenses claims should be made to the School Business Manager and receipt must always be provided.
- Purchased from the school's own funds and not from LA funding or any other funding provided for specific purposes.
- Recorded in a School's Gifts and Hospitality Register, which should be available for review by the Governing Board or external auditors upon request.

Monitoring arrangements

The gifts and hospitality register are maintained by The School Business Manager and regularly monitored by the Headteacher.

THE DO'S and DON'T's

DO	DON'T
• Read and follow the guidance on gifts and hospitality	• Accept any gifts or hospitality from an individual which have a value of more than £30 without the approval of the Headteacher, or the Chair of Governors as necessary
• Seek advice from the Headteacher or Chair of Governors if you are in doubt	• Accept gifts or hospitality in the immediate period before tenders are invited or during the tender process
• Record all offers of gifts and hospitality which have a value of more than £30 in the school's register, whether accepted or not	• Accept cash or monetary gifts
• Treat with caution any gifts or hospitality offered to you and think very carefully before accepting anything	• Accept a gift or hospitality as an inducement or reward
• Take into account what the public's perception would be in deciding whether or not to accept a gift or hospitality	• Accept gifts or hospitality unconnected to your work, even if the hospitality is taken in your own time
• Consider whether the offer is proportionate in deciding whether or not to accept hospitality from an outside body	• Accept a gift or hospitality which you or a member of the public would think is lavish, extravagant or excessive, even if the hospitality is taken in your own time
• Err on the side of caution when deciding whether to accept a gift or hospitality. If the thought of the acceptance makes you uncomfortable, do not accept	• Accept gifts or hospitality offered to your husband, wife, partner, family member or friend
• Consider paying for yourself if offered any hospitality by a supplier or third party	

Model Receipt of Gifts and Hospitality Register

Recipient	Name of Business Providing Gift or Hospitality	Nature of Business	Relationship of Business to School	Nature of Gift or Hospitality	Date of receipt of Gifts or Hospitality	Value of Gifts or Hospitality