

Whingate Primary School

Gifts and Hospitality Guidelines and Policy

January 2026





Gifts and Hospitality Policy For School Staff and Governors

1.0 Introduction

1.1 This policy sets out the recommended procedures that school staff and governors should follow when receiving offers of gifts or hospitality. Accepting a gift or hospitality as a 'thank you' may seem straight forward but to avoid any accusations of favouritism or acceptance of bribes it is important to have clear procedures in place so that staff and governors understand when they can accept a gift or hospitality offer and whether they need to formally declare it.

1.2 This policy covers the giving of gifts or hospitality from school monies in section 6 below.

1.3 A gift is defined as any item, cash, goods or benefits in kind given or offered for which no service was given or received in return. Hospitality is defined as any food, drink, accommodation or entertainment provided free of charge, heavily discounted or on terms not available to the general public.

1.4 The content of this policy also applies to spouses, partners and immediate family in instances where it could be perceived that the gift or hospitality is in fact a benefit for the individual working for the school.

2.0 Bribery Act 2010

2.1 The Prevention of Fraud and Bribery Act declares that it is a criminal offence to request, agree to or accept a bribe and that it is an offence for an organisation to fail to prevent bribery. The act describes the bribe as 'a financial or other advantage' that is offered, given or promised to coerce an individual to perform their role improperly or reward them for doing so.

3.0 Accepting a gift or hospitality from suppliers

3.1 Any offer of a gift or hospitality to a staff member or governor from a company or person who the school has a relationship or a potential relationship with must be declined, and added to the Gift and Hospitality Register ('the Register', see section Appendix 1). This includes a gift/hospitality in return for services performed within the scope of the staff member or governor's duties or anything given with the intent to influence the actions of the staff or governor.

3.2 Should an employee or governor feel a situation has arisen which should be treated as an exception to 3.1, the gift or hospitality offer should still be added to the Register, discussed with Governors and formally agreed if it is decided it is acceptable to accept the offer.

4.0 Accepting a gift or hospitality from parents/carers

4.1 Staff or governors may accept gifts from parents / carers in recognition of thanks. The following is suggested:

1. An individual gift from one family/carer up to an estimated value of £30 may be accepted without declaration or adding to the Register.
2. An individual gift from one family/carer with an estimated value of between £30 - £50 may be accepted but must be added to the Register.
3. An individual gift from one family/carer with an estimated value greater than £50 should be politely declined, and added to the Register.

4.2 Parents/carers may organise a 'whip-round' and present a staff member with a larger gift. In these instances:

1. A gift from multiple parents/carers up to an estimated value of £250 may be accepted without declaration or adding to the Register.
2. A gift from multiple parents/carers with an estimated value of between £250 - £400 may be accepted but must be added to the Register.
3. A gift from multiple parents/carers with an estimated value greater than £400 should be politely declined, and added to the Register.

4.3 Discretion must be used when accepting any gifts or hospitality. Anything which it is felt could be seen as helping grant preference to a particular pupil should be declared on the register and declined.

5.0 Gifts and Hospitality Register

5.1 In order to ensure openness and transparency a Gifts and Hospitality Register should be maintained and made available for public inspection. The register is designed to protect Staff, Governors and the school from any allegations of corruption and possible further action.

5.2 The information provided to the register should include:

- The date the gift or hospitality was offered
- The name and job title of the recipient
- The name (and job title if a supplier) of the provider
- The name of any organisation involved
- The nature and purpose of the gift or hospitality
- The value of the gift or hospitality (approximate if not known)
- Whether it was accepted or not
- Date the decision was made
- Authorisation if accepting the gift or hospitality

5.3 The information should be added as soon as possible to the register and within 28 days of receiving or being offered the gift or hospitality.

5.4 The Co-Headteachers should approve gifts or hospitality added to the register. Gifts or hospitality offers to the Co-Headteachers should be approved by the Chair of Governors.

5.5 In exceptional circumstances, anything with a value greater than the upper limits as per 4.1 and 4.2 above where it is felt the staff or governor should be allowed to accept the item should be discussed with Governors and the Chair of Governors should authorise the acceptance on the register.

5.6 The register must be kept at school as a hard copy and be made available to the public on request, during school office hours, at no cost.

5.7 It is the responsibility of the governing body to make sure the register is maintained throughout the year. There should be a formal check annually in which the register is inspected. (This will be conducted by the Resources Committee during the summer term)

5.8 A template register is attached to this Policy at appendix A. Hard copy to be held in the Business Managers office.

6.0 Purchase of gifts / hospitality by the school

6.1 Gifts or hospitality should not be purchased from the school budget or school voluntary fund for staff, governors, parents/carers or anybody else. Staff birthdays, leaving dos, thank yous, staff Christmas dinners etc should be paid for by those wishing to make the gesture. School budgets and school funds should only be used for educational purposes and the associated costs.

6.2 In exceptional, one-off circumstances where Governors strongly feel that there is a reason to spend school budget money on staff or somebody else that the school has a relationship with and there is available budget to do so, Governors must agree the cost and the budget area this will come from, and this decision should be minuted / documented. For transparency these decisions should also be added to the Gifts and Hospitality Register.

6.3 The school voluntary fund is for the direct benefit of the pupils and should never be used to purchase gifts or hospitality.

7.0 Advice / queries

7.1 For further advice or queries please contact your Finance Officer.

