



THE NORTON
KNATCHBULL
SCHOOL

Gifts & Hospitality Policy

Reviewed by	School Business Manager
Approved by the Finance & General Purposes Committee	7 th May 2021
Review date	May 2024

Rationale

As a general guideline, gifts, hospitality or other personal benefits (hereinafter referred to as 'Gifts') should not be accepted or offered to any member of staff or Governor, in their capacity as a Governor of the Norton Knatchbull School Academy Trust, except as provided for below.

The intention of the Policy is to ensure that the Academy can demonstrate that no undue or improper influence has been applied, or could be perceived to have been applied, by any supplier or anyone else dealing with the Academy. The Academy must be able to show that all decisions, whether educational, financial or otherwise are reached on the basis of the proper application of laid-down procedures and for no other reason.

Any breach of the Policy could lead to disciplinary action and may constitute gross misconduct.

1. The Receipt of Gifts

The Academy encourages and expects staff and governors to use their networks and contacts for its benefit. It is however, a fundamental requirement on all staff and governors, the contravention of which would be considered to be gross misconduct, that they must not derive any financial benefit beyond their agreed salary from the decisions they make or contribute to, which involve the education of students, or the spending of the significant sums of public money that are entrusted to The Norton Knatchbull School Academy. Therefore, staff and governors shall not use their authority or office for personal gain beyond their agreed salary and shall seek to uphold and enhance the standing of the Academy by:

- Maintaining and unimpeachable standard of honesty and integrity in all their business and other relationships
- Complying with the letter and spirit of the law in contractual obligations, rejecting any business practice that might be deemed improper
- At all times in their business and other relationships, act to maintain the interests and good reputation of the Academy

Any employee who becomes aware of a breach of Policy must refer to the Academy's Whistle Blowing Policy and report the alleged breach immediately to their line manager who will instigate investigations as necessary.

Any personal interest that may impinge, or might reasonably be deemed by others to impinge, on an employee's or governor's duties (such as conflicting business interests) shall be declared in writing. Any member of staff or Governor who is aware of any business dealings conferring personal gain or involving their relatives or associates must make an appropriate entry in the Register of Business Interests.

Staff and governors are permitted to accept gifts, rewards or benefits from students, students' families, members of the public, or organisations which the Academy has official

contacts with, only where they are isolated gifts of a trivial character, or inexpensive seasonal gifts (such as chocolates, flowers, diaries or calendars). There, gifts should not be accepted if they appear to be disproportionately generous or could be construed as an inducement to affect a decision or action, whether business, educational, or other.

Where purchased items include a 'free gift' such a gift should be either used for Academy business or handed to the Academy to be used at charity raffles, pupil prizes, etc.

In relation to conventional hospitality (lunches, outings, tickets for events), it may be accepted provided that it is normal and reasonable in the circumstances. However, invitations for the following should not be accepted:

- Where there is no reasonable business justification for doing so
- Where an invitation is disproportionately generous
- Where the invitation could be seen as an inducement to affect a business or other decision

Any hospitality, other than of a nominal value (estimate of £50.00) or facilities provided during the normal course of business, should be reported to the Head Teacher or the Chair of the Governors' Finance & General Purposes Committee as appropriate.

2. The providing of Gifts

The Academy encourages and seeks co-operative relationships between staff, governors, stakeholders and external organisations. Accordingly, there can be occasions where it is appropriate for the Academy to provide and fund limited gifts, in particular hospitality, which will principally be dealt with in-house. Likewise, it may be appropriate for leaving gifts to be provided to staff leaving the employment of the Academy.

Staff may elect to subscribe to a Staff Benevolent Fund for this purpose, the Head Teacher may on occasion also provide a gift to a leaver, on the birth of a child, or the death of an immediate member of the family. The value of their gifts will be in the region of £25.00 and is normally in the form of flowers.