

St Catherine's Catholic Primary School

Hospitality and Gifts Policy

Acceptance of hospitality and gifts by an employee from any person or organisation who has, or may in the future have, dealings of any kind with the Academy, could cause suspicion as to the motives involved, and leave both the individual and the Academy vulnerable to criticism. Employees can only accept offers of hospitality if there is a genuine need to impart information or represent the Academy. Invitations to attend purely social or sporting functions can only be accepted if these are part of the life of the community, or where the Academy should be seen to be represented.

When hospitality has to be declined, the person making the offer must be informed of this policy, and the procedure and standards operating within the Academy.

Employees must not accept personal gifts from contractors, outside suppliers or members of the public. The only exception to these arrangements is gifts of token value, which are of use in the work situation, e.g. calendars, pens and diaries.

If there is any doubt about whether a gift should be accepted, it must be declined.

Any gifts which are received directly and without warning must be reported to the Headteacher, who will determine whether the gift should be declined and returned.

All cash or monetary gifts must be refused in all cases. Any offer of this type must be brought to the attention of the Headteacher, and a formal record must be kept.

Offers of hospitality or gifts must be declined where there is potential for the suggestion of improper motives or influences being inferred.

Acceptance by employees of hospitality connected to attendance at a relevant conference or course is acceptable, where it is clear that the hospitality is corporate rather than personal.

If a member of staff is in any doubt about whether it is appropriate to accept hospitality or gifts, they must speak to the Headteacher.

*This policy was approved by the Governing Body on 3rd July 2017.
This policy was reviewed by the Governing Body on 1st October 2018.
This policy was reviewed by the Governing Body on 14th December 2020.*