



Policy reviewed	May 2025
Next reviewed date	September 2026

HOSPITALITY POLICY

It is important that the conduct of our Staff and Governors is beyond reproach and reflects the highest possible standards of probity and ethics. Their conduct should never lead anyone to suspect dishonesty or think that they may have been unduly influenced by gifts and hospitality.

The Aims of the Policy

The aims of this policy are to ensure that:

- Staff and Governors are clear that they must never give or receive gifts, hospitality or benefits of any kind from or to a third party that might be seen to compromise their personal judgment or integrity
- The irresponsible receipt of gifts or excessive hospitality does not damage the school's reputation and lead to potential concerns or formal allegations of fraud and corruption. Donations to the School are a separate issue, and are not covered by this policy.
- Staff and Governors are clear what are appropriate and acceptable items to be funded via the Hospitality code of the school budget.

PROCEDURES

Definitions

A "gift" is generally any item or service that is received free of charge, but also includes any goods or services that a member of staff or Governor is offered at a discounted rate or on terms not available to the general public.

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

Principles

- Staff and Governors should always act with discretion and treat with caution any offers of gifts or hospitality. In particular, they should think about:
 - the scale, amount, frequency and source of the offer
 - The value of what is being offered
 - the timing of the offer in relation to forthcoming decisions
 - accepting could be misinterpreted as a sign of support or favour.
- Staff can accept small token gifts and hospitality (defined as having a value of up to £30.00) without the approval of the Head. Gifts and hospitality of this nature do not need to be recorded in the school's gifts and hospitality register. Examples include small tokens of thanks from parents or pupils to teachers or small promotional items from suppliers such as calendars, notepads and pens.
- Gifts or hospitality that have a value of more than £30.00 may be accepted, but they should be entered in the gifts and hospitality register.
- Staff or Governors who have any doubts about an offer of gifts or hospitality should refer the matter to the Head.
- If staff, Governors or the Head have any concerns or doubts about the public perception that might be attached to accepting a particular gift or offer of hospitality, they should refer the matter to the Chair of the governing body.

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- Where the offer of a gift or hospitality is politely refused but the giver persists in the offer, it should be referred to the Head. In such cases, it may be appropriate for the Head to discuss the offer with the Chair of the governing body and with the giver and to agree that the gift should be donated to a worthy cause.
- Disciplinary action may be taken against staff if they fail to follow this policy. Criminal action may be taken by the police if there is any evidence of fraud, bribery or corruption. It is wholly unacceptable for staff and Governors to solicit for their personal benefit gifts, hospitality or other benefits from organisations or individuals outside the school in the course of performing their duties.

List of items that Governors agree may be funded from the school budget:

- Milk, tea, coffee and bottled water for staff and visitors
- Occasional gifts or items to the value of £30 i.e. for a member of staff on long-term sick leave or in the event of a bereavement
- Occasional free school meal for staff, i.e. during staff development days
- Food and/or refreshments provided for one off occasions i.e. staff retirement
- Occasional recognition of staff up to the value of £10 in token value
- The use of the Amazon Prime account for school purposes only i.e. free next day delivery, with approval by the Head
- Small occasional gifts e.g. for leaving Governors

All of the above must be agreed with the Headteacher prior to purchase.

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St Oswald's CE Primary School - Gifts and Hospitality Register

Recipient	Nature of Gift / Hospitality	Donor	Date	Estimated Value (£)	Comments

NB - Comments should include the reason the offer was accepted and the use to which any gifts were put e.g. donated to raffle etc

'Hand in hand we love, laugh, learn'
1 Corinthians 16:14 "Do everything in love"