



# **Gifts & Hospitality Policy**

March 2018

To be reviewed March 2020

## **Purpose**

This policy sets out the procedure staff must follow when giving or receiving gifts and hospitality.

## **Scope**

This policy applies to full time and part time employees on a substantive or fixed-term contract, and to associated persons such as agency staff and others employed under a contract of service.

## **Policy Statement**

You must declare all offers of gifts and hospitality, made to or by you, regardless of value and declared *whether accepted or declined*. Offers of gifts and hospitality may include items ranging from diaries, wall charts, and boxes of chocolates, to free international travel and accommodation.

Declarations must be recorded in the Hospitality Register as soon as possible after the offer or receipt of gifts or hospitality.

It is your responsibility to ensure that you are not placed in a position that risks, or appears to risk, compromising your role Abercromby Nursery School.

You should not be seen to be securing valuable gifts and hospitality by virtue of your job.

You should not accept or provide any gift or hospitality if acceptance/provision will give the impression that you have been influenced/are deemed to be influencing while acting in an "official capacity".

This Policy also applies to spouses, partners or other associates if it can be argued or perceived that the gift or hospitality is in fact for the benefit of the member of staff.

In exercising judgement as to whether to accept a gift or hospitality the question should be asked what public perception would be if the information was published given your role and circumstances.

## **Receiving Gifts**

You may retain all gifts valued at £40.00 or under. For gifts exceeding a value of £40.00 the following options are suggested:

- share the gift with all staff
- raffle the gift for charity
- donate the gift to charity
- make a donation to charity and keep the gift.

## **Accepting Offers of Hospitality – Genuine Business Reasons**

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

It is recognised that, in the course of carrying out your duties, you are building good relationships with existing and future parents, contractors and stakeholders and that this may involve for example, the receipt of modest gifts. 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.

You may not accept free holidays and these invitations should be recorded in the register whether received or declined.

## **Gifts and hospitality offered by Abercromby Nursery School**

Staff must be mindful that the value of all gifts and hospitality offered by Abercromby Nursery School are sourced from public funding, and the expectation is that such funding will be used for legitimate purposes and demonstrate value for money.

It is acceptable for Abercromby Nursery School to provide modest hospitality in the way of working lunches to suppliers, contractors and stakeholders subject to a genuine business reason.