

**1. Business Contacts** In this section, "*business contact*" refers to any person, body or organisation with which the school is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are, or may, tendering for future business).

**2. Declaration of gifts** Any gifts that are received should be declared in writing to the Governing Body on the Register of Gifts and Hospitality (Appendix 1) with the exception of those items specifically identified in sections 3, 4 and 5 below. This document shall remain available for inspection by the authority's Internal Audit department.

**3. Gifts and inducements to an employee** Where a business contact offers a personal gift, personal payment or other incentive such as secondary employment to an employee, these should not be accepted and should be returned with a suitable official letter. Such offers should be declared to the Governing Body and recorded in the Register of Gifts and Hospitality. If it is not possible to return gifts then the employee who deals with that supplier should declare the gift to the Governing Body who will keep a record or it and decide how it is to be used. Such gifts remain the property of the school and should be included in the Register of Gifts and Hospitality. The only exceptions to these are:

- Low cost, functional items suitable for business use rather than personal use and displaying the supplier's logo e.g. diaries, calendars and pens. These items may be accepted and do not have to be included in the Register of Gifts and Hospitality.
- Gifts offered by parents or students to school staff to express their thanks, such as boxes of chocolates, however, only gifts with an individual value of £20 or less may be accepted. Such gifts do not have to be declared in writing to the Governing Body or be included in the Register of Gifts and Hospitality. **For the avoidance of doubt employees must always refuse gifts of money or shop vouchers.**

**4. Hospitality to an employee** Where hospitality in the form of meals and drinks is offered by a business contact, this is only acceptable where it forms part of a business meeting (for example, refreshments at training events or meals at evening meetings). Offers of hospitality to specific events, such as a dinner or event, should only be accepted after Governing Body authorisation. These would normally only be approved where there is a clear and demonstrable benefit to the school and the hospitality would not expose the school to criticism that the business contact was exerting undue influence. These should be recorded in the Register of Gifts and Hospitality. Visits by employees to exhibitions, conferences, and social functions in connection with the school's business and authorised by the school, shall be at the school's expense.

**5. Gifts or hospitality to the school** Where a business contact sends a gift to the school (for example, a stationery supplier sending a gift), these should not be accepted and should be returned to the supplier. Such offers should be declared to the Governing Body and recorded in the Register of Gifts and Hospitality. If it is not possible to return the gift, the employee who usually deals with the supplier should declare the gift to the Governing Body who will keep a record of it and decide how it is to be used. Such gifts remain the property of the school and should be included in the Register of Gifts and Hospitality. The only exceptions to this are low cost, functional items suitable for business use (as opposed to personal use), such as calendars or pens, may be accepted and do not have to be declared on the Register.



**APPENDIX I REGISTER OF GIFTS AND HOSPITALITY**  
**Governors and staff declaration form**

I wish to declare the following information in accordance with the Governing Body's requirements that a Register of Gifts and Hospitality should be maintained.

**Name:**

**Post:**

**Signature:**

**Date:**

<b>Declaration of gifts and hospitality</b>	
Date gift/hospitality received or offered	
From whom	
Nature of gift or hospitality	
Action taken (gift/hospitality accepted or declined)	