St John Lloyd RC Primary School

Gifts and Hospitality Policy

2026/27

Introduction

St John Lloyd RC Primary School recognises that the receipt of gifts or excessive hospitality can damage the school's reputation and possibly lead to prosecutions for corruption.

Aims

To protect staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality or any other inducement from or to suppliers of goods or services to the school.

Implementation

The school expects staff and members of the governing body to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business. Particular care should be taken about a gift from a person or organisation that has, or is hoping to have, a contract with the school.

Staff must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the school might be placed under an obligation.

Staff must not make use of their official position to further their private interests or those of others.

Gifts and Hospitality

Gifts of low intrinsic value such as promotional calendars or diaries, or small tokens of gratitude can be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, staff should decline the gift or refer the matter to the Headteacher.

Where approval is granted, any gift or hospitality received with an equivalent value of £25 or over must be recorded in the Register of Gifts and Hospitality.

In cases where a staff member receives a gift on behalf of the school, the gift remains the property of the school. The gift may be required for display or it may, with the headteacher's approval, remain in the care of the recipient. Unless otherwise agreed, the gift should be returned to the school on or before the recipient's last working day.

In accordance with the LEA policy, hospitality is defined as anything beyond the offer of non-alcoholic drinks and light refreshment.
Hospitality should only be accepted if there is a genuine need to impart information or represent SJL Primary School in the community and should be avoided in situations where the member of staff would be the sole guest.

When receiving authorised hospitality, staff should be particularly sensitive as to its timing in relation to decisions which the School may be taking affecting those providing hospitality.

Governors, the Headteacher and staff shall not avail themselves of the services of contractors employed by the School for acquiring materials, labour or plant at cost, trade or discount prices. While in some cases this may enable personal savings compared with other means of supply, the risks to the governor or employee of finding themself in an embarrassing situation at a future date cannot be over-emphasised or accepted.

Where visits to inspect equipment or visits related to the award of any contract are required, staff should ensure that the School meets the cost of such visits, to avoid jeopardising the integrity of subsequent contracting/purchasing decisions.

Acceptance by Governors, the Headteacher and staff of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal and where the School is satisfied that any purchasing decisions are not compromised.

Staff attendance at sporting and cultural events at the invitation of suppliers, potential suppliers or consultants is not normally acceptable. Where it is considered that there is a benefit to SJL Primary School in a member of staff attending a sponsored event, the attendance should be formally approved by the Headteacher.

Modest hospitality provided it is reasonable in the circumstances, for example, lunches in the course of working visits, is acceptable.

Gifts to and from pupils

In the interests of Safeguarding Children and to prevent staff from being open to accusation of exerting undue influence, no member of staff is permitted to give a gift to an individual child at any time unless it is part of a class merit system for 'targets achieved' or other celebration/awards in school, or end of term/year treat for the whole class.

If a gift is received from a child or the parents of a child and the value is £25 or over this gift is to be recorded in the Register of Gifts and Hospitality.

Register of Gifts

In the interests of transparency a Register of Gifts and Hospitality is kept in the school office.

Any member of staff who accepts an offer of a gift or hospitality over the value of £25 must ensure that this is recorded in this register.

The following should be specified:

- Nature of gift/hospitality. In the case of a gift it should be specified whether it is a personal gift for the recipient or a related party, such as a partner, or a corporate gift accepted by the recipient on behalf of the school.
- Value of gift/hospitality. If the exact cost is not known an estimate should be provided.
- Name of firm/individual concerned.
- Date gift/hospitality is accepted.
- Name of member(s) of staff involved.

Monitoring and Evaluation

This policy will be monitored by the GB and the register of gifts subject to inspection each year.

SJL PRIMARY SCHOOL
REGISTER OF GIFTS AND HOSPITALITY

All staff must complete this form in order to register the receipt of any hospitality, gifts or other benefits **which have an estimated value of £25 or greater** for each item, relevant occasion or payment.

DETAILS OF HOSPITALITY, GIFTS AND OTHER BENEFITS RECEIVED	
Name:	
Name of Organisation, Business or Individual who provided the Hospitality / Gift / Other Benefit	
Nature & Purpose of Hospitality / Gift / Other Benefit	(Please highlight whether the gift is for the recipient/related party/corporate gift accepted by the recipient on behalf of the school)
Value/Estimated value:	
Date:	
Location / Venue: *(if applicable)*	

SIGNATURE:		**DATE:**	

AUTHORISATION:

NAME:		**POSITION:**	
SIGNATURE:		**DATE:**	

Please note that the register will be made available for inspection.