



LINKS
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MULTI ACADEMY TRUST

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Gifts and Hospitality Policy

March 2022

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Gifts and Hospitality Policy May 2022

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Committee:	Academy Resources and Audit Committee (ARAC)
Date Produced:	March 2022
Date approved:	March 2022
Review Date:	March 2025

Amendments

Periodically the Senior Leadership Team and Board of Trustees will add to or revise the content within this policy. Any revision made are noted below.

Edition	Date	Revision made by	Content revised
1.0	09.01.20	Rosie Marwaha	Updated to MAT format. No other changes made from the previous policy (February 2019)
2.0	Mar 2022	Rosie Marwaha	No changes to policy

Please note that for the purpose of this policy, the following terminology will apply:

Headteacher	Executive Head, Head of School, Headteacher
Trust	Links Multi Academy Trust
Parent	Parent means the person with parental responsibility, and could be the carer.

The principal of integrity requires that employees and Trustees of Links Multi Academy Trust (“our school”) should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of hospitality and gifts must be subject to clear restrictions and that any that are accepted must be declared and recorded.

The Trust should be able to show that all purchasing and other financial decisions are reached on the basis of value for money and for no other reason.

The process set out in this policy and procedure is designed to safeguard employees and Trustees from any misunderstanding or criticism.

As a general guideline, business gifts and hospitality should not be accepted by any employees or Trustees except as provided below.

Employees and Trustees shall not use their authority or office for personal gain and shall seek to uphold and enhance their standing of the Trust by:

- maintaining an unimpeachable standard of honesty and integrity in all their business relationships
- complying with the letter and spirit of the law and contractual obligations
- rejecting any business practice that might be deemed improper
- at all times in their business relationships acting to maintain the interests and good reputation of the Trust

Responsibility

The School Business Manager is responsible for maintaining the Gifts & Hospitality register. All employees and Trustees who become aware of a breach of this policy must report it to their line manager, Headteacher or Chair of Trustees.

Gifts

Employees and Trustees must not accept cash, or personal gifts with a significant monetary value, under any circumstances, although items of nominal value (approx. £50 or less) may be accepted.

- Gifts which are intended for the school as an academic body can be accepted but not be retained by the individual who receives them. The SLT should determine whether they can be used by the school, donated to charity or used at a charity event.
- Personal gifts may not be solicited under any circumstances.
- When an employee or Trustee has to decline a gift, they should be courteous but firm and draw attention to the person making the offer to the existence of this policy
- All gifts received (other than those below £50) must be reported in the School’s Gift & Hospitality register which is kept by the School Business Manager.

- Where items purchased include a free gift, it should be the intention that the gift should be either used by the school or handed to the School Business Manager to determine alternate use (donation to charity etc).
- The Trustees have agreed that certain items may be funded by the school (from the Fund Account) for the benefit of staff, as a sign of appreciation for good work, or a mark of goodwill. Should the school experience a significant success, staff may be rewarded with a gift of approx. £10 in monetary value from the Fund Account.
- For end of year meals/buffets – food, drink may be provided up to a limit of £20 per person per year.
- Gifts for birthday, wedding, bereavement etc. are paid from the Staff Fund, which is kept separately and is not part of any government grant.
- The Trustees have the discretion to award a gift for a highly significant contribution to school life; this would be discussed at Academy Audit and Resources Committee and would not exceed £100.

Hospitality

- Employees and Trustees should not accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way they carry out their duties. Nor should any employee or trustee offer such hospitality to others on behalf of the school. The timing of hospitality in relation to procurement or purchasing decisions that the school may be taking is especially sensitive. Employees and trustees should never solicit hospitality. As a general rule, employees and Trustees should not accept hospitality that the school would not reciprocate in similar circumstances.
- Staff attendance at a sporting or cultural event at the invitation of a supplier, potential suppliers or consultant is not normally acceptable. Where it is considered that there is a benefit to the school in a member of staff attending a sponsored event, the attendance should be formally approved by the Headteacher.
- Employees and Trustees attending sponsored events should pay their share of the costs and claim these in the usual way.
- Employees and Trustees may accept modest working meals and light refreshments without making a declaration. All other hospitality (except that allowed in the list below and under £100) must be recorded in the Register of Gifts & Hospitality.

Other hospitality may be accepted where:-

- Employees and Trustees are representing the school in the community or are imparting information about the school to the public.
- An event is clearly part of the life of the community or where the school should be seen to be represented.
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal.
- If there could be any doubt regarding whether or not a specific item of hospitality falls into these categories, then an email confirmation of approval must be received from the Headteacher.

- Staff may accept hospitality up to £100 under the above conditions. Above this value, staff must inform the School Business Manager who will obtain approval from the Chair of Trustees before entry in to the register.

Policy Review – Gifts and Hospitality

This policy will be reviewed in full by the Academy Resources and Audit Committee (ARAC) every **3** years, but may be reviewed and updated more frequently if necessary.

The policy was last reviewed and agreed by the Academy Resources and Audit Committee and the Trustees in March 2022.

It is due for review in March 2025 up to 36 months from the above date.

Signature

Date

David Allen
Executive Headteacher

Signature

Date

Maire Lynch
Chair of Trustees