

Torfield And Saxon Mount Academy Trust



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TORFIELD & SAXON MOUNT ACADEMY TRUST

Gifts and Hospitality Policy

Richard Preece
Accounting Officer/Executive Headteacher

Last reviewed March 2023

Next review March 2025

Staff/Directors/Governors Gifts and Hospitality

Aim

To provide a clear framework for staff, directors and governors on the policy, process and limits for accepting and, when necessary, recording gifts and/or hospitality in connection with their work or association with the Academy Trust.

Key Points

The directors of TASMAT are committed to maintaining the highest standards of professional and transparent treatment for any gifts or hospitality offered to and acceptable by staff, in order to ensure that risks associated with potential conflicts of interest or public perceptions are mitigated and staff / directors/governors are protected by the processes in place.

This policy applies to all staff, directors and governors of the schools within the Torfield and Saxon Mount Academy Trust.

All offers of gifts and/ or hospitality will be subject to notification and agreement by the Accounting Officer prior to acceptance and recording in the Gift/Hospitality register, and all items above the prescribed limit will be reviewed by the directors of the TaSMAT at the next available meeting of the board.

In the majority of cases, all gifts made to individuals during the course of their work or association with the TaSMAT, will be considered and treated as a gift to the Trust and not for individual use or consumption.

A financial value limit will be set, in excess of which, items must be recorded in a register and reviewed by the board of directors to ensure compliance with the other financial policies of the TaSMAT.

What is designated as a gift or hospitality under this policy?

All items that are offered to any member of staff, governing body or director in the course of their work or association with the academy trust, including;

- Items given as a promotion of goods or services
- Items offered or given by suppliers of goods or services following or during the period of works/services being purchased i.e. gifts made by regular suppliers at Christmas, seasonal items etc
- Offers of hospitality during contract negotiations or after award of contract or purchase. i.e. invitations to off-site meetings/discussions where the supplier provides/pays for refreshments.

End of term 'thank you' gifts / presents from pupils and /or parents to teachers or support staff are not designated as gifts or hospitality under this policy. However, these are referenced in the staff conduct policy.

Process for reporting and accepting offers and gifts/hospitality and financial value limit

Any gifts or offers given/made to staff, directors or governors should be notified to the Executive Headteacher, as the Accounting Officer, as soon as possible after receipt, including details of the nature of the item/offer, intention for its purpose or use and any other details relevant to the individual case.

Notification can be made verbally and the Executive Headteacher will decide if a written declaration is required.

The Executive Headteacher will make the decision as to whether the offer and intention for use is acceptable and will inform the individual of the decision, either verbally or in writing if necessary.

All gifts/offers/hospitality in excess of a value of **£40** must be subject to written notification and acceptance and recorded in the gifts/hospitality register held by the Director of Finance, Resources and Operational Strategy.

The register will be reviewed at the regular meetings of the board of directors, ensuring that gifts/hospitality accepted are in compliance with the tendering and procurement policy and do not present a conflict of interest in any decision making processes, or present a reputational risk to the academy trust.

The financial limit set will be reviewed every two years or as otherwise advised by the TaSMAT auditors.

Any questions or further information regarding the acceptance of gifts and hospitality can be obtained from the Director of Finance, Resources and Operational strategy.