

# Elham C.E. Primary School

## 'From Acorns to Oaks: Learning and Growing Together'

### Gifts & Hospitality Policy

#### March 2025



At our school, we embrace creation in our rural setting, striving to learn, contribute and achieve.

As #TEAMELHAM, we respect, support and inspire each other.

We are a community that holds each other to high standards, helping everyone to be the best they can be, held safe in the loving hands of God.

#### Our Narrative

#### New Living Translation John 6:5-14 Jesus Feeds the Five Thousand

**5** Jesus soon saw a huge crowd of people coming to look for him. Turning to Philip, he asked, "Where can we buy bread to feed all these people?" **6** He was testing Philip, for he already knew what he was going to do.

**7** Philip replied, "Even if we worked for months, we wouldn't have enough money<sup>[a]</sup> to feed them!"

**8** Then Andrew, Simon Peter's brother, spoke up. **9** "There's a young boy here with five barley loaves and two fish. But what good is that with this huge crowd?"

**10** "Tell everyone to sit down," Jesus said. So they all sat down on the grassy slopes. (The men alone numbered about 5,000.) **11** Then Jesus took the loaves, gave thanks to God, and distributed them to the people. Afterwards he did the same with the fish. And they all ate as much as they wanted. **12** After everyone was full, Jesus told his disciples, "Now gather the leftovers, so that nothing is wasted." **13** So they picked up the pieces and filled twelve baskets with scraps left by the people who had eaten from the five barley loaves.

**14** When the people saw him<sup>[a]</sup> do this miraculous sign, they exclaimed, "Surely, he is the Prophet we have been expecting!"<sup>[c]</sup>

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## **Elham Church of England Primary School**

Elham Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The School prides itself on being a church school with three specific values (respect, support and inspire) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

### **Aims**

This policy aims to ensure that

- The School's funds are used only in accordance with the law and Local Authority guidance
- The School and those associated with it operate in a way that commands broad public support
- The School has due regard to propriety and regularity, and ensures value for money, in the use of public funds
- The Governing Body, School staff are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same

### **1. Legislation and guidance**

This policy is based on Local Authority guidance, which states that schools should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise the personal judgement or integrity of school staff and/or any other representative of the School.

### **2. Definitions**

Gifts are any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate, or on terms not available to the general public.

Hospitality is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

### **3. Roles and responsibilities**

#### **3.1 School staff and governors**

School staff and governors:

- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the School might be placed under any obligation as a result of acceptance.
- Must not use their official position to further their private interests or the interests of others.
- Must not solicit gifts or hospitality.
- Must record any gifts or hospitality offered to them or the School with a value of over

£49.99 on the gifts and hospitality register (see appendix 1) within 7 working days, even if declined

- School staff must consult the Headteacher before accepting or offering any gifts or hospitality with a value of over £49.99.
- Where a gift is from a group of children/parents and exceeds the value of £100, it will be recorded on the School's Gifts & Hospitality Register. If the value of the gift is unknown but could exceed the thresholds set here, the gift should be recorded on the Register.

### **3.2 Governors**

Governors will ensure that the School's funds are used in a way that commands broad public support, pays due regard to propriety and regularity, and provides value for money.

### **3.3 The Headteacher**

The Headteacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The Headteacher will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the school and to those outside the organisation.

They will also ensure, alongside the governing body that decisions on whether individuals or the School can accept or offer gifts or hospitality with a value of over £49.99 are in line with this policy.

### **3.4 The Governing Body**

The Governing Body will ensure that:

- The School maintains a gifts and hospitality register.
- Figures for transactions relating to gifts made by the School are disclosed in the School's finance monitoring, in accordance with the Local Authority procedures.
- The Finance & Property Committee is provided with information on gifts and hospitality received and given, as appropriate.

They will also ensure, alongside the Headteacher, that decisions on whether individuals or the School can accept or offer gifts or hospitality with a value of over £49.99 are in line with this policy.

## **4. Acceptable gifts and hospitality**

### **4.1 Offer of gifts and hospitality received**

The Governing Body and School staff can accept gifts and hospitality that have a value of up to £49.99. These do not have to be pre-approved or recorded on the gifts and hospitality register.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, governors and School staff must consult the Headteacher as appropriate.

Any gifts or hospitality offered with a value of over £49.99 must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any member of School staff who is offered such gifts or hospitality must consult the Headteacher as appropriate, before accepting.

If the Headteacher is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the governing body and record the offer on the gifts and hospitality register.

If a governor is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the Chair of the Governors and record the offer on the gifts and hospitality register. Failure to declare any offer of gifts or hospitality on the register in line with this policy will be treated as a staff disciplinary matter.

## **4.2 Provision of Hospitality**

### **Teas and Coffees**

Schools should ensure there is a modest supply of tea/coffee and milk for staff and volunteers (including governors) and visitors, in accordance with the School rationale based on staffing numbers.

### **Lunches during whole day staff training events**

On inset days designated for whole staff training, schools may provide a buffet lunch for staff members. This should be a basic offering.

## **5. Unacceptable gifts and hospitality**

The following must never be offered or accepted:

- Monetary gifts.
- Gifts or hospitality offered to family members, partners or close friends of members, School staff.
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process.
- Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time.

This list is not intended to be exhaustive.

## **6. Giving gifts**

It may, on occasion be appropriate for the School to give a gift, for example, flowers for an unwell member of staff. All gifts over £49.99 will be recorded on the gifts register.

## **7. Declining gifts and hospitality**

Any governors or School staff members who are offered any of the unacceptable gifts or hospitality outlined in section 6 above should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to the governing body or the Headteacher as appropriate. The Chair of Governors or the Headteacher may decline the offer, or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.

Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the School has deemed unacceptable.

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

## **8. Monitoring arrangements**

The gifts and hospitality register is monitored regularly by the Finance & Property Committee.

This policy will be reviewed bi-annually by the Finance & Property Committee and the Headteacher.

## **9. Links with other policies**

This gifts and hospitality policy is linked to the:

- Codes of Conduct
- Staff Disciplinary Procedures
- Finance Policy

## Appendix 1: Gifts and Hospitality Register

DATE	NAME	DESCRIPTION OF GIFT/HOSPITALITY AND APPROXIMATE VALUE	PARTY OFFERING GIFT/HOSPITALITY	ACCEPTED/REJECTED/GIVEN	APPROVED BY

**This policy was approved by the Governing Body on 19<sup>th</sup> March 2025**

**Signed: *Trevor Gasson & Ed Robbins*  
(Co- Chairs of Governors)**

**Date 19th March 2025**

**Signed: *Claire Short*  
(Acting Headteacher)**

**Date: 19<sup>th</sup> March 2025**