



BORDESLEY MULTI ACADEMY TRUST

T1-09 GIFTS, REWARDS AND HOSPITALITY POLICY

Tier 1 – Bordesley MAT Central Policy
Approved by the Trust on 29/06/2021

Document control

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Contents

1. <i>Bordesley Multi Academy Trust Mission Statement</i>	3
2. <i>Introduction</i>	3
3. <i>Register of Gifts</i>	3
4. <i>Principles</i>	3
5. <i>Accepting Gifts and Hospitality</i>	4
6. <i>Providing Gifts and Hospitality</i>	4
7. <i>Awards and Gifts to And from Students</i>	5

1. Bordesley Multi Academy Trust Mission Statement

We believe that success is achieved by working in partnership with parents, carers and the wider community. We are committed to working with our partners to ensure the very best outcomes for all our learners, from 3 to 19.

The significant guiding principles of the MAT are based around autonomy, trust, respect, equity and outstanding relationships. We believe that positive and constructive relationships are at the heart of every successful school. This allows the entire community to be valued and challenged to be their best, raising aspirations for all.

2. Introduction

- 2.1 The receipt of gifts or excessive hospitality can damage the Trust's and school's reputation and possibly lead to prosecutions for corruption.
- 2.2 This policy seeks to protect staff, governors and trustees 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 Trust or school.

3. Register of Gifts

- 3.1 In the interests of transparency, a Register of Gifts and Hospitality is to be established and kept in
 - the CFO's office for trust officers and trustees,
 - the SBM's office for school staff and local governors.
- 3.2 Any member of staff, governor or trustee who accepts an offer of a gift or hospitality must ensure this is recorded in this register.
- 3.3 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 accepted.
 - Name of member(s) of staff or governor(s) involved.

4. Principles

- 4.1 The Trust and school expect staff, members of the Governing Body and Trustees 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.

- 4.2 Staff, governors and trustees 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.
- 4.3 Staff, governors and trustees must not make use of their official position to further their private interests or those of others.

5. Accepting Gifts and Hospitality

- 5.1 Gifts of low intrinsic value such as promotional calendars or diaries, or small tokens of gratitude, can be accepted without declaration. If there is any doubt as to whether the acceptance of such an item is appropriate, staff, governors and trustees should decline the gift or refer the matter to their line manager.
- 5.2 Where approval is granted, any gift or hospitality received must be recorded in the Register of Gifts and Hospitality.
- 5.3 In cases where a staff member or governor or trustee receives a gift on behalf of the school or Trust, the gift remains the property of the school. The gift may be required for departmental display or it may, with the line-manager's approval, remain in the care of the recipient. Unless otherwise agreed, the gift should be returned to the Department on or before the recipient's last working day.
- 5.4 Modest hospitality provided it is reasonable in the circumstances, for example, lunches in the course of working visits, may be acceptable, though it should be similar to the scale of hospitality which the Trust as an employer would be likely to offer.
- 5.5 Staff, governor or trustee 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 the School in a member of staff or governor attending a sponsored event, the attendance should be formally approved by the relevant line manager.

6. Providing Gifts and Hospitality

- 6.1 Gifts, which include hospitality, may be provided by the Trust or school in connection with third party entertaining but should be regarded as the exception rather than the rule. A register of such gifts/hospitality should be kept and made available for review by governors/trustees/auditors upon request.
- 6.2 The provision of refreshments at Trust or school organised events (concerts, Awards Evening etc) is an intrinsic part of the school ethos. However, the purchasing of alcoholic beverages at such events is prohibited in line with ESFA guidance. Alcoholic beverages **NOT** purchased by the trust using trust funds, for example donations to raffles, gifts by parents/carers or purchased by the PTA may be provided at school events with agreement from the Headteacher.

7. Awards and Gifts to And from Students

- 7.1 In the interests of Safeguarding Children, and to prevent staff, governors or trustees from being open to accusation of exerting undue influence, it is the expectation that all rewards should be purchased by the school, with the budget holder's approval, and that any reward should not exceed the amount of £15 per pupil.
- 7.2 If a gift is received from a student or the parents of a student and the value is £15 or over this gift is to be registered in the Register of Gifts and Hospitality.