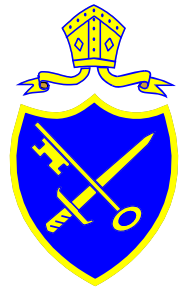


## BISHOP WOOD C OF E JUNIOR SCHOOL

### GIFTS and HOSPITALITY POLICY



Under the Prevention of Corruption Acts 1906 and 1916 it is an offence for an employee of a public body in his or her official capacity to accept any gift, inducement or reward, including hospitality, for showing favour or disfavour to any person or other organisation. It is the responsibility of the person receiving the favour to prove that it was not received dishonestly.

The following must be considered:

- Employees acting in an official capacity must not give the impression that their conduct both inside and outside work with any person or organisation is influenced by the receipt of gifts, rewards and hospitality or any other such consideration.
- Employees must think about the circumstances in which they are made offers and be aware that they may be regarded as owing a favour in return.
- Employees must seek permission from their headteacher before accepting such offers and be aware that the offers may have to be returned/refused.
- When gifts/hospitality have to be declined, those making the offer should be courteously but firmly informed of the procedures and standards operating within the school.

How an employee should react to an offer depends on the type of offer, the relationship between the parties involved and the circumstances in which the gift or hospitality is offered:

- Employees must not be seen to be acting in their own personal interests and need to be careful that their behaviour cannot be misinterpreted.
- An offer of a bribe or commission made by contractors, their agents or by a member of the public must be reported to the line manager. Hospitality from contractors should also be avoided for where employees are singled out as this may be perceived as preferential treatment.
- Employees must not accept **significant** personal gifts. However, there are occasions when children or parents wish to pass small tokens of appreciation to staff, e.g. at Christmas or as a thank-you and this is acceptable. The giver in this instance is not seeking a business decision but merely wishes to express thanks for service, advice, help or co-operation. However, it is unacceptable to receive gifts on a regular basis or of any significant value.
- No one working for, employed by, or providing services on behalf of the school is to make, or encourage another to make any personal gain out of its activities in any way. Any person becoming aware of a personal gain being made at the expense of the school, contractors or the public should consult the school Whistle-blowing Policy.

It is a requirement that every Governing Body maintain in their school a Register in which they and their employees record the following:-

- Hospitality and gifts, whether received or given; Personal interests including interests in Council Contracts and membership of certain organisations; Fees received for any talk, interview or similar service.

Headteachers should ensure that where entries are made in respect of themselves, they should advise their Governors immediately or as soon as is practicable in the circumstances.

These registers are public documents and form part of the supporting information to the statutory accounts. As such, the registers are available for inspection by any interested parties. A register will be maintained by the Headteacher to record particulars of significant gifts and hospitality

## REGISTER OF GIFTS AND HOSPITALITY

### Governors and Staff Declaration form

I wish to declare the following information in accordance with the Governing Body's requirements that a Register of Gifts and Hospitality should be maintained.

**Name:**

**Post:**

**Signature:**

**Date:**

You should provide full details of your declaration below, including a nil return:

Declaration of gifts and hospitality		
Date gift received	From whom	Gift or hospitality