

LANGLEY SCHOOL **GIFTS AND HOSPITALITY POLICY**

Purpose

This outlines Langley School's policy with regard to the receipt of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of Langley School.

The School is committed to ensuring that the governance of Langley School is conducted in accordance with the highest standards of integrity, probity and openness.

General Rules

Langley School staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity. Staff are asked to immediately report any offer or receipt of such gifts to the head teacher to be recorded in the Register of Gifts and Hospitality.

Governors and staff may accept the following gifts/hospitality without the need to seek approval of the school or formal register receipt:

- Courtesy hospitality at business lunches/dinners or attendance in an official capacity at a public function;
- Incidental promotional gifts such as calendars, diaries or pens;
- Care must always be taken to ensure that whenever such gifts/hospitality are accepted that no obligation to the person or organisation in question is accepted. In cases of doubt, staff should consult the head teacher.

The following examples of gifts/hospitality require approval and to be formally recorded by the head teacher in the Register of Gifts and Hospitality:

- Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event;
- Promotional gifts;
- Small items from suppliers or contractors as expressions of gratitude such as boxes of chocolates or individual bottles of drink. These items will be recorded and put towards any school charity fundraising events;
- Other offers of gifts/hospitality not falling into any of the above categories.

Unacceptable Gifts/Hospitality

The following are examples of offers of gifts/hospitality which should be received by staff:

- Gifts of money (including donations to the school);
- Free membership or subscriptions (e.g. Sports clubs);
- Foreign travel unless as a specific element of a business, academic or research activity approved by the school;

- Free goods, services or equipment which are normally provided by a supplier to the school at a charge.

Any offers of gifts/hospitality falling into any of the above categories should be reported immediately to the head teacher

Role of the Registered Keeper of Langley School's Register of Gifts and Hospitality in relation to the Gifts and Hospitality Policy

- Responsible for ensuring that any offer or receipt of gifts hospitality or donations to staff is recorded in Langley School's Register of Gifts and Hospitality;
- Reporting any possible conflict of interest arising from the offer or receipt of gifts and or hospitality.

Reviewed October 2016