

# Madeley Nursery School

## GIFTS AND HOSPITALITY POLICY

May 2023

If you require a copy of this procedure in a particular format, for example in large print, please contact the School.

### **Other policies are related to the Gifts and Hospitality Policy**

Code of conduct for Staff

Code of conduct for Governors

Speak up leaflet

Disciplinary Policy

### **Introduction**

The principle of integrity requires that staff and Governors of Madeley Nursery School and Nursery should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of hospitality and gifts must be subject to clear restrictions and that any that are accepted must be declared and recorded.

The process set out in this policy and procedure is designed to safeguard employees from any misunderstanding or criticism.

This policy takes into consideration the requirements under the UK Bribery Act 2010, which came into effect 1 July 2011. The Ministry of Justice has published guidance which provides the basis for inclusion in this policy. This guidance is under section 9 of the Act.

The Chair of Governors is responsible for ensuring compliance with Madeley Nursery School Policies and Procedures. This procedure applies to all staff and governors.

### **UK Bribery Act 2010**

It is an offence under Section 7, which can be committed by a commercial organisation which fails to prevent persons associated with them from bribing another person on their behalf.

Facilitation Payments, payments to induce officials to perform routine functions they are otherwise obligated to perform, are bribery under the Act.

The Governors and Headteacher

- Do not tolerate Bribery in any form,
- Considers all organisations which the school does business with, in order to consider the risk.
- Considers all persons or organisations which act on behalf of the school or provide services for the school, in order to consider the risk.

### **Gifts**

#### **Giving Gifts and Hospitality**

- You may not, directly or through others, offer or give any money, gift, hospitality or other things of value to any employee or representative of any supplier, customer or other organisation, if doing so could reasonably give

the appearance of influencing the organisation's relationship with the school.

- The Headteacher, may give a gift of a nominal value to a member of staff or governor, as agreed by Governors, funded from the hospitably fund of the school budget. This usually takes the form of flowers when a member of staff has been absent from work for more than a 2 week period or is leaving. This would be no more than £35.

### **Accepting Gifts and Hospitality**

- Staff and governors must not accept cash, or personal gifts with a significant monetary value, under any circumstances, although items of nominal value (approximately £25 or below) or free promotional pens, calendars, diaries or similar items may be accepted.
- Gifts which are intended for the school as an academic body can be accepted but must not be retained by the individual who receives them. Such gifts should be deposited with the Administration Office, following which they will be allocated as appropriate.
- Personal gifts may not be sought, either by formal request or suggestion, under any circumstances.
- When you have to decline a gift, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy and the UK Bribery Act 2010.

### **Supplier Special Offer Gifts**

Gifts are sometimes offered by suppliers with the purchase of items. All special offer gifts are the property of the school and must be turned into the Administration Office for use by the School.

### **Hospitality**

Staff and governors should never accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way they carry out their duties. Nor should individuals offer such hospitality to others on behalf the school. The timing of hospitality in relation to a procurement or purchasing decision that the school may be taking is especially sensitive.

Staff 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 attending a sponsored event, the attendance should be formally approved by the Headteacher and recorded as appropriate.

If necessary, staff should pay their share of any costs and claim these in the usual way. 5

Other hospitality may be accepted where:

- Staff are representing the school in the community or are imparting information about the school to the public.
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal.

## Expense Claims

Where hospitality is to be provided by the school this should be approved in advance by the Headteacher who should review the hospitality in light of the UK Bribery Act 2010. Hospitality is not prohibited by the Act but should be considered in light of it.

Claims for reimbursement of expenses should be made on the relevant Expenses Claim form and receipts should always be enclosed.

### DO

- Read and follow the guidance on gifts and hospitality.
- Seek advice from the Headteacher or Chair of Governors if you are in doubt
- Treat with caution any gifts or hospitality offered to you and think very carefully before accepting anything

### DON'T

- Accept any gifts or hospitality which have a value of more than £25 without the approval of the Headteacher, or the Chair of Governors as necessary.
- Accept gifts or hospitality in the immediate period before tenders are invited or during the tender process.
- Accept cash or monetary gifts
- Accept a gift or hospitality as an inducement or reward
- Accept a gift or hospitality which you or a member of the public would think is lavish, extravagant or excessive, even if the hospitality is taken in your own time

Status	FINAL
Agreed at:	May 2023
Effective from:	
To be reviewed by:	May 2027
Responsible person:	
Signature:	Wet signature copy held in school.
Role in school:	