

## **Charles Darwin Academy Trust**

### **This policy applies to all schools in CDAT**

#### **Gifts and Hospitality Policy**

##### **1. Introduction**

- 1.1 In terms of accountability it is important for CDAT to have in place a written policy that regulates the relationship between CDAT, its staff and the external environment. This policy provides a safeguard for each school, as operated by Charles Darwin Academy Trust, by providing clarity about the standards set and what is expected of its employees.
- 1.2 The acceptance of gifts and offers of hospitality can give rise to suspicion of improper conduct, particularly if offered by individuals or companies that are undertaking, or hoping to undertake, business with the organisation.
- 1.3 The Gifts & Hospitality Policy lays down the underlying principles of accepting and refusing gifts and hospitality, as well as providing a methodology for the recording of such instances.
- 1.4 This policy lays down the accepted amounts for staff with regard to gifts and hospitality and employees must ensure that any hospitality is recorded. This policy applies to all members of staff and includes gifts from parents (including aggregated gifts) as well as from contractors/suppliers.

##### **2. Gifts**

- 2.1 Staff may accept occasional seasonal gifts of a low value such as calendars, diaries and pens. It is not necessary to ascertain the exact value of such gifts but anything that appears to be worth more than £50 should be recorded. Staff should exercise careful judgement in such cases.

##### **3. Hospitality**

- 3.1 Working lunches provided on a modest scale and on an occasional basis are part of normal business practice and staff are not required to obtain formal approval to attend them. However if staff receive a prior invitation to a more formal lunch or dinner they must declare their intention to attend to their line manager.
- 3.2 As with gifts, the refusal of any invitation may cause embarrassment and this must be taken into account by anyone considering or approving such an invitation. Individuals must also take account of the timing of the invitation in relation to decisions which the school may be taking affecting those offering the hospitality.
- 3.3 Invitations to other events such as lunches, conferences, arts or sporting events etc. should be subject to the same scrutiny as above.

3.4 Invitations to attend all-expenses paid study tours, site inspections or product demonstrations must have prior approval from the appropriate Line Manager.

#### **4. Register**

4.1 In order to counter any accusation or suspicion of improper conduct, the school will maintain a central register of gifts and hospitality. The register will be maintained under the direction of the Headteacher.

4.2 All gifts over the value of £50 and offers of hospitality (except to modest working lunches) including those from parents, suppliers and/or contractors should be recorded in the Register at the earliest opportunity. This applies whether they have been accepted or declined.

4.3 The register will be inspected annually by the Finance Committee.

*Approved by the Finance Committee on 15<sup>th</sup> March 2021*