Leigh Primary School

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'Caring, Sharing and Learning Together'

Gifts and Hospitality Policy
2025-2027

School Name	Leigh Primary School
Adopted by Governing body date	20.01.25
Review date	01.09.27

1. Introduction

The Governors of Leigh Primary School are committed to providing sound financial controls, to achieving value for money and to being worthy custodians of public money. To achieve these aims the Headteacher and the Governing Body have drawn up this Gifts and Hospitality Policy to provide the guiding principles for which all Governors and staff will operate within.

This Policy has been drawn up in accordance with the Local Authority's (LA) Scheme for Financing Schools.

This Policy should be used in conjunction with the School's Finance Policy, however the limits set within the Scheme of Delegation in relation to Gifts and Hospitality are exempt and the lower of the two values should be used.

2. Principles

Our Gifts and Hospitality Policy adheres to the following principles, as per the Scheme for Financing Schools. The extract from the Scheme section 2.18 is detailed below:

The purpose of this section is to ensure openness, transparency and accountability for funds delegated to maintained schools.

It is recommended that schools review their Gifts and Hospitality Policy to ensure it is in line with the Model Policy on an annual basis.

Gifts and Hospitality received

- *Schools should have a policy and register in relation to the acceptance of gifts, hospitality, awards, prizes or other benefits that might compromise their judgment or integrity and should ensure all staff are aware of it. (See appendix A)*
- *Gifts from related parties must be recorded on the School's Gifts and Hospitality Register to ensure transparency around there being no undue influence on decisions taken.*
- *Gifts from parents may be accepted but should be registered on the School's Gifts and Hospitality Register if the value exceeds £50 from an individual child/parent or if the value exceeds £100 where the gift is from a group of children/parents.*
- *School leaders should ensure that school staff understand the acceptance of any gift or hospitality could be perceived by a third party as compromising the integrity of a public servant. If in doubt, the offer should be declined.*
- *A modest gift of promotional nature given to a wide range of people and not to an individual may be deemed as acceptable and not recorded in the Gifts and Hospitality register.*

The providing of gifts should be reported to and agreed by governors.
NB: The tax implications of gifts in kind should be considered at all times - Expenses and benefits for employers: Overview - GOV.UK (www.gov.uk)

The Gifts and Hospitality register must be shared with governors.

Gifts provided

- *When making gifts, the school must ensure the value is less than £25, is within its scheme of delegation, and that the decision is documented and achieves propriety and regularity in the use of public funds.*
- *Schools' budgets should not be used to purchase gifts for staff and this includes spa days, bouquets of flowers and gift vouchers, unless in exceptional circumstances on compassionate grounds, e.g. for a bereavement or when a member of staff is seriously ill, which is limited to a maximum of £25.*
- *Schools' budgets may be used to provide gifts for voluntary helpers, in recognition of exceptional support. This is an exception to the general rule.*
- *Where schools would like to recognise staff by buying them gifts (e.g.: leaving, long service or birthday) or by holding a celebration event; this must not come from the schools' budget. It is however, perfectly acceptable for a collection from staff or parents to be held, providing those contributing are aware of the purpose of the fundraising.*

NB: The tax implications of gifts in kind should be considered at all times - Expenses and benefits for employers: Overview - GOV.UK (www.gov.uk)

The providing of gifts should be reported to and agreed by governors.

Hospitality Provided

School funds devolved by the Local Authority should not generally be used for providing hospitality or meals for staff. However:

- *A pool of refreshments such as tea, coffee, milk and sugar for consumption by staff and visitors to the school is permitted and the purchase of these items can be made through the School Budget.*
- *If meetings with visitors to the School extend through the lunchtime period, it is acceptable to provide a light meal and non-alcoholic drinks, all of which may be purchased through the School Budget.*
- *It is also reasonable to provide refreshments and a light meal on School premises at staff training days or as part of a development or evening/weekend work activity. Food on such occasions should ideally be provided via the School kitchen but should this be unavailable, alternative comparable arrangements can be made with Governing Body approval.*
- *If more than a light meal is required in any of the above situations, these arrangements can only be made with Governing body approval.*
- *Under no circumstances should alcoholic drinks be purchased using School Funds.*
- *School meals may be provided to staff who are supporting children at lunchtime by eating with them and supporting relationships, particularly where this supports behaviour or SEN needs.*
- *Where schools are providing schools meals or other benefits, as part of their recruitment strategy this is not considered "hospitality" and should instead be included as part of their recruitment and retention strategy and agreed accordingly with the Governors with tax implications clearly set out to staff.*

NB: The tax implications of providing hospitality should be considered at all times - Expenses and benefits for employers: Overview - GOV.UK (www.gov.uk)

The providing of hospitality should be reported and agreed by the Governors.

3. Putting Policy into Practice

3.1 Delegated Authority for Leigh Primary School

Gifts and Hospitality Received

A record of all Gifts and Hospitality provided to staff is retained and recorded on the Schools Gifts and Hospitality Register. A template for the Register is held at Appendix 1 of this Policy.

Any gifts and hospitality received from related parties are recorded on the Gifts and Hospitality Register to ensure transparency around there being no undue influence on decisions taken.

Gifts from parents can be accepted but will be recorded on the School's Gifts and Hospitality Register if the value exceeds £50 from an individual child/parent or if the value exceeds £100 where is the gift is from a group of children/parents. If the value of the gift is unknown but could exceed the thresholds set here, the gift should be recorded on the Register.

In the instance where a gift of promotional nature is given to a wide range of people this is deemed as acceptable and does not require recording in the Gifts and Hospitality Register.

The Gifts and Hospitality Register should be shared with FGB / identified Governor / Finance Committee on an annual basis in the Summer Governing body meeting. If discussed with FGB or Finance Committee, this should be shared under 'confidential business'.

Gifts Provided

Any gifts provided by the school will be less than £25 and must meet the delegation and controls outlined with the school's Finance Policy; the decision will be documented and ensure it achieves propriety and regularity in its use of public funds.

The school will not use school budgets to purchase gifts for staff, unless in exceptional circumstances on compassionate grounds to a maximum value of £25.

The school may provide gifts for voluntary helpers in recognition of exceptional support *to the maximum value of £25.*

The providing of gifts should be reported to and agreed by governors annually alongside the Gifts and Hospitality Register.

Hospitality Provided

School funds will not generally be used for providing hospitality or meals for staff, with the following exceptions:

- The school will provide a pool of refreshments such as tea, coffee, milk and sugar for consumption by staff and visitors to the school is permitted.
- A light meal and non-alcoholic drinks may be purchased where meetings with visitors to the school extend through the lunchtime period.
- School meals may be provided to staff who are supporting children at lunchtime by eating with them and supporting relationships, particularly where this supports behaviour or SEN needs. This relates to specified children who have been identified as requiring additional lunchtime support.

The providing of hospitality should be reported to and agreed by governors.

3.2 The LA's Financial Controls

Schools need to adhere to the LA's Scheme for Financing Schools and the Financial Controls when purchasing any gifts and hospitality.

3.3 Monitoring and Approval

The Gifts and Hospitality Register will be monitored by Governors on an annual basis. Governors will also receive an annual report as part of the Headteacher's report regarding Gifts and Hospitality provided by the school.

3.4 Income

This policy relates to school funds delegated by the Local Authority and income derived from use of school property provided by the Local Authority.

Income may be derived from collection from staff or parents by collection or holding a fundraising event. Those contributing must be made aware of the purpose of the fundraising.

3.5 Fraud and Irregularities

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets. Schools must ensure they have a current Anti-Fraud, Bribery and Corruption Policy in place and that staff are made aware of this and the LA's Whistleblowing arrangements and to whom they should report concerns. This information must be communicated to all staff and also be included in induction for new school staff and governors.