

St Lawrence CE Primary School



Gifts and Hospitality Policy

Ref : STLAW.061
Version 1.0

Revised: November 2018

Consultation with staff and Governors

and adoption of policy: Autumn Term 2018

Review date: Autumn Term 2021

Purpose

- This outlines the 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 the St Lawrence Primary. The school promotes the highest standards in safeguarding and directs staff to adopt safe working practices.
- The school is committed to ensuring that the governance conducted in accordance with the highest standards of integrity, probity and openness.

General Rules

Gifts/ Hospitality for School Staff

- **St Lawrence Primary 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 the approval of the Head of School at St Lawrence Primary or formally 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;
 - receipt of small items from parents, children, suppliers or contractors as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of less than £25);
 - NB: Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. In cases of doubt members should consult the Executive Head Teacher
- **The following examples of gifts/hospitality require approval** and to be formally recorded by the Executive 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 (at a value of more than £25)
- Promotional gifts in excess of £25
- Offers of gifts/ hospitality not falling into any of the above categories.

Unacceptable Gifts/ Hospitality

The following are examples of offers of gifts/ hospitality that should be refused by staff:

- Gifts of money (not including donations to St Lawrence Primary)
- Free membership or subscriptions e.g. Sports club
- Foreign travel unless a specific element of a business, academic or research approved by the head teacher
- Free goods, services or equipment which are normally provided by a supplier to St Lawrence Primary at a charge
- Invitations to children's/ parents parties unless the invitation is from a family member or personal friend or a member of staff children attend St Lawrence. This is maintain a professional working relationship rather than being seen a friend.

Any offers of gifts falling into any of the above categories should be reported immediately to the Head Teacher.

Gifts/ Hospitality For Pupils

Generally gifts should only be given to pupils as part of the agreed rewards system: at St Lawrence Primary this would include small value items such as this stickers and certificates.

Staff are not permitted to give the pupils birthday cards/ presents unless the child is a family member or related to a close personal friend. This is to maintain a professional distance and to avoid any accusations of favouritism.

Small gifts may be presented to children at the end of term, providing this is universal to the whole class. This should be in line with our healthy eating policy.

Staff should not invite children/ parents to their own social events, unless the family is related or a close personal friend.

Role of the Head teacher

To ensure that any offer or receipts of gifts, hospitality or donations is recorded in the register of gifts/ hospitality. The register is kept in the school office.

To report any possible conflict of interests arising from the offer or receipt of gifts or hospitality.

The policy will be included in the revised staff handbook.

Approval Information - Governors

Position	Chair of Governors/Parent Governor
Name	Mr Paul Evans
Signature	
Date	

Position	LA Governor
Name	Mrs Helen Ashby
Signature	
Date	

Position	Foundation Governor
Name	Rev H Morby
Signature	
Date	

Position	Foundation Governor
Name	Mrs P Jones
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Alison Moore
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Rachel Voiculescu
Signature	

Position	Staff Governor
Name	Mr Laith Al-Asmar
Signature	

Approval Information - School

Position	Executive Head Teacher
Name	Miss Helen Osterfield
Signature	
Date	

Position	Head of School / Class 1 Teacher
Name	Mrs Alison Moore
Signature	
Date	

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Position	Class 2 Teacher
Name	Mr Laith Al-Asmar
Signature	
Date	

Position	Class 3 Teacher
Name	Mrs Claire Standish
Signature	
Date	

Position	Class 1 & 3 Teacher
Name	Mrs Emily Barker
Signature	
Date	

Position	School Business Manager
Name	Mrs Amanda Care
Signature	
Date	

Position	School Administrator
Name	Mrs Michelle Stevens
Signature	
Date	

Position	HLTA
Name	Mrs Kerry Tudor
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Tracey Jenkins
Signature	
Date	

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Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Caroline Sankey
Signature	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Heather Kynaston
Signature	
Date	

Position	Teaching Assistant
Name	Mrs Anita Pollard
Signature	
Date	

Position	Apprentice
Name	Miss Olivia Meakin
Signature	
Date	