THE NEW GUILD TRUST

Gift and Hospitaility Policy

POLICY

This policy has been adopted on behalf of all academies in the New Guild Trust Academy:

Member academies:

Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School

Approval and review

Committee to approve policy	Finance and Resources Committee
Date of Board / Academy Committee Approval	
Chair of Board / Academy committee	D WEBSTER
Signature	
Accounting Officer	K PETERS
Signature	
Policy review period	12 months
Date of policy review	24/10/18

Version Control			
Version	**Date Approved**	**Page**	**Reason for Alterations**
1			Initial policy

1. 1. Aims

This policy aims to ensure that:

- The academy trust's funds are used only in accordance with the law, its articles of association, its funding agreement and the latest Academies Financial Handbook
- The trust and those associated with it operate in a way that commands broad public support
- The trust has due regard to propriety and regularity, and ensures value for money, in the use of public funds
- Trustees fulfil their fiduciary duties and wider responsibilities as charitable trustees and company directors
- Members, trustees and staff are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same

2. 2. Legislation and guidance

This policy is based on the Academies Financial Handbook, which states that academy trusts should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise the personal judgement or integrity of members, trustees, staff and/or any other representative of the trust.
This policy also complies with our funding agreement and articles of association.

3. 3. Definitions

Gifts are any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate, or on terms not available to the general public.
Hospitality is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

4. 4. Roles and responsibilities

4.1 Members, trustees and staff

Members, trustees and staff:

- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the trust might be placed under any obligation as a result of acceptance
- Must not use their official position to further their private interests or the interests of others
- Must not solicit gifts or hospitality
- Must record any gifts or hospitality offered to them or the trust with a value of £20.00 or over on the gifts and hospitality register (see appendix 1) within 7 working days, even if declined
- Must consult the CEO or Executive Headteacher/Headteacher before accepting or offering any gifts or hospitality with a value of over £20.00.

4.2 Academy trustees

Academy trustees will ensure that the trust's funds are used in a way that commands broad public support, pays due regard to propriety and regularity, and provides value for money.

4.3 The Executive Headteacher/Headteacher

The Executive Headteacher/Headteacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.
The Executive Headteacher/Headteacher will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the school and trust and to those outside the organisation.

- Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time.

This list is not intended to be exhaustive.

7. 7. Declining gifts and hospitality

Any members, trustee or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 6 above should politely decline the offer.
If they feel it would not be appropriate for them to decline, they should refer the matter to the Executive Headteacher/Headteacher or School Business Manager. The Executive Headteacher/Headteacher or School Business Managers may decline the offer, or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.
Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the trust has deemed unacceptable.
Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

8. 8. Monitoring arrangements

The gifts and hospitality register is monitored regularly by the School Business Managers.
This policy will be reviewed annually by the Finance and Resource committee and approved by the Board of Trustees.

9. 9. Links with other policies

This gifts and hospitality policy is linked to the:

- Staff code of conduct
- Staff disciplinary procedures
- Accounting, Finance and Resources policy