

Manor Hall Academy Trust



CODE OF CONDUCT GIFTS & HOSPITALITY POLICY

Responsibility for monitoring and reviewing this policy lies with the Headteacher and LAB. A review of this policy and recommendations for change should be presented to the Directors of the trust for verifications.

The Directors of the trust, in line with the Scheme of Delegation and Articles of Association have overall responsibility for the effective operation of MAT policies, but has delegated day to day responsibility to the Headteacher and LAB.

Directors will take account of recommendations from individual schools in review of this policy and seek HR advice as to such revisions.

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Summary: This Policy provides key information about registering gifts and hospitality

KEY FACTS

1. Gifts and hospitality should not be received if they are likely to be seen as a means of exerting influence and, potentially, bring your role into disrepute.
2. You must register any gifts or hospitality that you receive in connection with your official duties as a member of staff at School. You must also register the source (for example, the person, firm, body or company) of the gift or hospitality. The register is kept in the main School Office.
3. You must register the gift or hospitality and its source within 28 days of receiving it.
4. You automatically have a personal interest in a matter if it relates to, or is likely to, affect the source of the gift or hospitality that is registered.
5. You must declare the existence and nature of the gift or hospitality, the source who gave it to you, how the business under consideration relates to that source, and then decide whether that interest is also a prejudicial interest.
6. Hospitality can be defined as any food, drink, accommodation or entertainment provided free of charge or heavily discounted.
7. The gifts and hospitality register shall be monitored by the Finance and Premises Sub-Committee annually.
8. You do not need to register gifts and hospitality which are not related to your role as a member of the School staff, such as Christmas gifts from your friends and colleagues.
9. If you are in doubt as to the motive behind a gift or hospitality, you should seek advice from the Headteacher.
10. Staff should not personally buy gifts for children.
11. Children in Residence will have their Birthday recognised in Residence via the residential budget; a card and cake being from all the residential personnel.
12. Staff may receive gifts as a thank you from parents, children, etc providing the gift is not obviously outrageous. As a general rule, gifts such as chocolates etc are usually shared with the whole staff group.