




# Ashford Oaks Community Primary School

Oak Tree Road, Ashford, TN23 4QR

## Gifts & Hospitality Policy September 2024

<b>Document history:</b> Created by Sarah-Jane Sullivan	19/09/2024
<b>Safeguarding approved on:</b> Toni Harris	19/09/2024
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<b>Signed: Rob Cooke</b>    Chair of Governors	

## **Gifts and Hospitality Policy**

### **Aims:**

The purpose of this policy is to ensure openness, transparency and accountability for funds delegated to maintained schools. Ashford Oaks Full Governing Body will review this policy on an annual basis.

### **Gifts and Hospitality Received**

Acceptance of gifts, hospitality, awards, prizes or other benefits that might compromise judgment or integrity should be avoided. 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.

Ashford Oaks Leadership Team will 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.

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](http://www.gov.uk))

Ashford Oaks Gifts and Hospitality register will be shared with governors at each meeting.

### **Gifts provided**

When making gifts, the school will 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.

Ashford Oaks School Budget will 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 Ashford Oaks Primary School 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](http://www.gov.uk))*

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

## **Hospitality**

Hospitality Provided School funds devolved by the Local Authority will 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 will alcoholic drinks be purchased using School Funds.

School meals may be provided to staff who are supporting children at lunchtime by eating with them (known as Duty Meals) and supporting relationships, particularly where this supports behaviour or SEN needs.

Where Ashford Oaks Primary provides 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](http://www.gov.uk)) The providing of hospitality should be reported and agreed by the Governors*

