



HEARTS ACADEMY TRUST

Gifts and hospitality Policy

Reviewed and updated: September 2016

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values led context, where everyone feels valued and grows in confidence and independence.

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning and a resilience and hope which supports us through challenging times.

Great value is placed on pupils' self **ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

We foster **RESPECT and RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment. They are also taught to take full responsibility for their own choices and responsibility for themselves and their community.

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

We develop **SPIRITUALITY and SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.



Children at the HEART

Gifts & Hospitality Policy

Introduction

The Academies Financial Handbook recommends that academy trust's should have a policy and register on the acceptance of gifts, hospitality or other benefits which might be seen to compromise a member of staff's personal judgment or integrity; and should ensure that all members of staff are made aware of this.

Policy: Receiving gifts and hospitality

Members of staff may accept small gifts which have a value of no more than £25, such as tokens of appreciation from parents and promotional products from suppliers (pens, calendars, diaries etc).

If offered **gifts** of a greater value, staff should consider whether acceptance could compromise, or be seen as compromising, their future personal judgement or integrity. They should consider in particular whether acceptance could be seen as unduly influencing the impartiality of future decision-making. If in doubt, staff should consult the Executive Headteacher or Head of School.

Any gifts of a value greater than £25 which are accepted must be reported to the Business Manager within five working days. Accepted items will be documented in a register held and maintained by the Business Manager.

Members of staff may accept **hospitality** offered during the course of their duties when they are representing the academy, such as meals and refreshments provided at conferences, during outreach work or at official local, regional and national events. Staff should not, however, generally accept personal (as opposed to corporate) hospitality of a value greater than £25, and any such hospitality must be reported within five working days to the Business Manager and recorded in the register.

Failure to report accepted gifts or hospitality could result in disciplinary action.

The Executive Headteacher or Head of School may, having due regard to propriety and regularity in the use of public funds, authorise the giving of gifts or hospitality, provided these are proportionate and of a reasonably modest value. Authorised gifts must be documented in a register maintained by the Business Manager.

