

Cedars Academy

Gifts and Hospitality Policy Implementation

Revised: January 2021

Review Date: January 2023

The EFA Academies Financial Handbook requires academy trusts to have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise their personal judgment or integrity; and should ensure that all members of staff are made aware of this.

When giving gifts, the Trust must ensure that the value of the gift is reasonable, is within the Trust's scheme of delegation, the decision is fully documented, and has due regard to propriety and regularity in the use of public funds.

Purpose

- This outlines Cedars Academy Trust's policy with regard to the acceptance of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of the Academy.
- Cedars Academy Trust is committed to ensuring that governance of the Trust and its schools is conducted in accordance with the highest standards of integrity, probity and transparency.

General Rules

- 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 Business Development Officer to be recorded in a Register of Gifts and Hospitality.
- Members, Directors, Governors and staff may accept the following gifts/ hospitality without the need to seek the approval of the Academy 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 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. Furthermore, there should be no offer of gifts/hospitality by Academy staff to other persons or organisations by way of inducement for the supply of goods or services. In cases of doubt members should consult the BDO.

- The following examples of gifts/hospitality require approval and to be formally recorded by the BDO 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).

Unacceptable Gifts/Hospitality

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

- gifts of money (not including donations to the School);
- free membership or subscriptions (e.g. sports clubs);
- foreign travel unless as a specific element of a business, academic or research activity approved by the School;
- free goods, services or equipment which are normally provided by a supplier to the School at a charge;
- large gifts from parents to staff;
- any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the BDO.

Role of the Business Development Officer in relation to the Gifts and Hospitality Policy

- Responsible for ensuring that any offer or receipt of gifts, hospitality or donations to staff is recorded in the Academy's Register of Gifts and Hospitality.
- Reporting any possible conflict of interests arising from the offer or receipt of gifts and or hospitality.

Role of the Audit Committee

- To examine the Academy strategic risk register (annually).