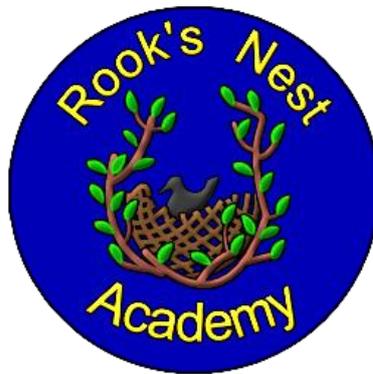


Rook's Nest Academy

Gifts & Hospitality Policy



Respect Believe Achieve

Autumn 2020
Reviewed March 2022

Introduction

Rook's Nest Academy is committed to the values of probity and accountability. All members, trustees, staff and local governors should conduct themselves with integrity, impartiality and honesty at all times.

Staff should maintain high standards of propriety and professionalism.

The guiding principles are:

- The conduct of individuals should not create suspicion of any conflict between their official duty and their private interest.
- The action of individuals acting in an official capacity should not give the impression to any member of the public, to any organisation with whom they deal or to their colleagues that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

Application

This policy applies to all Members, Trustees, Local Governors and all members of staff.

For the purposes of this document, 'staff' applies to all staff, at Academy and Trust level, members, trustees and local governors.

Procedures apply to gifts from students and their families as well as from potential suppliers.

Statement of Policy

Hospitality received from or the giving of hospitality to a third party is generally not acceptable.

The exception to this general principle is where there is a genuine need for the development of legitimate and ethically sound business relationships and the hospitality offered will genuinely assist the development of this.

Even then only modest hospitality is acceptable AND the following procedures must be complied with at all times.

Any gift or hospitality over the value of £50 needs to be declared.

Any breach of this Policy could lead to disciplinary action and may constitute gross misconduct.

Meaning of words:

For the purpose of this policy:

- "hospitality" means any form of gift, entertainment, personal reward or favour or anything of value;

- “modest” means low cost and moderate frequency and level;
- “trivial” means a very small low value item such as a calendar, pen, a small box of chocolates or a very small promotional item.

Acceptance of Gifts

Staff should not accept gifts or rewards from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in their official capacity.

Particular care should be taken about any gift from a person or organisation which has, or is hoping to have, a contract with the Trust or the Academy.

Gifts of a trivial or inexpensive nature may be accepted (e.g. diaries, calendars), but more substantial or expensive offerings should be declined.

Gifts are deemed to include:

- Goods provided for personal or other private use;
- Personal services;
- Loans of equipment, vehicles etc. for personal use;
- The provision of goods / services at preferential cost for personal or other private use.

If unsolicited gifts of a substantial nature arrive from contractors they should be returned with a polite explanation that the Trusts policies do not allow their acceptance.

Acceptance of Hospitality

Hospitality can take a variety of forms, some of which staff may accept, some of which should be declined. Staff may be offered hospitality as a normal business practice in a way that is directly linked to their role.

Examples of this kind of hospitality include the offer of refreshments at business meetings or the offer of lunch or dinner at the end of an official engagement. This kind of conventional hospitality may be accepted.

Staff may also be offered other forms of hospitality which are not related to their role and are not linked to Trust or Academy business. This might include substantial offers of social functions, travel or accommodation, offers of tickets and invitations to sporting, cultural or social events.

These forms of hospitality should be declined.

If any member of staff is in doubt about whether it is appropriate to accept any offer of hospitality, the advice of the Business Manager should be sought, who may also seek the advice of the Chair of Governors. Staff must never canvas or seek gifts or hospitality.

Declaring the acceptance of a gift

Members, Trustees, Local Governors and all staff must record being offered or accepting any gifts by completing a Declaration of Gifts and Hospitality (Annex A). The declaration should be approved by the Chair of Governors.

The Business Manager of the Academy will maintain the Register for Gifts and Hospitality (Annex B).

Any concerns will be reported to the Governing Body, or the Board. Employees may be subject to disciplinary procedures to pursue potential matters of misconduct.

It is a criminal offence for an employee of the Academy to corruptly accept any inducement or reward for doing, promising or refraining from doing anything in the course of their employment, or corruptly showing favour or disfavour, in the handling of contracts.

In acting corruptly the employee would demonstrate their intention to purposefully act with a lack of probity and with a disregard for the implications of their actions for the Trust. Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed when the need arises.

Annexe A

Declaration of Gift or Hospitality

Name:

Post:

Location:

Please delete A or B to clearly identify whether you have been offered and declined or have accepted a gift or hospitality:

A. I have been offered a gift / hospitality which I have declined.

B. I have been offered a gift / hospitality which I have accepted.

Declaration details:

Name of external organisation and their relationship with the Academy:

Nature of interest / gift /hospitality:

Estimated Value if applicable:

I believe my objectivity and independence in relation to the above external organisation has not been impaired in any way by the offer of gifts or hospitality.

SIGNED (Recipient)

.....

Date

Completed forms should be sent to the Business Manager to enter in the Register.

Entered in the register Date:

Signed:

Reference Number:

Annexe B Declaration of Gifts and Hospitality Register

Date of Entry	Name of Member, Trustee, Governor or member of staff	Estimated Value £	Nature of Gift or Hospitality	Supplier of Gift or Hospitality	Declaration Form Reference