

Cantonian High School

Ysgol Uwchradd Cantonian



THE BEST FROM EACH
SUCCESS FOR ALL

Gifts & Hospitality Policy

October 2009

Reviewed October 2012 – no changes

Reviewed Summer 2016 – job titles amended

Revised Spring 2019

Reviewed Autumn 2021 – no changes

Reviewed Autumn 2023 – no changes

Reviewed Autumn 2024 – no changes

Reviewed Autumn 2025 – no changes

This policy was adopted by Governors on 07 February 2019

Corporate gifts are now commonplace, and many organisations offer promotional packages and hospitality. The practice of gift giving is widespread, although more prevalent and 'acceptable' in the private sector than the public. There is usually no secrecy or deception involved and the gifts are given in order to consolidate a business relationship. Staff and Governors are protected by this policy as they then know where they stand and it is then easier for them to refuse a gift without causing offence to often well meaning third parties.

Clearly, any member of staff or Governor receiving an undue reward which is specifically designed to influence him or her in carrying out their work and incline them to act contrary to the known rules of honesty and integrity or show favour to any individual, a company, public body or a group of individuals, is acting corruptly.

1. The following should be politely **refused** and not accepted under any circumstances:
 - a) Gifts of money made personally to staff or Governors.
 - b) Free membership or subscriptions to sports and other clubs.
 - c) Tickets for concerts and sporting events where the face value of the tickets offered is above £25 especially when corporate hospitality, travel and accommodation is also included.
 - d) Foreign travel unless as a specific element of business approved specifically by the Governing Body. "Holiday" type travel and accommodation is unacceptable.
 - e) Free goods, equipment or services which a reasonable person would expect to be charged for, e.g. car hire, printing etc.

Any offers made to a member of staff or Governor in the above categories should be refused and reported to the Business Manager immediately.

2. The following are **acceptable**, but must be reported to the Business Manager for inclusion in the Register of Gifts and Hospitality (see Appendix A):
 - a) Occasional lunches or dinners below a cost of £25 per head.
 - b) Occasional tickets and free admittance to concerts, exhibitions etc where the face value of the tickets offered is below £25.

Small value promotional items such as diaries, calendars, pens and other office equipment where the company's logo or name is clearly stated on the gift may be accepted.

If in any doubt about the interpretation of this Policy, staff and Governors should seek the advice of the Business Manager.

This policy will also apply to all co-opted members of Governors' committees.

Policy Review

This policy will be reviewed annually years.

Agreed by Headteacher: 

Agreed by Chair of Governors: 

Date of Issue: Autumn 2025

Date for Review: Autumn 2026

[illegible]