Fir Vale Academy

GIFTS AND HOSPITALITY POLICY

Governor responsible:	Neil Macdonald
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1. Introduction

United Learning's Business Interests, Gifts and Hospitality Policy manages conflicts of interest and related party transactions. The Gifts and Hospitality section of the policy applies to all staff.

The group's gifts and hospitality policy aims to protect employees and Trustees from putting themselves in a potentially compromised position with regard to suppliers, etc. who may offer gifts or hospitality which if it were accepted might be seen to be influencing our employee or Trustee in their decision making.

It is very important that the policy is followed and that all offers of gifts and hospitality whether accepted or not are recorded in the gifts and hospitality register. Be reluctant to accept such gifts and consider the perceptions that accepting may create.

2. Gifts offered or received from an external source

To comply with the UK Bribery Act, a Register of Gifts and Hospitality must be in place for every academy and Central Office to record hospitality and gifts both offered and received from an external source i.e. if an offer of a gift or hospitality is made but not accepted it must still be recorded in the register along with those accepted. The register should be held by the academy's Finance department.

For Central Office the form must be completed by the person receiving or being offered the gift. The form must then be emailed to the Company Secretary on company.secretary@unitedlearning.org.uk where they will be filed and held for audit purposes.

For clarity, a gift would be deemed as such if it results in personal gain to the receiver. Items with an estimated value of less than £20 need not be recorded.

All people to whom this policy applies (see introduction) must complete this register immediately upon receipt or offer of any gift or hospitality from an external source including organisations and parents/carers.

3. Giving of gifts or rewards

Each academy and Central Office should have its own clear policy on the giving of gifts to staff, approved by their Local Governing Body, ensuring that the value of the gift is reasonable, is good value and that there is a clear link to the benefit of children's education through the success of the academy. All such decisions should be fully documented.

4. Fir Vale Academy

4.1 Staff Gifts and Rewards

The guidelines set out in this document apply to all staff employed by Fir Vale Academy and should be used when considering using monies to reward or gift staff. In light of the charitable status of United Learning and its commitments around regularity, propriety, compliance and Value for Money, the guidelines in this document are mandatory.

It is important for anyone involved in spending academy money to demonstrate that they or any staff do not benefit personally from the decisions they make. However, it may occasionally be appropriate to reward staff for contributions and service to the academy. The Local Governing Body has agreed the following guidelines, which should be adhered to when gifting to staff.

Reason	Gift/Amount
Bereavement of close family member/staff hospitalised or undergoing treatment	Up to £30 flowers sent to address
Birthdays	Card and gift up to the value of £5
Milestone birthdays	Card and gift up to the value of £25
Appreciation - thank you/rewards	Card and gift up to the value of £25
Birth of children/adoption	Up to £30 flowers sent to address
Staff wellbeing occasions at the discretion of the Principal, for example, morning refreshments (hot chocolate/breakfast/cakes/biscuits, etc.)	Up to £150 per occasion at the Principal's discretion
Staff wellbeing – other occasions	Gift up to the value of £25
Leavers	Card and gift up to the value of £25

All decisions relating to staff gifts should be approved by the Principal. Any gift over the approved amount should be approved by the Chair of the Local Governing Body. These decisions should be fully documented along with the United Learning Business Interests, Gifts and Hospitality register.

4.2 Community Gifts and Rewards

Community engagement (student/family bereavement, student/family illness, etc.) is at the discretion of Principal.

4.3 Gifts and Hospitality Register

Recipient of the gift	Organisation/ Person the gift was received from	Description of the gift	Approximate value £	Date the gift was received /offered	Date of Entry	Signed