Blessed Edward Bamber
Catholic Multi Academy Trust

Gifts & Hospitality Policy

This is a Trust-Wide Policy which applies to all academies within the Trust

Version:	**1.2**
Adopted:	**Summer Term 2023**
Next Revision Date:	**Summer Term 2025**

Purpose

This outlines the Trust's policy with regard to the receipt of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of the Trust.

The Trust is committed to ensuring that the governance of the organisation is conducted in accordance with the highest standards of integrity, probity and openness.

General Rules

- Trust 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 Finance Manager to be recorded in the Register of Gifts and Hospitality.

- Trustees and staff may accept the following gifts/ hospitality without the need to seek the approval of the Trust 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). 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. In cases of doubt members should consult the Trust Finance Manager.
    - Small gestures of thanks as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of less than £25) can be granted, but must first be reported to gain formal approval by the Head teacher or Trust Finance Manager on a case by case basis.

- The following examples of gifts/hospitality require approval and to be formally recorded by the Trust Finance Manager 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)
    - Promotional gifts worth in excess of £25
    - Receipt of small items from pupils or parents as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of more than £25)
    - Other offers of gifts/ hospitality not falling into any of the above categories.

Unacceptable Gifts/Hospitality

The following are examples of offers of gifts/hospitality which should be refused by staff and reported immediately to the Trust Finance Manager:

- Gifts of money (not including donations to the Academy)
- 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 Academy
- Free goods, services or equipment which are normally provided by a supplier to the Academy at a charge

Role of the Trust Finance Manager 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 Trusts Register of Gifts and Hospitality (See Appendix 1).
- Reporting any possible conflict of interests arising from the offer or receipt of gifts and or hospitality.