

# LANCASTER ROYAL GRAMMAR SCHOOL

## POLICY STATEMENT

<b>Number</b> 54	<b>Date Approved by Board of Governors</b> December 2016
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### GIFTS AND HOSPITALITY POLICY

#### PURPOSE

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

Lancaster Royal Grammar School is committed to ensuring that the governance of the School is conducted in accordance with the highest standards of integrity, probity and openness.

#### 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. Governors should not accept any gift or benefit that could give them a personal gain.

Staff must immediately report any offer or receipt of gifts to the Director of Finance & Support Services for approval by the Senior Leadership Team and then recorded in the Register of Gifts and Hospitality.

Staff may accept gifts or hospitality without the need to obtain approval of the Headmaster or Director of Finance & Support Services nor to formally register receipt if its value is less than £25.

Care must always be taken to ensure that whenever such gifts or hospitality are accepted no obligation to the person or organisation in question is accepted. In cases of doubt members should consult the Director of Finance & Support Services.

Where free clothing or equipment is provided to a member of staff as part of a school order this needs to be approved by the Headmaster before the order is placed. All clothing and equipment provided in these circumstances must be reported to the Director of Finance & Support Services and recorded in the Register of Gifts and Hospitality.

Rather than give a list of examples of gift that may be accepted, Staff should apply The **PROVEIT** test to decide whether or not the offer is acceptable:

**Purpose:** Token, thanks or seeking a favour? (token or thanks: yes; favour: no)

**Rules:** What are they? Does this situation conform?

**Openness:** Is the offer transparent?

**Value:** Expensive or inexpensive? (Over £25 or less than £25)

**Ethics:** Does the offer fit with the School's ethics?

**Identity:** Who has made the offer?

**Timing:** Are you about to make a decision affecting the giver?

### **Unacceptable Gifts or Hospitality**

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

- Gifts of money or vouchers with a monetary value (not including donations to the School).
- Free membership or subscriptions (e.g. sports clubs).
- Foreign travel unless as a specific element of a business, sporting, academic or research activity that is required as part of their school and extra curricular duties. In all cases when free places are being provided that involve foreign travel this must first be approved by the Headmaster and the Governing Body
- Free goods, services or equipment which is normally provided by a supplier to the School at a charge.
- Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the Director of Finance & Support Services.

Governors should not accept any offer of a gift or hospitality that could give them a personal gain. Any offer of a gift or hospitality that compromises this policy for Governors must be reported to the Chair of Governors.

### **Role of the Director of Finance & Support Services 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 School's Register of Gifts and Hospitality.
- Reporting any possible conflict of interests arising from the offer or receipt of gifts and or hospitality.
- The production of an annual report to be presented to the Audit Committee in the Michaelmas term summarising gifts and hospitality that has been recorded in the previous academic year.

### **Consequences of Non Compliance with the Policy**

Should any member of staff fail to declare gifts or comply with this policy it may be necessary to implement Disciplinary procedures.