



A Community, Learning and Growing

Gifts & Hospitality Policy

Allowable Expenses and Occasions

Created by G Holmes - From advice taken
from EES for Schools Clerking Agency

Approved by the Governing Body:

This policy will be reviewed by the
Governors on a 3-yearly cycle.

Date: November 2025

Date:

11/11/25

Chair of Governors:

Date:

11/11/25

Headteacher:

Date:

11/11/25

Our school's Christian Vision is;

A Community, Learning and Growing

- Our school's strong community includes our pupils, staff, parents, governors and others.
- All members of this community are growing, learning and flourishing alongside one another.
- To do this, we need strong roots to support our growth as individuals.
- Our Christian Vision is based on Psalm 1 which compares people to trees, growing and flourishing.
- We also learn about a range of Christian Values to help us understand the life and teachings of Jesus.
- Our school logo reflects this vision, and also our rural location.

Therefore, this policy aims to support the flourishing of all members of the school community, so that they can learn and grow alongside one another.

Why do we have guidance on gifts and hospitality?

Your conduct as a **member of staff or a governor of Weston school** should never lead anyone to question your interests, or lead anyone to think that you have been influenced by gifts and hospitality. This is important because your own personal reputation and that of Weston school could be seriously affected if you inappropriately accept a gift or hospitality. It is also a criminal offence to demand or accept a gift or reward in return for allowing yourself to be influenced as a part of the School. This is why the School has guidance, which applies to **all staff and governors of Weston school** on gifts and hospitality.

What is a gift?

A gift is any item or service that you receive free of charge. It also includes any goods or services, which you personally are offered at a discounted rate or on terms not available to the general public.

What is hospitality?

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

What gifts or hospitality can be accepted without any approval?

You can accept gifts and hospitality, which are small gestures and have a value of £30 or less, without the approval of the Headteacher.

What things should I think about before I decide what to do?

You should treat with caution any offer of gift or hospitality made to you personally. In particular, think about whether there is a benefit to **Weston** school in you accepting, the scale, amount, frequency and source of the offer, the timing of the offer in relation to forthcoming decisions and whether accepting could be misinterpreted as a sign of your, or the School's, support or favour.

What gifts or hospitality need approval from the Headteacher or Chair of Governors?

Any gift or hospitality, which is more than just a token, defined as a **having a value of more than £30**, should be politely refused or returned. You must have the prior

written approval of the **Headteacher** if you decide to accept something, which has more than this value. This should only be in exceptional circumstances. If you or your **Headteacher** has any concerns or doubts about the public perception that might be attached to accepting any gift or hospitality, then you must refer it to the **Chair of Governors of Weston School**.

What gifts or hospitality should never be accepted?

You must never accept:

- cash or monetary gifts
- gifts or hospitality offered to your husband, wife, partner, family member or friend
- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process
- lavish or extravagant gifts or hospitality, even if they relate to activities in your own time

What should I do if I receive a gift without warning?

If you estimate that the gift is more than just a token you should politely and courteously decline the gift. If you feel that it would not be appropriate to do this, you should refer the matter to your **Headteacher** as soon as possible and let the **Headteacher** decide what you should do with the gift. Your **Headteacher** may decide to return the gift, may ask the **Chair of Governors of Weston school** for a view, or may donate the gift to a worthy local cause.

What should I do if I get offered a gift or hospitality?

Refer the offer to the Headteacher. Your **Headteacher** may decide to return the gift, may ask the **Chair of Governors of Weston school** for a view, or may donate the gift to a worthy local cause.

Do I need to record offers that I decline?

All offers over the value of £30 should be referred to the Headteacher.

What should I do if I am in doubt?

If in doubt, always speak to the Headteacher. It is your responsibility to follow the School's guidance on gifts and hospitality and to justify why you chose to accept a gift or hospitality offered to you.

What would happen to me if I didn't follow the guidance?

Weston school will take disciplinary action against you if you failed to follow the guidance. It is also a criminal offence to demand or accept a gift or reward in return

for allowing yourself to be influenced as a part of **WestonSchool**. This means you could be prosecuted by the Police.

Gifts Provided by Weston school

As a general guideline any gifts purchased and provided by the school should be:

1. Of a nominal value *up to £30* only.
2. Given to staff or governors of Weston school only in relation to specific and relevant personal circumstances (eg illness, bereavement, retirement) or upon leaving the employment or service of the school.
3. Authorised by the **Headteacher** (or **Chair of Governors of Weston school** in respect of any gifts given to the **Headteacher**).

Purchased from Weston school's own unrestricted funds (not from General Account or any other funding provided for specific purposes).

