



## GIFTS AND HOSPITALITY PAYMENTS

**Date approved:**

**March 2018**

**\*Date for revision:**

**March 2021**

**Responsibility:**

**Executive Headteacher**

*Deborah Ajoie*

## **1.0 INTRODUCTION**

This policy sets out the guideline for receipt of gifts and hospitality payments from external stakeholders of the Trust.

This policy applies to all staff within the Trust.

## **2.0 GIFTS AND HOSPITALITY PAYMENTS**

The acceptance of gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise the personal judgement or integrity of staff should not be encouraged. Any staff member receiving such items must inform the School Principal who will make a decision as to whether the staff member retains the gift or whether it is placed in a lottery for all members of staff to join in. When giving gifts, the Academy Trust must ensure that the decision is fully documented and has regard to the propriety and regularity of the use of public funds.