

Radnor Primary School

Ysgol Gynradd Radnor



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Gifts and Hospitality Policy

September 2025



STRONG HERITAGE | STRONG FUTURE
RHONDDA CYNON TAF
TREFTADAETH GADARN | DYFODOL SICR



Healthy

Respectful

Inclusive

Resilient

Kind

Eco-
friendly

INTRODUCTION

The purpose of this policy is to set out clear procedures for the acceptance of gifts and hospitality, and to keep in line with recognised good practice. Regulations for the acceptance of gifts and hospitality are set out in the Financial Procedure Rules for Schools, and this policy supplements these rules.

The acceptance of any gift or hospitality by school staff (other than those employed by the Council) shall be subject to the approval of the headteacher/Governing Body.

The school establishes a gift and hospitality register and a new register is started for each academic year. The main aim of the register is to create transparency about any gifts and hospitality received, so that there are no grounds for suspicion about influence on school decisions as a result of gifts/hospitality. If no gifts or hospitality are received by the school in an academic year, the register is to be crossed through and marked as 'nil'.

In accordance with the School Governor's Annual Reports (Wales) Regulations 2001, the Governing Body must include in the annual report to parents of the 'application of any gifts made to the school'.

DEFINITIONS

What is hospitality?

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

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, (on school visits/in school) on terms not available to the general public.

Other benefits

Any other benefit offered to a member of the teaching or support staff in the course of or arising from their official duties, not covered by the definition of gifts or hospitality above.

Trivial

Small, low value items such as a calendar, pen, small box of chocolates or small promotional item.

PROCEDURES

In order to protect both staff and the reputation of the Council from accusations of bribery or corruption, Governors, headteachers and employees should not accept significant personal gifts from contractors and outside suppliers. Regular and repeated hospitality from the same person or organisation should be refused. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the school/Council should be seen to be represented. Examples of exceptions to this are:

- Diaries
- Calendars
- Pens
- Modest gifts given by individuals (such as parents or children) to express gratitude

Where groups of parents contribute together to provide a gift, gifts of up to £150 per class/teacher can be accepted. In exceptional circumstances, the headteacher can approve such items up to a limit of £175, but this approval must be recorded in the register.

It is acceptable for gifts to be collected and raffled in order to raise money for charity as long as the headteacher takes responsibility for ensuring that the administration of such events is properly conducted.

Employees who are in doubt about the nature, regularity or value of any hospitality or benefit must receive express written authorisation from the headteacher/Chair of Governors before accepting the hospitality or benefit.

Where a more valuable gift or benefit is offered from which the school in general might benefit, rather than an individual employee, acceptance will be at the discretion of the headteacher and should be referred to the Governing Body.

Where it is necessary for the school to offer hospitality to organisations or individuals, arrangements should be made by the headteacher or Chair of Governors. A pool of refreshments such as tea, coffee, milk and sugar for consumption by visitors to the school is permitted and the purchase of these items can be made through the school budget. If meetings with visitors/interview candidates extend through the lunch period it is acceptable to provide sandwiches or a finger buffet and non alcoholic drinks, all of which may be purchased through the school budget.

Staff responsible for the purchase of supplies, equipment, services or the commissioning of contractors must take particular care to ensure that there can be no criticism that unequal treatment has been given to suppliers involved in tendering processes through the acceptance of gifts or other benefits.

Where hospitality or gift has to be declined, this should be done in a polite manner so as not to offend the giver and so that they understand the procedures and standards operating within the Council.

BRIBERY AND CORRUPTION

What is a bribery?

A bribe does not have to be in cash; it may be the awarding of a contract, the provision of gifts, hospitality, sponsorship, the promise of work or some other benefit. The persons making and receiving the bribe may be acting on behalf of others.

What is corruption?

In general corruption is a form of dishonesty or criminal activity undertaken by a person or organisation entrusted with a position of authority, often to acquire illicit benefit.

Bribery and Corruption is covered by a specific piece of legislation - The Bribery Act 2010. The Act applies to all businesses and organisations, no matter their size in terms of numbers of officers or employees. Under the Bribery Act 2010, all parties involved may be prosecuted for a bribery offence which may ultimately result in an unlimited fine and/or a custodial sentence of up to 10 years imprisonment. The Council takes its responsibilities under the Act seriously.

The Bribery Act 2010 has made it a criminal offence to:

- Offer, promise or give a financial or other advantage to another person, and/or
- Request, agree to receive, or accept a financial or other advantage.

The Act contains further offences for commercial bribery.

FAILURE TO COMPLY

Employees who are found not to have acted in accordance with the above policy may be disciplined and in serious cases this may be treated as gross misconduct.

Approved by full Governing Body

Signed: Date:

Chair: Matt Downes

Review date: Autumn 2024

