



**The View Trust**  
MULTI-ACADEMY TRUST

## **GIFTS AND HOSPITALITY POLICY THE VIEW TRUST**

### **INTRODUCTION**

All employees, Governors, Members and Trustees of The View Trust are expected to maintain a high standard of conduct with regards to the acceptance of gifts or hospitality of any kind from suppliers or any other person or organisation with which the Trust has a working relationship. It is important to ensure that no staff act in any way that is inconsistent with the Trust's aims, ethos or integrity by accepting a gift or hospitality in circumstances where it could influence, or be seen to influence a related party's actions or decisions.

It is recognised that attendance at receptions, lunches and dinners or other social events form a necessary part of an individual's role. This policy is not intended to stop such employees from receiving hospitality of this nature, so long as it is declared in the Trust's gifts and hospitality register and the timing of the hospitality is not inappropriate.

The general principle of receiving gifts or hospitality should be one of "transparency and disclosure" and the receipt of gifts and hospitality should always be unsolicited. Any breach of the policy could be regarded as misconduct, leading to disciplinary action up to and including summary dismissal.

A separate register is held for The View Trust and each Academy school within it; staff, Governors, Members and Trustees should record any gifts or hospitality received in each relevant register. The registers will be reviewed annually by the Board of Trustees.

### **DEFINITIONS**

**A Gift** is any item or service which is received free of charge; or personally offered at a discounted rate or on terms not available to the general public.

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

**Prevention of Fraud and Bribery Act 2010** makes it a criminal offence to:

- Offer, promise or give a bribe

- Request, agree to or accept a bribe
- Fail to prevent bribery by those acting on its behalf ('associated persons') to obtain or retain business or a business advantage for the organisation.

Under this act, a bribe is 'a financial or other advantage' offered, promised or given to induce a person to perform a relevant function or activity improperly, or reward them for doing so.

In order to protect all adults involved with the Trust, and the reputation of the Trust from accusations of bribery or corruption, colleagues must take extreme care that none of their dealings, directly, or indirectly, could be deemed as a reward or benefit, in line with the Bribery act 2010. This act makes it a criminal offence.

## **GIFTS AND HOSPITALITY REGISTERS**

The Trust will hold a Gifts and Hospitality Register, as will each Academy within the Trust.

It is common for appreciative parents and students/pupils to register their thanks for the work of staff in the form of a small personal gift. If these are valued at less than £25 these are perfectly acceptable without reference to senior members of staff and will not need to be added to the register.

Hospitality in the form of working lunches, coffees etc are perfectly acceptable, and it would be appropriate to offer this to gain cordial relationships in support of good relationships with visiting staff or business colleagues. These would not be added to the register.

If a member of staff is offered a gift or hospitality whilst involved in the procurement of goods and services, tenders for work or when liaising with anyone conducting business with the trust other than light refreshments, it is their responsibility to discuss this with the Chief Executive and/ or Headteacher before accepting such benefit within 5 days. If acceptable, this **will** need adding to the register.

If not accepting a gift would be regarded as causing offence, (such as a sudden and unexpected gift, or one where it would cause cultural offence) the item should be accepted. The matter should then be brought to the attention of the Chief Executive and or Headteacher as soon as possible who may decide to return the gift, discuss it with the Chair of Trustees, and/or may donate it to a Trust raffle/ fair or a charitable cause.

Examples of gifts or hospitality that should **not** be accepted are

- cash or monetary gifts
- gifts or hospitality offered to a member of your family
- gifts or hospitality from a potential supplier or tendered in the immediate period before tenders are invited or during the tender process

Where a gift is received on behalf of the Trust, the gift remains the property of the trust. All gifts/hospitality over the value of £25 must be recorded in the Trust's Gift and Hospitality Register, whether accepted or not.

## **INSTANCES OF NON COMPLIANCE**

Where it is believed a member of staff, Governor, Trustee or Board Member has not declared a gift or hospitality, then a formal investigation will be instigated by the Chair or Trustees. This may take the form of disciplinary procedures in the case of employees if misconduct is indicated.

This Policy will be reviewed by the Board of Trustees on a 3-yearly cycle

Person responsible for the Policy:	School Business Manager (Tor View School)
Colleagues affected by this Policy:	All Trust employees
Approved and adopted by Trustees:	9 <sup>th</sup> March 2017
Next Review:	2020