



Gifts and Hospitality Policy

Version 1

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<p>Name of Responsible Committee/Individual</p>	<p>Trust Board</p>
<p>Implementation Date</p>	<p>June 2026</p>
<p>Date Policy Agreed</p>	<p>June 2026 – Version 1</p>
<p>Target Audience:</p>	<p>All stakeholders</p>
<p>Related Documents:</p>	<p>Financial Management Policy Academy Trust Handbook Whistleblowing Policy Disciplinary Policy</p>
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1. PURPOSE OF THE POLICY AND POLICY STATEMENT

The purpose of this policy is to ensure that trust funds are used only in accordance with the law, Articles of Association, the Academy Trust Handbook and the Funding Agreement. The trust has due regard to propriety and regularity and believes that those associated with it should operate in a way that commands broad public support.

This policy is based on the Academy Trust Handbook, which states the trusts should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might compromise their judgement or integrity.

Members, trustees and staff must be aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same.

2. DEFINITIONS

Gifts are any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate, or on terms not available to the general public.

Hospitality is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

3. ROLES AND RESPONSIBILITIES

Members, trustees and staff:

- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the trust might be placed under any obligation as a result of acceptance
- Must not use their official position to further their private interests or the interests of others
- Must not solicit gifts or hospitality
- Must record any gifts or hospitality offered to them or the trust with a value greater than **£50** on the declaration of a gift or hospitality form (see **Appendix 1**), even if declined
- Must consult with the CEO or CFO before accepting or offering any gifts or hospitality with a value greater than **£50**.

Failure to declare any offer of gifts or hospitality in line with this policy will be treated as a staff disciplinary matter.

4. ACCEPTABLE GIFTS AND HOSPITALITY

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted.

Similarly, hospitality such as working lunches may be accepted in order to maintain good relationships with key contacts, provided the hospitality is reasonable in the circumstances.

5. UNACCEPTABLE GIFTS AND HOSPITALITY

The following must never be offered or accepted:

- Monetary gifts
- Gifts or hospitality offered to family members, partners or close friends
- Gifts or hospitality from potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time.

Alcohol must not be purchased out of trust funds.

This list is not intended to be exhaustive.

6. DECLINING GIFTS AND HOSPITALITY

Any member, trustee or staff member who is offered any of the unacceptable gifts or hospitality, should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to the CEO of CFO, who may decline the offer, or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.

7. MONITORING AND REVIEW

The CFO will monitor the gifts and hospitality register (see **Appendix 2**).

The Finance, Audit and Risk Committee will be provided with information on gifts and hospitality received and given at each meeting.

The Finance, Audit and Risk Committee will review and approve this policy on an annual basis.

**Gifts and Hospitality Policy Version 1
Agreed by Finance, Audit and Risk Committee June 2026**

Appendix 1. Declaration of a Gift or Hospitality

Declaration of a Gift or Hospitality

Name:	Position:
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I have been offered a gift / hospitality which I have declined.

I have been offered a gift / hospitality which I have accepted.

Date and time of offer:	Place where offered:
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Name of organisation / person making the offer and their relationship with the academy	Nature of gift or hospitality	Estimated value if applicable

Reason for accepting / declining gift or hospitality:

Signed: _____ Date: _____

Approved: _____ Date: _____ (CEO or CFO)

Entered in Register	Date:	Reference:
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