

## **Roundwood Primary School**

### **Gifts and Hospitality policy**

Date of last review	Summer 2025
Date of next review	Summer 2029
Member of Staff responsible	Headteacher

\*Unless there is significant change in school practice or policy

## **Introduction**

The Gifts and Hospitality policy is designed to protect staff from the perception of undue influence from individuals or organisations who may seek favourable treatment following a gift. This could be parents (e.g. for more favourable treatment of their child at school) or from suppliers.

## **Gifts**

It is usual for parents and families to give gifts to school staff at certain times in the year, for example at Christmas, the end of the year or when a teacher is leaving.

This policy is intended to assist teachers in recognising where a gift could be considered to be excessive and inappropriate to accept due to its financial value.

The flowchart should be followed to guide staff on the acceptance of gifts.

## **Hospitality**

It would not be anticipated that offers of hospitality would be made to school staff on a regular basis. The flowchart should be followed to guide staff on the acceptance of offers of hospitality.

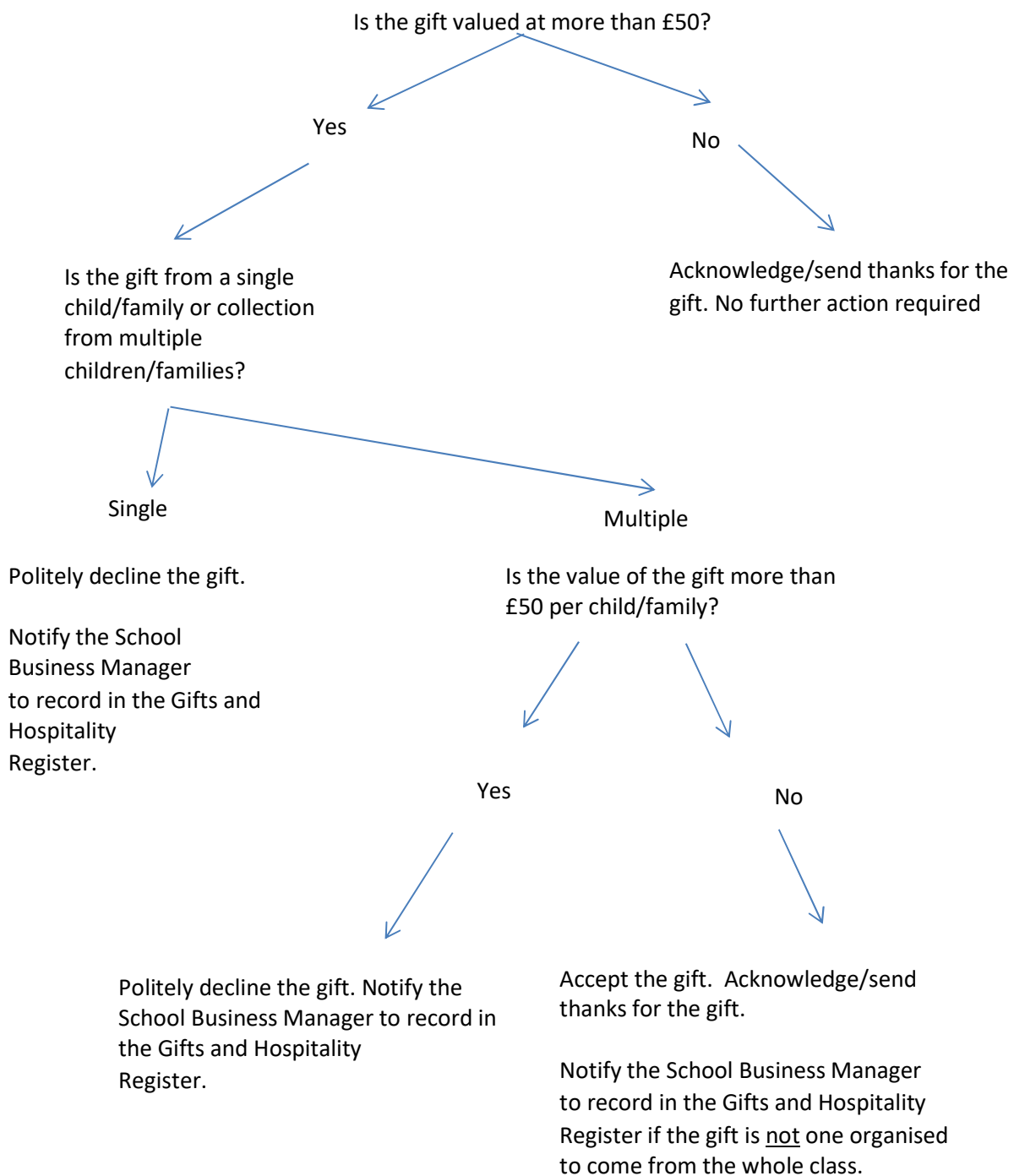
## **Gifts and Hospitality Register**

The Gifts and Hospitality Register will be maintained by the School Business Manager. It is the responsibility of staff to ensure the School Business Manager is notified in writing (email is acceptable) when an entry into the Gifts and Hospitality Register is required.

Entries in the Gifts and Hospitality Register will be notified to the Finance Governors.

Non-compliance with this policy could result in disciplinary action

## Flowchart for Gifts to staff from parents



## Flowchart for offers of hospitality to staff or gifts from suppliers

