



NORTH FERRIBY C E PRIMARY SCHOOL

GIFTS AND HOSPITALITIES POLICY

Date of New Policy:	Autumn 2013
Review Date:	Autumn 2016
Policy Type:	Corporate
Co-ordinator:	Russ Orr
Link Governor:	Matthew Brailsford
Committee:	Personnel

North Ferriby CE Primary School Mission Statement:

A Christian School with children at its heart.

Christian Values Statement:

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

Ethos Statement for North Ferriby CE VC Primary:

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

Background

- 1 This policy applies to all staff at North Ferriby CE Primary School and relates to gifts and hospitality that might be offered to an employee and linked to their job.
- 2 This policy does not include those gifts which are traditionally given to teachers and other staff by pupils/parents at the end of term or school year; to normal company merchandise (such as calendars, diaries, pens marked with a company name) often sent as advertisements; nor to trivial hospitality (such as tea, coffee, biscuits, light refreshments).
- 3 The aim of the policy is to protect the reputation of the School and its staff, by ensuring that they avoid putting themselves or appearing to put themselves into a position where their integrity is called into question, because of a financial or other obligation.

Statutory Obligations

- 4 S117 of the Local Government Act 1972 provides that an employee of a local authority shall not, under colour of their office or employment, accept any fee or reward whatsoever other than their proper remuneration.

Policy

- 5 The general rule is that a member of staff will not accept any gift or hospitality offered to them from people they deal with or might deal with in the future as part of their work.
- 6 Where a gift or hospitality is offered and the member of staff concerned believes that acceptance may be appropriate in exceptional circumstances, then prior to acceptance, this will be discussed with the Headteacher who will seek the view of the Chair of the Governing Body.
- 7 A gift or hospitality will not be accepted where it may lead any reasonable person to believe that any member of staff might be influenced by the gift or hospitality received.
- 8 The School will maintain a register of gifts/hospitality received (other than exempt items mentioned in 2 above) which will be completed by the member of staff who receives the gift or hospitality. This will give details of the gift/hospitality received, the date given, the approximate value, the person giving, and the reason why it was accepted.
- 9 The register will be reviewed by the Governing Body on an annual basis to ensure staff are complying with the policy.