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Gifts & Hospitality Policy

Person/s Responsible: Mireilli Forrest, Executive Headteacher,
Emma Kight, Chair of Governors,
Danielle Dulieu, School Business Manager

Policy Reviewed: Sept 2023

Policy Review: Sept 2025

This policy seeks to protect staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality, or any other inducement.

Principles

The school expects staff and members of the Governing Body to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business.

Staff must not accept gifts, hospitality, or benefits of any kind from a third party where it might be perceived that personal integrity is being compromised or that the school is being placed under an obligation.

Staff must not make use of their official position to further their private interests.

Gifts

Gifts of low intrinsic value such as diaries, biscuits etc can be accepted from suppliers of goods or services.

Gifts of low value (Under £30) from parents or children e.g., as a thank you at Christmas or end of year are acceptable. However, it is unacceptable to receive gifts of any value on a regular basis.

In the interest of Safeguarding Children and to prevent staff from being open to accusation of exerting influence, staff must only give rewards to individual children that are consistent with the established practice in school, and they must make a member of the Senior Leadership Team aware of the reward being given.

In the case where staff receive a gift on behalf of the school, the gift remains the property of the school and this will be recorded and documented as a gift to the school.

Hospitality

Modest hospitality, provided in reasonable circumstances, e.g., lunches in the context of working visits is acceptable.

Hospitality and gifts may be provided by school, but this should be the exception rather than the rule. The value of this must not exceed £50 in a year to any one recipient.

Raising a concern

Members of staff are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. Concerns should be reported by following the procedure set out in our Whistleblowing Policy.

Members of staff who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. The school aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

The school is committed to ensuring no one suffers any detrimental treatment because of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place or

