



Receipt of Gifts, Hospitality and Other Benefits Policy Parkfield Community School

It is wholly unacceptable for staff to solicit for their personal benefit gifts, hospitality or other benefits from organisations or individuals outside the School in the course of performing their duties.

The School values its reputation for ethical behaviour and financial probity and reliability. The School recognises that any involvement in bribery is illegal and will reflect adversely on its image and reputation.

The School prohibits the offering, giving, soliciting or the acceptance of any bribe in whatever form to or from any person or company, public or private by any council member, member of staff, contractor, consultant, agent, overseas agent, external examiner and any non-employee service provider engaged on School business for whatever reason.

The prevention, detection and reporting of bribery is the responsibility of all staff.

Receiving gifts and hospitality

The School accepts that there are circumstances where the unsolicited receipt of small gifts or of hospitality will be appropriate, or indeed where the refusal of such gifts or hospitality could cause offence that is detrimental to the School.

Before accepting unsolicited gifts, hospitality or other benefits, staff should determine that acceptance:

- does not place them in a position where their integrity or professionalism may be called into question
- bears no direct or perceptible indirect link to any formal procurement process for goods or services
- does not create a specific or general obligation which the member of staff or the School is required to fulfil
- does not constitute an actual or perceived inducement in respect of a decision that the School must take.

In circumstances where it is deemed appropriate to accept a gift of greater than small or nominal value, such as from a distinguished visitor, these gifts should normally be regarded as School property and used or retained accordingly.

In any case that gives rise to doubt, before accepting the gift or hospitality or other benefit, staff should declare the matter to the Headteacher and obtain their approval for acceptance.

If a member of staff subsequently finds that (s)he is in the position of taking a decision on a matter where earlier receipt of a gift or hospitality or other benefit (in either a personal or professional capacity) might be interpreted as having compromised his/her integrity, the conflict of interest should be declared to the Headteacher.

If an excessive gift or hospitality is found to have been accepted, then the Headteacher will discuss the circumstances with you and agree how to deal with it e.g. a gift can be returned or steps can be taken to ensure that the acceptance of hospitality does not influence a decision or situation in favour of the giver. If excessive gift(s) or hospitality are accepted on more than one occasion or are found to have influenced decisions inappropriately, against School policy (or potentially illegally), then appropriate disciplinary procedures will be followed.

Guidance

Gifts of a nominal or small value can normally be accepted without question in circumstances such as:

- Where they are offered by visitors from other schools or institutions where no formal procurement of goods or services is being undertaken or is anticipated.
- Where they are between a parent and a member of staff where the monetary value is not significant.
- Where they are promotional items such as calendars, memory sticks, etc.
- References to “other benefits” that fall within the terms of this policy include (but are not limited to) invitations to events, preferential rates for travel or events or goods for personal use, sponsorship, extension of hospitality or preferential terms to family members, free entertainment. Refusal of benefits would not normally be expected, however, where they are offered as a normal part of a professional activity, such as part of conference attendance, and where these are not construed to be attempts to gain influence with the School.
- Appropriate monitoring and recording procedures should be put in place for staff engaged in work-related activities that make them particularly vulnerable to actual or perceived inducements (such as Procurement).
- As a general guideline, a gift with a value in excess of £50 would not normally be considered to be of small or nominal value.
- As a general guideline, receipt of hospitality at a level above that which the School might offer in return should normally be discussed in advance with the Headteacher.
- As a general guideline, personal gifts of money (or monetary instruments) should never be accepted regardless of amount.
- Staff are wholly responsible for any tax implications that may be associated with the receipt of personal gifts or other benefits, including any responsibility for reporting them to HMRC.

Giving gifts and hospitality

Staff may not, directly or through others, offer or give any, money, gift, hospitality or other thing of value to an official, employee or representative of any supplier, customer or any other organisation, if doing so could reasonably give the appearance of influencing the organisation’s relationship with the School.

Dealing with contractors, agents and business partners

The Bribery Act 2010 highlights two specific types of bribery that could lead to prosecution of the School:

- the liability to prosecution if a person associated with it bribes another person....., where an associated person is one who performs services on or behalf of the organisation; and
- bribery of a foreign public official, where an official is one who holds a legislative, administrative or judicial position in a territory or country outside the UK.

This means that the School needs to take care to ensure that any contractors, agents or business partners acting on its behalf comply with the Act.

It is therefore essential that contractors and agents acting on the School's behalf are made aware of the School's anti-bribery policy, through the School's terms and conditions or through the tendering process for larger contracts. In the case of international agents, reasonable due diligence must be carried out to ensure that they are not acting in a way that would compromise the School.

Compliance

All staff are required to comply with The Bribery Act 2010.

Conflicts of interest policy

A conflict of interest occurs when you advance a personal interest (or that of others with whom you are connected) at the expense of the School.

Reference should be made to the School's policy on declarations of interest and the register of interests.

Reporting bribery, corruption and non-compliance with this policy

If you know of, or have good reason to suspect that, an unlawful or unethical situation or that you suspect that either an act of bribery or non-compliance to this policy has occurred; you should report the matter to the Headteacher. Should reporting in this way be inappropriate, you should refer to the School's whistle blowing procedure.

This Policy should be read in conjunction with the Anti-Bribery & Corruption Policy.

Parkfield Community School
January 2020

To be reviewed every 3 years.