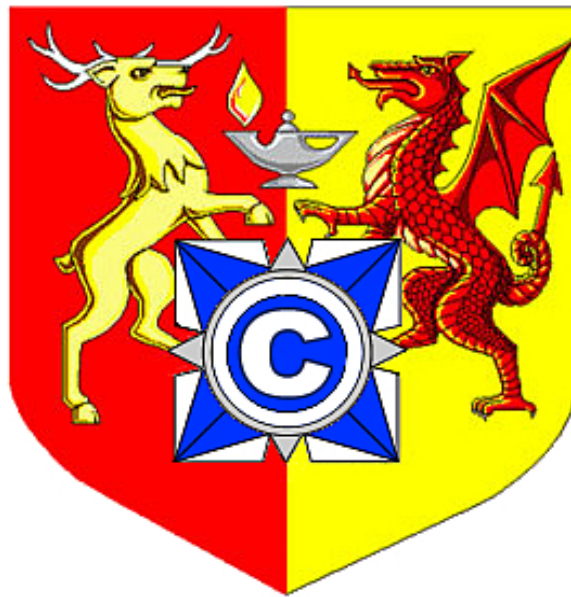


Cantonian High School Ysgol Uwchradd Cantonian



Gifts & Hospitality Policy

October 2009

"Cantonian celebrates diversity and is committed to working towards equality regardless of race, age, gender, faith, sexual orientation, language or disability. It strives to create an inclusive culture in which every individual, regardless of ability and background, is enabled to participate and is valued as a member of the school community. We therefore promote positive approaches to difference and foster respect for people of all cultural backgrounds. The school complies with the Equalities Act 2010 and references to older legislation in school policies will be amended to reflect this as and when they are renewed"

All policies are available on request in large print format or translated into Welsh or community language

This policy was adopted by Governors on 20 January 2010

Corporate gifts are now commonplace, and many organisations offer promotional packages and hospitality. The practice of gift giving is widespread, although more prevalent and 'acceptable' in the private sector than the public. There is usually no secrecy or deception involved and the gifts are given in order to consolidate a business relationship. Staff and governors are protected by this policy as they then know where they stand and it is then easier for them to refuse a gift without causing offence to often well meaning third parties.

Clearly, any member of staff or governor receiving an undue reward which is specifically designed to influence him or her in carrying out their work and incline them to act contrary to the known rules of honesty and integrity or show favour to any individual, a company, public body or a group of individuals, is acting corruptly.

1. The following should be politely **refused** and not accepted under any circumstances:
 - a) Gifts of money made personally to staff or governors.
 - b) Free membership or subscriptions to sports and other clubs.
 - c) Tickets for concerts and sporting events where the face value of the tickets offered is above £25 especially when corporate hospitality, travel and accommodation is also included.
 - d) Foreign travel unless as a specific element of business approved specifically by the governing body. "Holiday" type travel and accommodation is unacceptable.
 - e) Free goods, equipment or services which a reasonable person would expect to be charged for, e.g. car hire, printing etc.

Any offers made to a member of staff or governor in the above categories should be refused and reported to the Bursar immediately.

2. The following are **acceptable**:
 - a) Occasional lunches or dinners below a cost of £25 per head.
 - b) The receipt of small value promotional items such as diaries, calendars, pens and other office equipment where the company's logo or name is clearly stated on the gift.
 - c) Occasional tickets and free admittance to concerts, exhibitions etc where the face value of the tickets offered is below £25.

Items received under point 2 above should be reported to the Bursar for inclusion in the Register of Gifts and Hospitality (see Appendix A).

If in any doubt about the interpretation of this Policy, staff and governors should seek the advice of the Bursar.

This policy will also apply to all co-opted members of Governors' committees.

The governing body will review the policy every two years.

Signed: _____ Date: _____
Chair of the Governing Body

