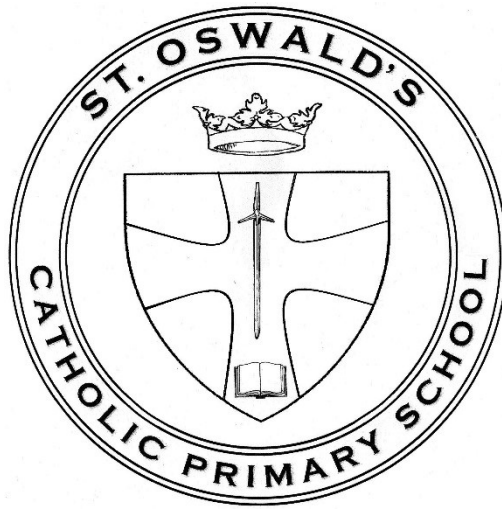


# St Oswald's Catholic Primary School



## Gifts and Hospitality Policy and Register

Approved by:	Approval date	Renewal date
Resources Committee	26 <sup>th</sup> February 2026	Spring 2027

This Gifts and Hospitality Policy is set within the context of the whole school aims and mission statement:



*Together with Jesus,  
We will Learn and Grow in Faith*

## **GIFTS, HOSPITALITY, EXPENSES & OTHER FAVOURS**

The Governing Body shall set down appropriate arrangements for expenditure on hospitality and for the acceptance of hospitality by members of the school staff.

To demonstrate the openness and integrity of the circumstances relating to the offer and acceptance of gifts, hospitality or other favours the governors should ensure that a register is established and maintained for members of school staff of all favours etc. offered, detailing the nature of the favour and indicating whether such favours are declined or accepted.

The essential principle is that favours must not affect proper working relationships, or allow concern that they are affecting proper working relationships.

In appropriate circumstances schools may incur expenditure on hospitality, write-off losses, or make/sanction gifts and ex-gratia payments. Expenditure of this kind must be considered carefully if it is to be paid from public funds. Governors need to be satisfied that in maintaining the integrity of public funds, expenditure on hospitality is incurred in the provision of education and that they can demonstrate probity, accountability and value for money.

The Governing Body shall ensure that all expenditure on hospitality, gifts and ex-gratia payments and the writing off of losses is approved by the full Governing Body and that a written record should be maintained of all such losses and special payments.

It is important that Governing Body ensure the propriety of all dealing with the private sector and are able to demonstrate it publicly.

### **Acceptance of Gifts, Hospitality & Exclusions**

Where hospitality is offered to governors and school staff it may be accepted where it appears correct in all circumstances to do so.

Where hospitality is offered to one employee only, special caution is needed as an employee alone may be viewed as more vulnerable than a number of employees.

It is also important to avoid any suggestion of improper influence. The following examples are intended to give general guidance:-

#### **Acceptable**

- A working lunch of modest standard provided to allow the parties to continue to discuss business over lunch
- Invitation to trade fairs or similar events where there is a general invitation to customers
- Invitation to a Society or Institute dinner or function
- Invitation to take part in a company jubilee or other anniversary celebration

### **Unacceptable**

- Offer of a holiday, hotel accommodation or company flat at the company's expense per LCC's Code of Conduct
- Excessive hospitality, entertainment or other services from existing or prospective suppliers
- Gifts and hospitality must not be accepted from the same party on a frequent or regular basis to avoid any concern that any proper relationships are consequently being compromised

**Note:** LCCs Officer Code of Conduct states that 'gifts of personal nature should not be accepted'.

### **Provision of Gifts, Hospitality & Exclusions**

Appropriate arrangements for the provision of hospitality by and to members of school staff shall be set down by the Governing Body. Any expenditure of this kind must be considered carefully if it is to be paid from public funds.

It is important that the Governing Body ensures the propriety of all dealings with the private sector and are able to demonstrate it publicly. Governors need to be satisfied that in maintaining the integrity of public funds, they can demonstrate that any expenditure on hospitality, whether to their own staff or 3<sup>rd</sup> parties, is incurred in the following provision of education.

The following guidelines on the provision of hospitality exclude the normal tea/coffee and biscuits provided for meetings only.

- The provision of all hospitality should be approved by the full Governing Body
- So far as it is practicable, hospitality must be provided in the workplace
- Soft drinks only to be provided in the workplace
- Consumption of alcohol is in contravention of LCC's Anti-Alcohol & Drugs policy
- Should it be necessary to provide hospitality outside the workplace, this should be on a modest scale, appropriate to the occasion and pre-approved by the Governing Body
- The number of staff involved on any occasion where hospitality is provided should not extend beyond those directly involved with the matter in hand
- The HT will maintain a register of all occasions upon which hospitality has been provided, the number of persons involved and the cost incurred
- 

### **Unacceptable**

- Flowers – must be financed only by individual contributions to a private collection and not the school's delegated budget nor the School Fund Account
- Staff/3<sup>rd</sup> party - birthday/birth/wedding gifts etc.
- Staff/3<sup>rd</sup> party - alcohol/parties/celebrations etc.
- Staff/3<sup>rd</sup> party - benefits/welfare/team building/days out/nights out

- Staff/3<sup>rd</sup> party - tea/coffee/cakes/refreshments
- Staff/3<sup>rd</sup> party - gratuities/payments/gifts
- Staff/3<sup>rd</sup> party - cashing of personal cheques/loans

*Signed by:*

*Chair of Governors:*

*Date:*

*Head Teacher:*

*Date:*

*Agreed at the Governing Body Meeting on: 26<sup>th</sup> February 2026*

