

# POLICY DOCUMENT



## Hospitality, Gifts and Bribery Policy

<b>LAST UPDATED AND REVIEWED</b>	Updated November 2022
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<b>POLICY TYPE</b>	Required by ESFA
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<b>REVIEW FREQUENCY AND DATE</b>	Every 2 Years – November 2024
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<b>RESPONSIBLE</b>	
Leadership Team	Bursar
Governing Committee	Resources, Audit & Risk Committee

<b>APPROVED:</b>	Approved by:	Resources, Audit & Risk Committee
	Meeting Date:	14/11/22
<b>UPDATE:</b> Shared Drive Website (if applicable)	29 <sup>th</sup> November 2022 29 <sup>th</sup> November 2022	

**Courage Commitment Compassion**

## **Introduction**

The principle of integrity requires that Newlands Girls' School staff should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of hospitality and gifts must be subject to clear restrictions and that any that are accepted must be declared and recorded.

The process set out in this policy and procedure is designed to safeguard employees from any misunderstanding or criticism.

This policy takes into consideration the requirements under the UK Bribery Act 2010, which came into effect 1 July 2011. The Ministry of Justice has published guidance which provides the basis for inclusion in this policy. This guidance is under section 9 of the act.

This procedure applies to all Newlands Girls' School staff.

## **Gifts**

- You must not accept cash, or personal gifts with a significant monetary value, under any circumstances, although items of nominal value (approximately £25 or below) or free promotional pens, calendars, diaries or similar items may be accepted.
- Gifts which are intended for Newlands Girls' School as an academic body can be accepted but must not be retained by the individual who receives them. Such gifts should be deposited with the Finance Office, for use by Newland Girls' School.
- Personal gifts may not be solicited under any circumstances.
- When you have to decline a gift, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy and the UK Bribery Act 2010.
- All gifts received must be recorded in Newlands Girls' School's gifts and hospitality register, which is maintained by the Finance Office.

## **Supplier Special Offer Gifts**

- Gifts are sometimes offered by the suppliers with the purchase of items. All special offer gifts are the property of Newlands Girls' School and must be turned into the Finance office for use by the School.

## **Hospitality**

- You should never accept hospitality that could be interpreted as a way of exerting an improper influence over the way you carry out your duties. Nor should you offer such hospitality to others on behalf of Newlands Girls' School. The timing of hospitality in relation to procurement or a purchasing decision that Newlands Girls' School may be taking is especially sensitive. You should never solicit hospitality. As a general rule, you should not accept hospitality that the School would not reciprocate in similar circumstances.
- Staff attendance at sporting and cultural events at the invitation of suppliers, potential suppliers or consultants is not normally acceptable. Where it is considered that there is a benefit to Newlands Girls' School in a member of staff attending a sponsored event, the attendance should be formally approved by the Headteacher.

## **Hospitality - continued**

- If necessary, you should pay your share of any costs and claim these in the usual way by following the Expenses Policy.
- When you have to decline hospitality, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy and the UK Bribery Act 2010.
- You may accept modest working meals and light refreshments without making any declaration. All other hospitality must be recorded in the school's gifts and hospitality register which is maintained by the Finance Office.
- Other hospitality may be accepted where:
  - You are representing Newlands Girls' School in the community or are imparting information about Newlands Girls' School to the public.
  - An event is clearly part of the life of the community or where Newlands Girls' School should be seen to be represented.
  - The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal.

### **Staff Entertainment**

- In the event that the school decides to contribute towards a staff social event this must be approved in advance by the Governors of the Resources Committee and should comply with HMRC guidelines.
- All expenditure of this kind will come from the Schools Unrestricted funds and not GAG funding from the ESFA.

### **Expenses Claims**

- Where hospitality is to be provided by Newlands Girls' School this should be approved in advance by a member of the Leadership Team. The Headteacher or Bursar should review the hospitality in light of the UK Bribery Act 2010. Hospitality is not prohibited by the Act but should be considered in light of it.
- Any hospitality provided should not be extravagant.
- Claims for reimbursement of expenses should be made on the relevant form and receipts should always be included.

### **PROVEIT Test**

- Please use the following guideline to determine whether an offer of a gift or hospitality is acceptable:
  - PURPOSE-Token, thanks or seeing a favour? (token/thanks= yes; favour= no)
  - RULES- What are they? Does this situation conform?
  - OPENESS- Is the offer transparent?
  - VALUE- Expensive or inexpensive?
  - ETHICS- Does the offer fit with School's ethics?
  - IDENTITY – Who has made the offer?
  - TIMING – Are you about to make a decision affecting the giver?

## **UK Bribery Act 2010**

- It is an offence under Section 7, which can be committed by a commercial organisation which fails to prevent persons associated with them from bribing another person on their behalf.
- Facilitation Payments, payments to induce officials to perform routine functions they are otherwise obligated to perform, are bribery under the Act.
- Trustees and Senior Leadership do not tolerate Bribery in any form.
- Senior Leadership considers all organisations which the school does business with, in order to consider the risk.
- Senior Leadership considers all persons or organisations which act on behalf of the school or provide services for the school, in order to consider the risk.
- Actions of suppliers of goods do not create a risk for the school under the UK Bribery Act 2010.
- As risk of bribery can often be greater in overseas transactions, all overseas transactions must be approved in writing on the purchase order by the Headteacher or the Chair of Governors, regardless of the value of the transaction.