Gifts and Hospitality

Date of last Review: Autumn 2026
Review in: Autumn 2028

Kirk Ella St Andrews Community Primary School

Gifts and Hospitality Procedure

Introduction

The Gifts and Hospitality policy is designed to protect staff from undue influence from individuals or organisations who may seek favourable treatment.

Parents and families may seek favourable treatment for their child/children in the classroom or extra-curricular activities, e.g. sports team.

Individuals and organisations may seek favourable treatment when the school is awarding contracts e.g. purchase of a new computer system.

Gifts

It is usual for parents and families to give gifts to school staff at certain times in the year, for example the ends of terms or when a teacher is leaving.

This policy is intended to assist teachers in recognising where a gift could be considered to be excessive and inappropriate to accept due to its financial value.

The flowchart should be followed to guide staff on the acceptance of gifts.

Hospitality

It would not be anticipated that offers of hospitality would be made to school staff on a regular basis.

The flowchart should be followed to guide staff on the acceptance of offers of hospitality.

Gifts and Hospitality Register

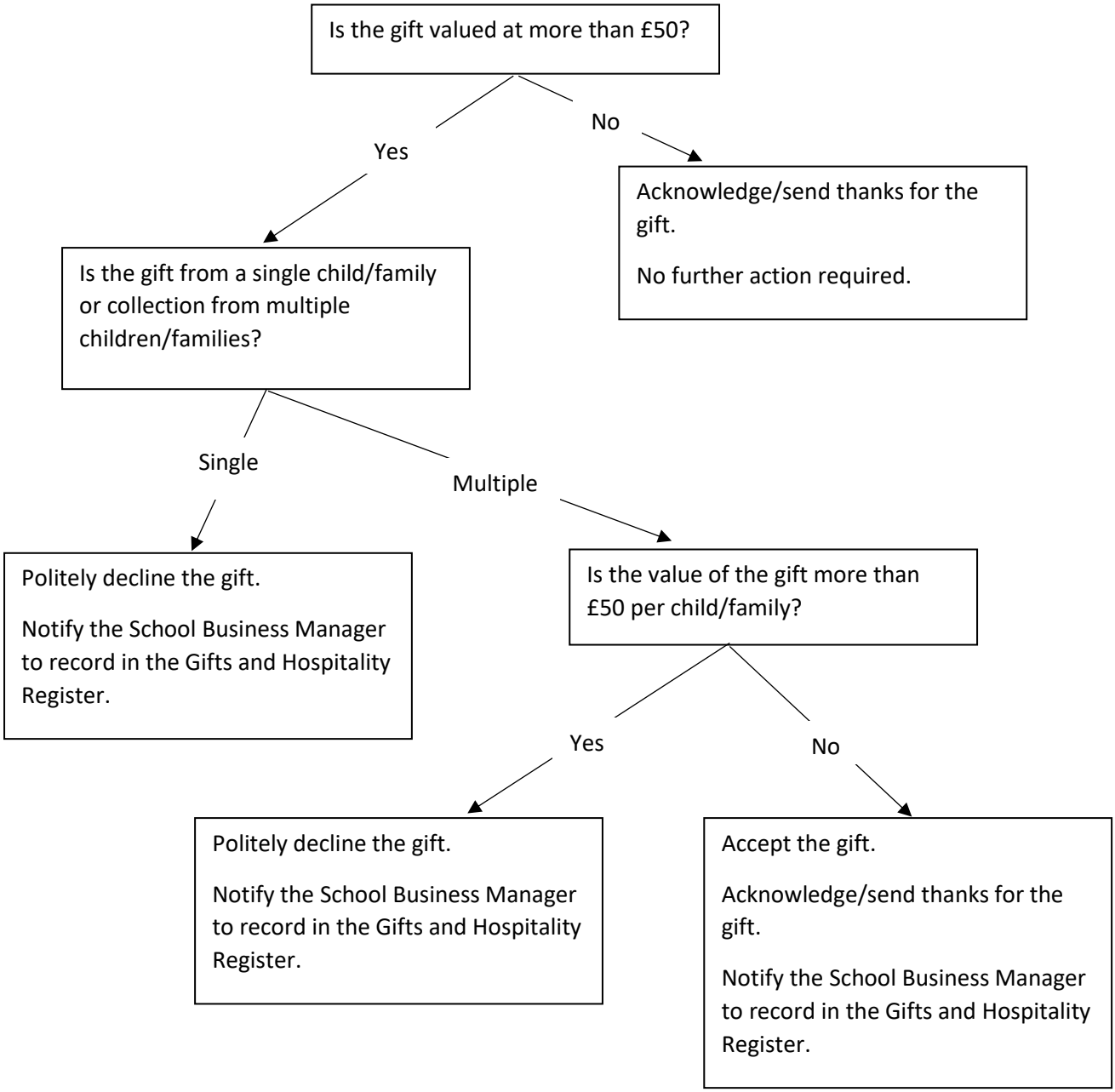
The Gifts and Hospitality Register will be maintained by the School Business Manager.

It is the responsibility of staff to ensure the School Business Manager is notified in writing (email is acceptable) when an entry into the Gifts and Hospitality Register is required.

Entries in the Gifts and Hospitality Register will be routinely monitored by the Workforce, Resources and Environment Committee of the Governing Body.

Non-compliance with this policy could result in disciplinary action

Flowchart for Gifts to staff



Flowcharts for Offers of Hospitality

