



ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

Gifts and Hospitality Policy

Purpose of the policy

This policy seeks to protect staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance or provision of gifts, hospitality or any other inducement. Conduct of a member of staff or governor should never lead anyone to question interests or lead anyone to think that anyone has been influenced by gifts and hospitality.

The guidance in this policy applies to all staff and governors regarding gifts and hospitality. A register of Gifts and Hospitality will be completed and presented to the Governing Board annually. The register will be kept in the school office.

Principles

The school expects staff and members of the Governing Board to exercise the utmost discretion in giving and accepting gifts and hospitality when on school business.

Staff must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that personal integrity is being compromised or that the school is being placed under an obligation.

Staff must not make use of their official position to further their private interests.

Gifts

What is a gift?

A gift is any item or service that staff or governors receive free of charge. It also includes any goods or services which you personally are offered at a discounted rate or on terms not available to the general public.

What gifts can be accepted without any approval?

Staff and governors can accept gifts and hospitality, which are small gestures and have a value of £30 or less, without the approval of the Headteacher. Gifts and hospitality of this nature do not need to be recorded in the school's Gifts and Hospitality Register.

Similarly, gifts amounting to more than £30 which are the result of a combined whole class or group collection will be exempt from being recorded.

Gifts of low intrinsic value such as diaries, biscuits etc can be accepted from suppliers of goods or services.

Gifts of low value (Under £30) from parents or children e.g. as a thank you at Christmas or end of year are acceptable. However, it is unacceptable to receive gifts of any value on a regular basis.

In the interest of Safeguarding Children and to prevent staff from being open to accusation of exerting influence, staff must only give rewards to individual children that are consistent with the established

practice in school and they must make a member of the Senior Leadership Team aware of the reward being given.

In the case where staff receive a gift on behalf of the school, the gift remains the property of the school and this will be recorded on the Gifts and Hospitality Register and documented as a gift to the school.

You must have the prior written approval of the Headteacher or Chair of Governors if you decide to accept a gift which has more than £30 in value. This should only be in exceptional circumstances. All gifts received above the value of £30 need approval from the Headteacher or governors should be recorded on the school Gifts and Hospitality Register. (see Appendix 1)

Hospitality

What is hospitality?

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

What hospitality can be accepted without any approval?

Modest hospitality, provided in reasonable circumstances, e.g. lunches in the context of working visits are acceptable.

Hospitality and gifts may be provided by school but this should be the exception rather than the rule. The value of this must not exceed £50 in a year to any one recipient.

All gifts and hospitality received above the value of £30 need approval from the Headteacher or Chair of Governors and will be recorded on the school Gifts and Hospitality Register. (see Appendix 1)

Do I need to record offers of gifts or hospitality that I decline?

Yes – all offers of gifts or hospitality, which have a value of more than £30, must be recorded in the school's register, even if you don't accept.

What should I do if I am in doubt?

If in doubt, always speak to the Headteacher. It is your responsibility to follow the school's guidance on gifts and hospitality and to justify why you chose to accept a gift or hospitality offered to you. Failure to do this could result in disciplinary action.

Policy reviewed October 2025

Next review October 2027



St Raphael's Catholic Primary School

Record of Gifts and Hospitality

This form must be completed by any member of staff or governor receiving or declining a gift or hospitality which has a value of more than £30.	
Name	Position Held
Individual, company or organisation offering gift or hospitality	
Date, time and venue	Gift/Hospitality Accepted or Declined
Nature and approximate value of hospitality/gift	
If accepted, has the gift been retained for personal use or school use?	
If accepted, reason for accepting hospitality/gift	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Signed: Approved by: (Headteacher/Chair of Governors) </div> <div style="width: 45%;"> Date: </div> </div>	

PLEASE RETURN COMPLETED FORM TO THE SCHOOL OFFICE.