



Keystone Academy Trust

Policy for the Giving of Gifts and Hospitality

Policy Statement

The purpose of this policy is to set out Keystone Academy Trust's position on the giving of gifts and hospitality using trust funds.

This policy applies to all staff, local governors, trustees, members and volunteers to the trust.

Purchases of gifts and hospitality

In determining when a gift or hospitality is deemed appropriate, the Trust expects staff and members of the governing body to exercise the utmost integrity and give due consideration to the use of public funds.

Modest gifts, tokens of gratitude or hospitality of low intrinsic value may be provided in certain circumstances. It is likely that these usually do not exceed £25-£30 in value (including delivery). These circumstances include:

- Modest hospitality, provided it is reasonable in the circumstances, for example, lunches in the course of working visits is acceptable. These should be occasional and not at an unreasonable level or cost.
- As recognition when an individual goes above and beyond what was expected of them and there has been a direct and tangible benefit to the school. (Excluded from this is where the responsibility forms part of an employee's normal employment remit).
- As recognition of a significant life event whereby the gift is deemed to support and acknowledge the individual and their future involvement with the school.

In all cases these must be approved within the signing authority of the school. All documentation must state who the recipient is and why they are receiving the gift or hospitality.

What is not acceptable?

Under no circumstances is it appropriate to use any funds (restricted or unrestricted) to purchase alcohol either as a gift or for consumption by staff, local governors, trustees, members, parents or volunteers (at nil cost).

Gifts in excess of £30 (including delivery).

Gifts that are disproportionately generous, show perceived favouritism, or could be seen as an inducement to affect a business decision.

Signed:

(Board of Governors)

Approved: October 2021

To be reviewed: October 2023